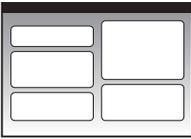


# User's Guide

## - for use without a computer -

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Paper manuals	
	<p><b>Start Here</b></p> <p>Be sure to read this sheet first. This sheet tells you how to set up the product and install the software. It also includes instructions on loading paper and placing originals.</p>
<p>(this book)</p> 	<p><b>User's Guide -for use without a computer-</b></p> <p>This book contains information on how to use the product without connecting your computer, such as instructions on copying and printing from a memory card.</p> <p>If you have problems using the product, see the Solving Problems chapter in this book.</p>
Online manuals	
	<p><b>User's Guide</b></p> <p>This guide provides instructions for printing and scanning from your computer and information on the software.</p> <p>This guide is included on the software CD-ROM and installed automatically when you installed the software. To read this guide, double-click the icon on your desktop.</p>
	<p><b>Online help</b></p> <p>Online help is built in each application included on the software CD-ROM. It provides detailed information on the application.</p>

## Important Safety Instructions

Before using this product, read and follow these safety instructions:

- Use only the power cord that comes with the product. Use of another cord may cause fire or shock. Do not use the cord with any other equipment.
- Make sure the power cord meets all relevant local safety standards.
- Use only the type of power source indicated on the label.
- Place the product near a wall outlet where the power cord can be easily unplugged.
- Do not let the power cord become damaged or frayed.
- 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.
- Avoid locations that are subject to rapid changes in heat or humidity, shocks or vibrations, or dust.
- Leave enough room around the product for sufficient ventilation. Do not block or cover openings in the case or insert objects through the slots.
- Do not place the product near a radiator or heating vent or in direct sunlight.
- 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.
- Make sure the back of the product is at least 10 cm away from the wall.
- Do not open the scanner unit while copying, printing, or scanning.
- Do not spill liquid on the product.
- Do not use aerosol products that contain flammable gases inside or around the product. Doing so may cause fire.
- Except as specifically explained in your documentation, do not attempt to service 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.
- When storing or transporting the product, do not tilt it, stand it on its side, or turn it upside down; otherwise ink may leak from the cartridges.
- Be careful not to trap your fingers when closing the scanner unit.

### ***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. If you still have discomfort or vision problems, see a doctor immediately.
- Do not put your hand inside the product or touch any cartridges during printing.
- Install a new ink cartridge immediately after you remove an expended cartridge. Leaving cartridges uninstalled can dehydrate the print head and may prevent the product from printing.
- 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.

## 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 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.

### For European users:

We, SEIKO EPSON CORPORATION, hereby declare that this equipment, model C321A is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.

For use only in; UK, Ireland, Germany, Austria, Switzerland, Belgium, Holland, Luxemburg, Spain, Portugal, France, Italy, Denmark, Finland, Norway, Sweden, Poland, Hungary, Slovenia, Czech, Greece. For the latest information on countries in which it can be used, visit the Epson Web site.

### For New Zealand users:

#### General warning

The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

## Warnings, Cautions, and Notes

Follow these guidelines as you read your instructions:

### **Warning:**

Warnings must be followed carefully to avoid bodily injury.

### **Caution:**

Cautions must be observed to avoid damage to your equipment.

### **Note:**

Notes contain important information about the product.

### **Tip:**

Tips contain hints for using the product.

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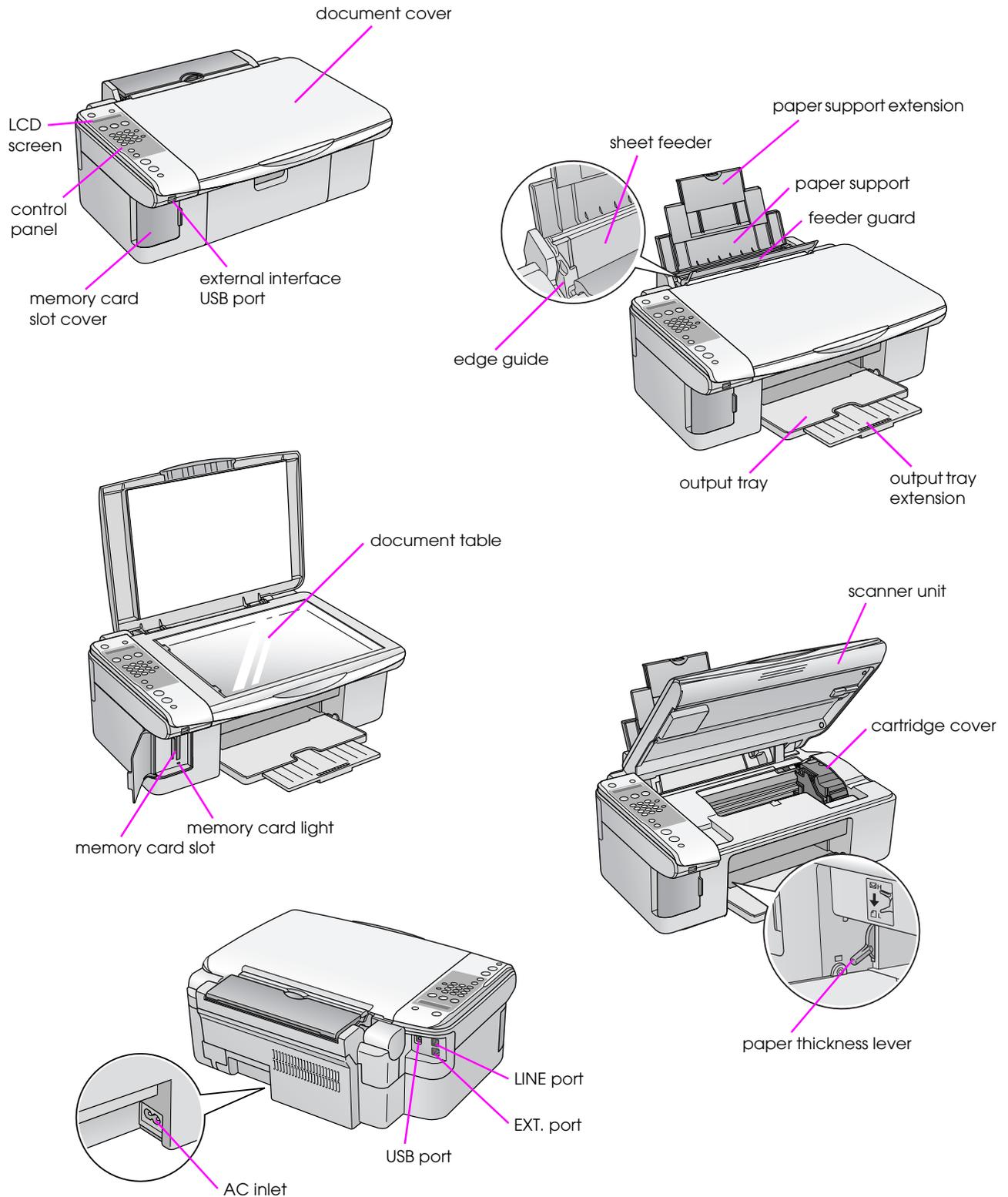
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# Guide to Parts and Control Panel Functions

## Parts



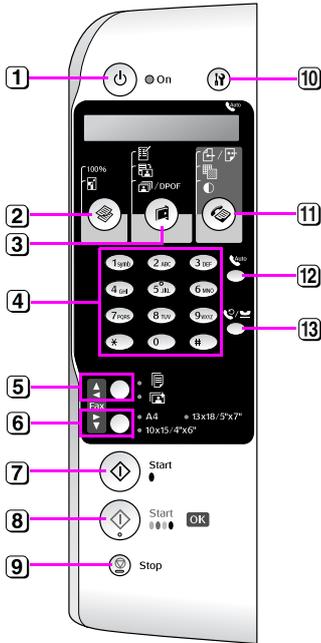
# Control Panel Information

You can make settings using buttons on the control panel. Some buttons and menu names on the control panel vary depending on the area you purchased the product.

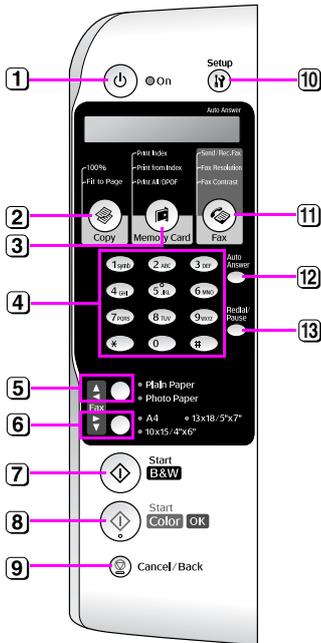
## Control Panel Functions

### Buttons

Icon panel



Text panel



	Button	Function	
1	⏻ On	Press to turn the product on and off.	
2	[Copy] 100% [Fit to Page]	Copies:xx 100%	Select this option to print your photo at the actual size.
		Copies:xx FitPage	Select this option to reduce or enlarge the copied photo to fit the selected paper size.
3	[Memory Card] [Print index] [Print from index] / DPOF [Print All/DPOF]	Press to select a memory card print option.	
		1.Img:xx Prt Idx	Select this option to print an index sheet of the photos on your memory card.
		2.Img:xx Scn Idx	Select this option to print the photos you selected on the index sheet.
		3.Img:xx All/DPOF	Select this option to print all the photos on a memory card or to print photos using the DPOF information stored on the memory card.
4	Numeric keypad 1234567890*#	Use the numeric keypad to set the number of copies or prints, or to select menus. You can also use these buttons when you enter or edit speed dial entry names.	
5	Paper Type / ▲, ◀	Press to select the paper type you loaded in the sheet feeder. <b>Note:</b> In the Fax mode and Setup mode the paper type setting buttons are worked as up (▲) and left (◀) button.	
6	Paper Size / ▼, ▶	Press to select the paper type you loaded in the sheet feeder. <b>Note:</b> In the Fax mode and Setup mode the paper type setting buttons are worked as down (▼) and right (▶) button.	
7	◆ Start ● [◆ Start B&W]	Press to copy in black and white.	
8	◆ Start 0000 [◆ Start Color] / OK	Press to copy in color. <b>Note:</b> This button becomes an OK button when you confirm the settings you have selected.	
9	⊞ Stop [⊞ Cancel/Back]	Press to stop printing, copying, or reset the settings you have made. The sheet being printed is ejected and the number of copies is reset.	

xx indicates the number of copies you selected.

	Button	Function	
10	 [M Setup]	Press to run maintenance programs or adjust miscellaneous settings. <b>Note:</b> In the Fax mode, press this button to use Speed Dial or make settings on Fax mode.	
11	 [Fax]	Press to enter the Fax mode.	
	 [Send/Rec.Fax]	Enter fax number or Press Setup	Select this option to send or receive fax data.
	 [Fax Resolution]	1.Resolution	Select this option to change the resolution for fax data you are sending or receiving.
	 [Fax Contrast]	2.Contrast	Select this option to change the contrast for fax data you are sending or receiving.
12	 [Auto Answer]	Press to set Auto Answer to On or Off.	
13	 [Redial/Pause]	Press to see the last phone number you dialed.	

## LCD screen

The screen displays settings that you can change with the buttons. When the message is longer than the LCD screen, the message is scrolled automatically except for menu numbers. You can follow the instructions on the LCD screen to replace the ink cartridge or see the ink cartridge status and so on.

### Note:

The "xx" in some of the LCD screen shots in this guide indicate numbers you have selected.

## Changing a different control panel language

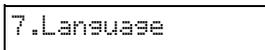
If you want to change the language you have selected, follow these steps:

1. Make sure the product is turned on. Then press the **Stop** [**Cancel/Back**] button until you see this screen.



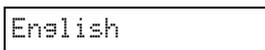
18:30 Y

2. Press the **Setup** [**Setup**] button.
3. Press the **▲** or **▼** button, or press the **7** key on the numeric keypad, to select **7.Language**.



7.Language

4. Press the **OK** button. You see the language you are currently using on the LCD screen.



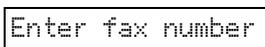
English

5. Press the **▲** or **▼** button as necessary to select **English, French, Spanish, German, Italian, Portuguese, Dutch, and Russian**.
6. Press the **OK** button.
7. Press the **Stop** [**Cancel/Back**] button until you return to the first screen.

## Adjusting date and time

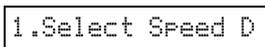
When you want to adjust date or time you have set, follow these steps:

1. Press the **Fax** [**Fax**] button. The **Fax** [**Fax**] button lights up and you see this screen.



Enter fax number

2. Press the **Setup** [**Setup**] button.



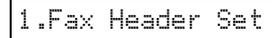
1.Select Speed D

3. Press the **▲** or **▼** button, or press the **6** key on the numeric keypad, to select **6.Header & Time**.



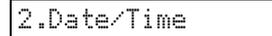
6.Header & Time

4. Press the **OK** button. You see this screen.



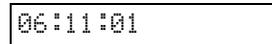
1.Fax Header Set

5. Press the **▲** or **▼** button, or press the **2** key on the numeric keypad, to select **2.Date/Time**.



2.Date/Time

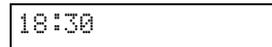
6. Press the **OK** button. You see the date you have set.



06:11:01

7. Press the keys on the numeric keypad to change the date.

8. Press the **OK** button. You see the time you have set.



18:30

9. Press the keys on the numeric keypad to adjust the time in a 24-hour format.

10. Press the **OK** button. You return to **2.Date/Time**.

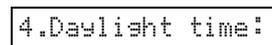
### Note:

If you need to set daylight saving time, see "Selecting Daylight time" below.

11. Press the **Stop** [**Cancel/Back**] button until you return to the first screen.

## Selecting Daylight time

1. Press the **▲** or **▼** button, or press the **4** key on the numeric keypad, to select **4.Daylight time: On/Off**.



4.Daylight time:

2. Press the **OK** button.

3. Press the **▲** or **▼** button to select **Daylight time: On** or **Daylight time: Off**.

4. Press the **OK** button. You return to **4.Daylight time: On/Off**.

5. Press the **Stop** [**Cancel/Back**] button until you return to the first screen.

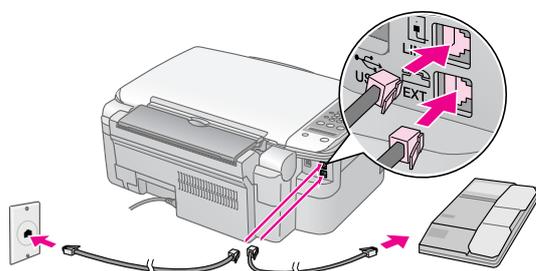
# Faxing a Photo or Document

This product lets you send faxes by entering fax numbers or selecting entries from a speed dial list. You can customize the fax header information, and select various report printing and send/receive settings. You can also set up the product to automatically receive faxes or select to receive them only when you have confirmed that you are receiving a fax.

## Connecting a Phone or Answering Machine

If you are connecting the product to a phone line, and connecting a telephone or answering machine to the same phone line so you can use them to pick up voice calls, follow these steps:

1. Connect the phone cable leading from the wall jack to the **LINE** port.
2. Connect one end of another phone cable to the telephone or answering machine.



3. Connect the other end of the cable to the **EXT.** port on the back of the product.

You also need to set up the product to receive faxes manually (➔ "Receiving Faxes" on page 14).

## Setting Up Your Fax Features

Before sending or receiving faxes, you may want to create a fax header, select your fax preferences, and set up a speed dial list of frequently used fax numbers.

### Checking your selected region

You need to make the correct region setting for the product. Make sure you select the region where you are using the product.

1. Make sure the product is turned on. Then press the **Stop** [**Cancel/Back**] button until you see this screen.

18:30 Y

2. Press the **Setup** [**Setup**] button.
3. Use the **▲** or **▼** button, or press the **8** key on the numeric keypad, to select **8.Region**.

8.Region

4. Press the **OK** button. You see the region you have selected.

UK

5. If you need to change the region, use the **▲** or **▼** button to select your region.
6. Press the **OK** button.
7. Press the **Stop** [**Cancel/Back**] button until you return to the first screen.

## Creating header information

Before sending or receiving faxes, you can create a fax header by adding information such as a phone number or name.

### Entering your header information

1. Press [ **Fax**] button once to enter Fax mode. The [ **Fax**] button lights up and you see this screen.

Enter fax number

2. Press the [ **Setup**] button.

1.Select Speed D

3. Press the or button, or press the **6** key on the numeric keypad, to select **6.Header & Time**.

6.Header & Time

4. Press the **OK** button. You see this screen.

1.Fax Header Set

5. Press the **OK** button again. The display goes blank except for the cursor ( \_ ).
6. Press the keys on the numeric keypad to enter up to 28 digits of header information. Use the number keys to enter the letters A to Z (in uppercase or lowercase), the numbers 0 to 9, and various symbols.

Press a key repeatedly to display first the numbers and symbols (if available), then the uppercase and lowercase letters, as indicated on the key. Then wait a moment or press the button to move to the next character space. When you are finished, wait a moment or press the button to move to a blank space.

#### Note:

If you need to change a character to the left, press the button to delete the character and re-enter it. Press the button if you need to move the cursor to the right.

7. Press the **OK** button. You return to **1.Fax Header Setup**.
8. Press the **Stop** [ **Cancel/Back**] button until you return to the first screen.

## Setting up date and time

If you have not set date or time yet, or if you want to change the setting, you can set or change date and time using Setup mode (➔ "Adjusting date and time" on page 6).

### Setting up your phone number

1. Press the [ **Fax**] button once to enter Fax mode. The [ **Fax**] button lights up and you see this screen.

Enter fax number

2. Press the [ **Setup**] button.

1.Select Speed D

3. Press the or button, or press the **6** key on the numeric keypad, to select **6.Header & Time**.

6.Header & Time

4. Press the **OK** button. You see this screen.

1.Fax Header Set

5. Press the or button, or press the **3** key on the numeric keypad, to select **3.Your Phone Number**.

3.Your Phone Num

6. Press the **OK** button. You see **Phone Number:** on the LCD screen.

Phone Number:

7. Press the keys on the numeric keypad to enter your fax number, up to a maximum of 20 characters.
8. Press the **OK** button. You return to **3.Your Phone Number**.
9. Press the **Stop** [ **Cancel/Back**] button until you return to the first screen.

## Selecting the paper size

Before you receive a fax, be sure to load plain paper and set the Paper Size setting to the size of paper you have loaded. Also make sure the Automatic Reduction setting is set to receive faxes in the desired size (➔ "Selecting send/receive settings" on page 9).

## Selecting send/receive settings

This product is set up to send and receive faxes using the default settings below.

Setting and Options	Description
<b>Paper Size</b>	Indicates the size of the paper loaded in the product for printing received faxes.
<b>Automatic Reduction</b>	Indicates whether large received faxes are reduced in size to fit on the selected Paper Size or printed at their original size on multiple sheets.
<b>Last Transmission Report</b>	Indicates whether or when the product prints a report for outgoing faxes. Select <b>Off</b> to turn off report printing, Select <b>On Error</b> to print reports only when an error occurs, or select <b>On Send</b> to print reports for every fax you send.
<b>Dial Mode</b>	Indicates the type of phone system to which you have connected the product.
<b>DRD</b>	Indicates the type of answer ring pattern you want to use to receive faxes. You must have set up your phone system to use different ring patterns to select an option other than <b>All</b> .
<b>ECM: On/Off</b>	Indicates whether you use Error Correction Mode to automatically request retransmission of fax data that is received with detected errors.
<b>V.34: On/Off</b>	Indicates the speed at which you transmit faxes. <b>On</b> is 33.6 Kbps and <b>Off</b> 14.4 Kbps.
<b>Rings to Answer</b>	Indicates the number of rings that must occur before the product automatically receives a fax.

To change the fax settings listed above, follow these steps:

1. Press the  [ **Fax**] button once to enter Fax mode. The  [ **Fax**] button lights up and you see this screen.

Enter fax number

2. Press the  [ **Setup**] button. You see this screen.

1.Select Speed D

3. If you need to change the Paper Size, Automatic Reduction, or Last Transmission Report settings, press the  or  button, or press the **4** key on the numeric keypad, to select **4.Scan & Print Setup**.

4.Scan & Print S

4. Press the  **OK** button. You see this screen.

1.Resolution

5. Press the  or  button, or press the **3**, **4**, or **5** key on the numeric keypad, to display one of these options:

- **3.Paper Size**
- **4.Automatic Reduction**
- **5.Last Transmission Report**

Then press the  **OK** button.

6. Press the  or  button until the setting option you want is displayed, then press the  **OK** button to select it.
7. Repeat steps 5 and 6 to change any other settings. When you are finished, press the  **Stop** [ **Cancel/Back**] button to until you return to the first screen.
8. If you need to change the Dial Mode, DRD, ECM, V.34, or Rings to Answer settings, repeat steps 1 and 2, then press the  or  button, or press the **5** key on the numeric keypad, to select **5.Communication**.

5.Communication

9. Press the  **OK** button. You see this screen.

1.Dial Mode: Ton

10. To change the Dial Mode setting, press the **OK** button and go to step 11.

To change another Communication setting, press the **▲** or **▼** button, or press the **2**, **3**, **4**, or **5** key on the numeric keypad, to display one of these options:

- **2.DRD**
- **3.ECM**
- **4.V.34**
- **5.Rings to Answer**

Then press the **OK** button.

11. Press the **▲** or **▼** button until the setting option you want is displayed, then press the **OK** button to select it.
12. Repeat steps 10 and 11 to change any other settings. When you are finished, press the **Stop** [**Cancel/Back**] button until you return to the first screen.

## Setting up your speed dial list

You can create a speed dial list of up to 60 fax numbers so you can quickly select them for faxing. You can also add names to identify the recipients and print the speed dial list.

### Creating a new speed dial list

1. Press the **Fax** [**Fax**] button once to enter Fax mode. The **Fax** [**Fax**] button lights up and you see this screen.

Enter fax number

2. Press the **Setup** [**Setup**] button. You see this screen.

1.Select Speed D

3. Press the **▲** or **▼** button, or press the **3** key on the numeric keypad, to select **3.Speed Dial Setup**.

3.Speed Dial Set

4. Press the **OK** button. You see this screen.

1.Add Entry

5. Press the **OK** button again. You see this screen.

[01]

6. Press the **OK** button again. The screen displays **Telephone Number:**.

7. Press the keys on the numeric keypad to enter the fax number of the first speed dial entry. You can enter the numbers 0 to 9, and the characters \* and #; up to a maximum of 64 characters.

1234567890

#### Note:

If you need to change a character to the left, press the **◀** button to delete the character and re-enter it. Press the **▶** button if you need to move the cursor to the right.

8. Press the **OK** button again. The screen displays **Name:**.

9. Press the keys on the numeric keypad to enter a name for the speed dial entry (up to 30 characters). Use the number keys to enter the letters A to Z (in uppercase or lowercase), the numbers 0 to 9, and various symbols.

Main Office

Press a key repeatedly to display the first numbers and symbols (if available), then the uppercase and lowercase letters, as indicated on the key. Then wait a moment or press the **▶** button to move to the next character space. When you are finished, wait a moment or press the **▶** button to move to a blank space.

#### Note:

If you need to change a character to the left, press the **◀** button to delete the character and re-enter it. Press the **▶** button if you need to move the cursor to the right.

10. Press the **OK** button. You return to **1.Add Entry**.

11. Press the **OK** button. You see a screen, indicating the next available speed dial entry number.

[02]

12. If you want to add another speed dial entry, repeat steps 6 through 10.

When you are finished, press the **Stop** [**Cancel/Back**] button to return to the first screen.

## Editing a speed dial entry

1. Press the [Fax] button once to enter Fax mode. The [Fax] button lights up and you see this screen.

Enter fax number

2. Press the [Setup] button. You see this screen.

1.Select Speed D

3. Press the or button, or press the **3** key on the numeric keypad, to select **3.Speed Dial Setup**.

3.Speed Dial Set

4. Press the **OK** button. You see this screen.

1.Add Entry

5. Press the or button, or press the **2** key on the numeric keypad, to select **2.Edit Entry**.

2.Edit Entry

6. Press the **OK** button. You see the first speed dial entry number and name displayed.
7. Press the or button to select the entry you want to change and press the **OK** button.
8. The screen displays **Telephone Number:.** Then press the **OK** button.
9. The phone number for the selected entry is displayed. Press the button to move to the digits you want to edit. Press the number keys to enter new numbers or press the button to delete digits to the left.

When you are finished, press the **OK** button.

10. The screen displays **Name:.** Then press the **OK** button.
11. The name for the selected entry is displayed. Edit the name the same way as in step 9. When you are finished, press the **OK** button. You return to **2.Edit Entry**.
12. Press the **Stop** [ **Cancel/Back**] button until you return to the first screen.

## Deleting a speed dial entry

1. Press the [Fax] button once to enter Fax mode. The [Fax] button lights up and you see this screen.

Enter fax number

2. Press the [Setup] button. You see this screen.

1.Select Speed D

3. Press the or button, or press the **3** key on the numeric keypad, to select **3.Speed Dial Setup**.

3.Speed Dial Set

4. Press the **OK** button. You see this screen.

1.Add Entry

5. Press the or button, or press the **3** key on the numeric keypad, to select **3.Delete Entry**.

3.Delete Entry

6. Press the **OK** button. You see the first speed dial entry number and name displayed.
7. Press the or button to select the entry you want to delete and press the **OK** button.
8. You see the confirmation message. Press the **1** key (for Yes) to delete the entry, or press the **2** key (for No) to cancel. You return to **3.Delete Entry**.
9. Press the **Stop** [ **Cancel/Back**] button until you return to the first screen.

## Printing your speed dial list

1. Load A4-size plain paper (➔ page 15).
2. Press the [Fax] button once to enter Fax mode. The [Fax] button lights up and you see this screen.

Enter fax number

3. Press the [Setup] button. You see this screen.

1.Select Speed D

- Press the ▲ or ▼ button, or press the **2** key on the numeric keypad, to select **2.Print Report**.

2.Print Report

- Press the **OK** button. You see this screen.

1.Speed Dial Lis

- Press the **OK** button to print the speed dial list.

**Note:**

To print other kinds of reports, see "Printing reports" in the next section.

- Press the **Stop [Cancel/Back]** button until you return to the first screen.

## Printing reports

- Load A4-size plain paper (→ page 15).
- Press the **[Fax]** button once to enter Fax mode. The **[Fax]** button lights up and you see this screen.

Enter fax number

- Press the **[Setup]** button. You see this screen.

1.Select Speed D

- Press the ▲ or ▼ button, or the **2** key on the numeric keypad, to select **2.Print Report**.

2.Print Report

- Press the **OK** button.
- Press the ▲ or ▼ button, press the **2, 3,** or **4** key on the numeric keypad, to display one of these options:
  - 2.Fax Log**
  - 3.Last Transmission**
  - 4.Reprint Faxes in Memory**
- Press the **OK** button to print the report you select.
- Press the **Stop [Cancel/Back]** button until you return to the first screen.

## Sending a Fax

Before you fax, place your original document or photo on the document table (→ "Placing Originals on the Document Table" on page 17). Then send your fax by manually entering a fax number, redialing the previous fax number, or selecting an entry from your speed dial list.

### Manually entering or redialing a fax number

- Press the **[Fax]** button once to enter Fax mode. The **[Fax]** button lights up and you see this screen.

Enter fax number

- Press the keys on the numeric keypad to enter the fax number. You can enter the numbers 0 to 9 and the characters \* and #; up to a maximum of 64 characters.

1234567890

**Note:**

If you need to change a character to the left, press the **◀** button to delete the character and re-enter it. Press the **▶** button if you need to move the cursor to the right.

If you want to redial the last fax number you used, press the **[Redial/Pause]** button instead of entering a fax number. The last fax number or the speed dial entry name is displayed on the LCD screen.

- Press the **Start [Start B&W]** or the **Start 0000 [Start Color]** button.

**Note:**

- If the recipient's fax machine prints only in black and white, your fax data is automatically sent in black and white even if you press the **Start 0000 [Start Color]** button.
- If you need to cancel faxing at any time, press the **Stop [Cancel/Back]** button.

- After your original is scanned, you see this screen.

Send another fax

If you do not need to fax another page, press the **2** key (for No). The product dials the fax number and faxes your document.

**Note:**

If the fax number is busy or there is some other connection problem, you see an error message and the product returns to the first fax mode screen. The product redials the number after one minute. Wait for the redial, or check your connection and settings and try faxing again.

If you need to fax another page, press the **1** key (for Yes). Open the document cover, remove your first original, place your next original, and close the document cover. Then press the **OK** button to fax the next page. Repeat this step to fax all the necessary pages.

**Note:**

If you are sending a color fax, or a large document that fills up the memory area, the product scans and faxes one page at a time. It then asks if you want to send another page. The fax connection stays open until you are finished.

## Speed dialing a fax number

1. Press the [**Fax**] button once to enter Fax mode. The [**Fax**] button lights up and you see this screen.

Enter fax number

2. Press the [**Setup**] button. You see this screen.

1.Select Speed D

3. Press the **OK** button. You see the first speed dial entry name or number from your list displayed.
4. To fax to the first speed dial entry, press the **OK** button. Then go to step 5.

To select a different speed dial entry, press the **▲** or **▼** button to display the entry, or press the number key that corresponds to the speed dial entry number. Press the **OK** button, then go to step 5.

5. Press the **Start** [**Start B&W**] or the **Start** 0000 [**Start Color**] button.

**Note:**

- If the recipient's fax machine prints only in black and white, your fax data is automatically sent in black and white even if you press the **Start** 0000 [**Start Color**] button.
- If you need to cancel faxing at any time, press the **Stop** [**Cancel/Back**] button.

6. After your original is scanned, you see this screen.

Send another Fax

If you do not need to fax another page, press the **2** key (for No). The product dials the fax number and faxes your document.

**Note:**

If the fax number is busy or there is some other connection problem, you see an error message and the product returns to the first fax mode screen. The product redials the number after one minute. Wait for the redial, or check your connection and settings and try faxing again.

If you need to fax another page, press the **1** key (for Yes). Open the document cover, remove your first original, place your next original, and close the document cover. Then press the **OK** button to fax the next page. Repeat this step to fax all the necessary pages.

**Note:**

If you are sending a color fax, or a large document that fills up the memory area, the product scans and faxes one page at a time. It then asks if you want to send another page. The fax connection stays open until you are finished.

## Sending faxes from the connected phone

If your phone is connected to the product, you can send fax data after the connection is made.

1. Press the [**Fax**] button once to enter Fax mode. The [**Fax**] button lights up and you see this screen.

Enter fax number

2. Place your original document or photo on the document table (➔ "Placing Originals on the Document Table" on page 17).
3. Dial a number from the phone connected to the product.
4. Press the **Start** [**Start B&W**] or the **Start** 0000 [**Start Color**] button when the connection is made and you hear a sound to tell you the recipient is ready to receive your data.

**Note:**

If the recipient's fax machine prints only in black and white, your fax data is automatically sent in black and white even if you press the **Start** 0000 [**Start Color**] button.

5. After your original is scanned, you see **Send another page? 1:Y 2:N**. Press the **1** (for Yes) if you need to fax another page. If you do not need to fax another page, press the **2** key (for No). The product faxes your document.

**Note:**

If you need to cancel faxing at any time, press the **Stop** [**Cancel/Back**] button.

## Setting or adjusting resolution and contrast

If you want to set or adjust resolution, follow the steps below.

1. Press the  [ **Fax**] button until you see this screen.

1.Resolution

2. Press the  **OK** button.
3. Press the  or  button to select resolution.
4. Press the  **OK** button. You return to **1.Resolution**.
5. Press the  **Stop** [ **Cancel/Back**] button until you return to the first screen.

If you want to set or adjust contrast, follow the steps below.

1. Press the  [ **Fax**] button until you see this screen.

2.Contrast

2. Press the  **OK** button.
3. Press the  or  button to select contrast.
4. Press the  **OK** button. You return to **2.Contrast**.
5. Press the  **Stop** [ **Cancel/Back**] button until you return to the first screen.

## Receiving Faxes

The product automatically receives and prints faxes in Auto Answer mode. However, you may want to receive faxes manually if you connected the product and a phone or answering machine to a phone line that also receives voice calls. Then you can check for a fax tone from the sending fax machine and press a button on the product to receive the fax, or allow your answering machine to determine if the call is an incoming fax.

### Note:

Make sure you selected the Paper Size setting that matches the size of paper you have loaded. If the incoming fax pages are larger than the paper size you loaded, the fax size is reduced to fit or printed on multiple pages, depending on the Automatic Reduction setting you select (➔ "Selecting send/receive settings" on page 9).

## Selecting the answer mode

This product tells you whether Auto Answer is turned on or not on the first screen:

21:00 Y

Y: Auto Answer is turned on

21:00 N

N: Auto Answer is turned off

To change the answer mode, press the  [**Auto Answer**] button. The **Y** or **N** changes on the first screen. Press the  [**Auto Answer**] button again to change it back.

### Note:

You can select the number of rings that must occur before the product receives a fax using the Rings to Answer setting (➔ "Selecting send/receive settings" on page 9).

## Receiving a fax

When the product receives a fax with Auto Answer mode turned on, the message **Printing** appears on the LCD screen.

When the product receives a fax in manual answer mode, the connected phone begins ringing. Once you answer the phone to confirm that the call is a fax, press  **Start 0** [ **Start B&W**] or  **Start 0000** [ **Start Color**] button to receive the fax. The message **Printing** appears on the LCD screen.

### Note:

You cannot choose the color to print the fax data. It depends on the settings made by the sender.

After the product receives all the pages, it begins printing the fax. When it is finished, you see the first screen.

### Note:

If you run out of paper during printing, an error message informs you that there is no paper in the sheet feeder. Load more paper and press the  **OK** button to continue printing. If you see any other error messages, see ➔ "Error Messages" on page 31.

# Handling Paper

Epson offers an extensive line of special papers that provide outstanding results when used with Epson printers and ink. The type of paper you choose affects the way your printout looks, so be sure to select the correct paper for your job.

## Selecting Paper

If you are just making a copy or printing a rough draft of an image, plain paper is fine. However, for the best results, you will want to use one of Epson's special ink jet papers designed for the product.

Before printing, you need to select the correct Paper Type setting on the control panel. This important setting determines how the ink is applied to the paper.

Choose from these paper types and settings:

Paper Type	Size	Paper Type Setting	Loading Capacity
Plain paper*	A4	Plain paper	12 mm
Bright White Ink Jet Paper	A4	Plain paper	80 sheets
Premium Ink Jet Plain Paper	A4	Plain paper	100 sheets
Premium Glossy Photo Paper	10 × 15 cm (4 × 6 in.), 13 × 18 cm (5 × 7 in.), A4	Photo paper	20 sheets
Premium Semigloss Photo Paper	10 × 15 cm (4 × 6 in.), A4	Photo paper	20 sheets
Glossy Photo Paper	10 × 15 cm (4 × 6 in.), 13 × 18 cm (5 × 7 in.), A4	Photo paper	20 sheets
Ultra Glossy Photo Paper	10 × 15 cm (4 × 6 in.), 13 × 18 cm (5 × 7 in.), A4	Photo paper	20 sheets

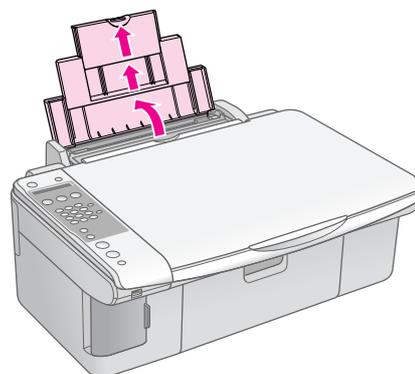
\* You can use paper with a weight of 64 to 90 g/m<sup>2</sup>.

**Note:**

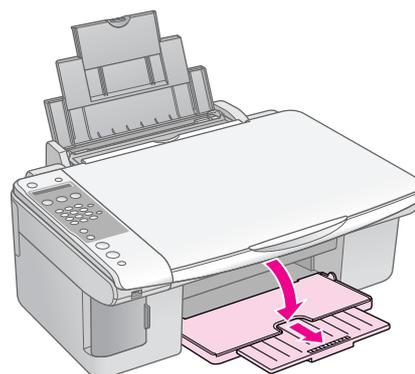
The availability of special media varies by location.

## Loading Paper

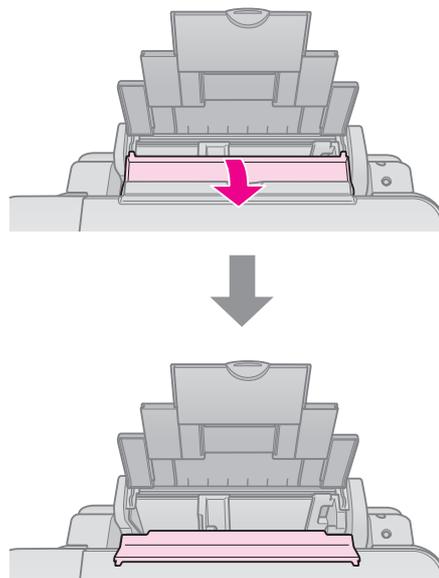
1. Open and extend the paper support.



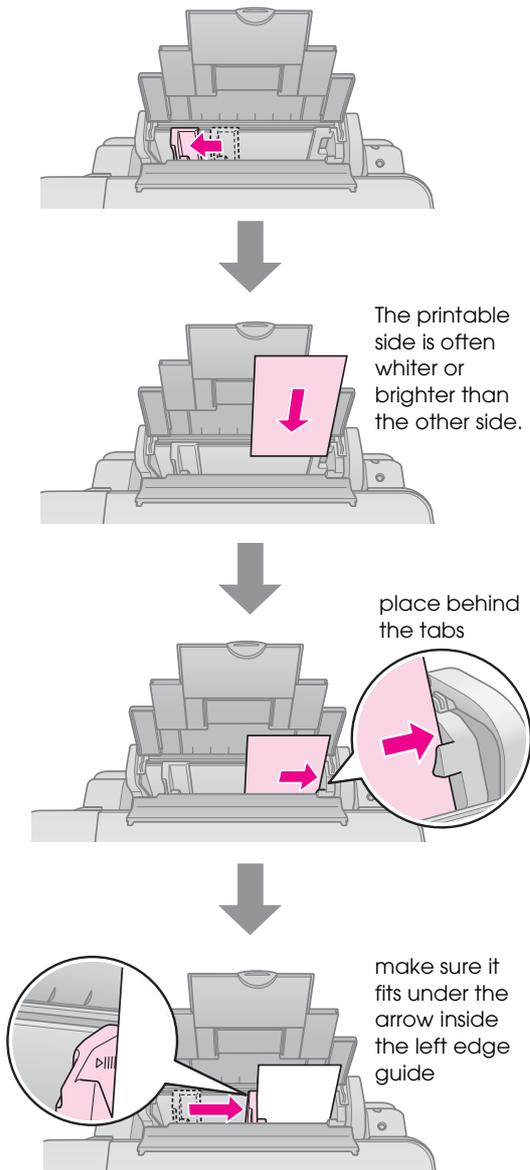
2. Open the output tray and slide out the extensions.



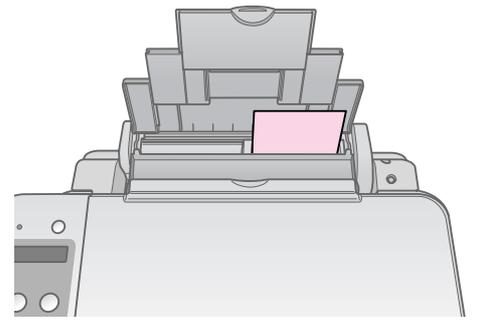
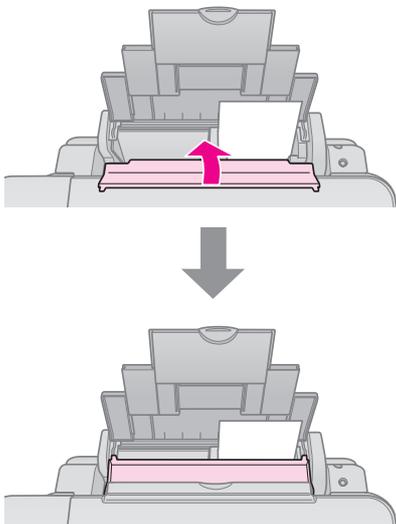
3. Flip the feeder guard forward.



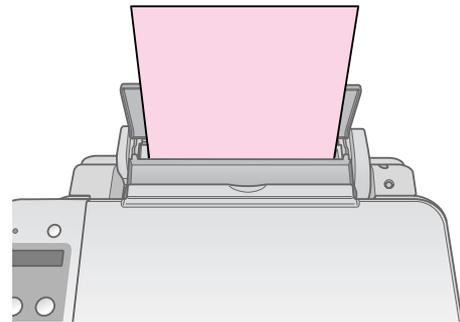
4. Set the paper as shown in the following illustrations.



5. Flip the feeder guard back.

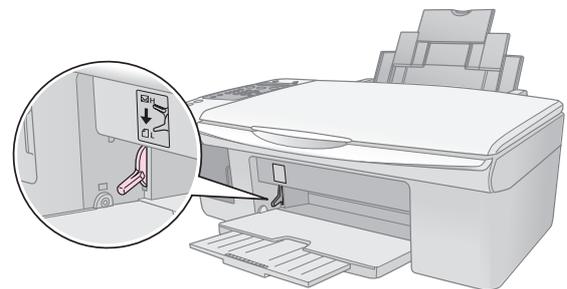


10 × 15 cm (4 × 6 in.) and 13 × 18 cm (5 × 7 in.)



A4

Also make sure the paper thickness lever is set down to the  position.



The LCD screen indicates that the lever has been moved and the  or  position has been changed.

**Note:**

Make sure you do not load more than the recommended number of sheets. Check the Paper Type setting before printing to make sure it matches the type of paper you have loaded (➔ “Selecting Paper” on page 15).

# Copying

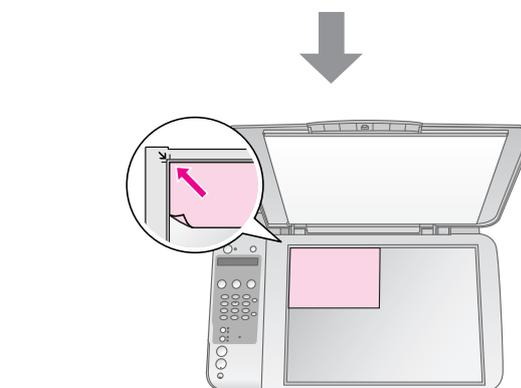
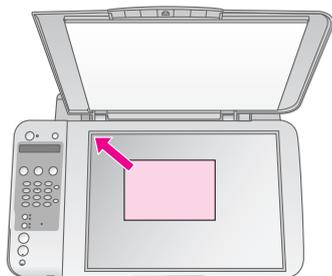
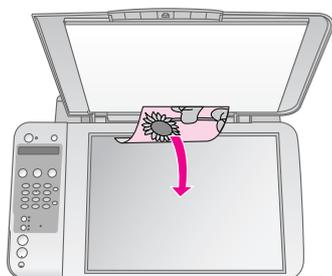
You can copy documents and photos without a computer.

Note the following when copying:

- The copied image may not be exactly the same size as the original.
- Depending on the type of paper used, print quality may decline in the top and bottom areas of the printout, or these areas may be smeared.
- Keep the document table clean.
- Make sure the document or photo is flat against the document table; otherwise, the copy will be out of focus.
- Do not pull out paper that is being printed; it will be ejected automatically.

## Placing Originals on the Document Table

1. Open the document cover and place your original face-down on the document table, in the upper left corner.

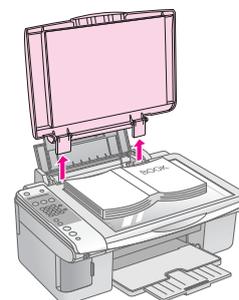


2. Close the cover gently so you do not move the original.

### ⚠ Caution:

Never open the document cover beyond where it stops and do not place heavy objects on top of the product.

If you need to copy a thick or large document, you can remove the document cover. Just open it and pull it straight up.



If you need to press the document flat while you copy it, do not press too hard and be careful not to move it.

When you are done, replace the document cover by inserting the tabs back into the slots.

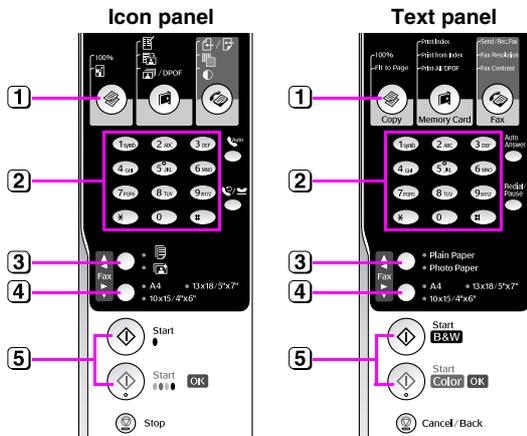
## Copying Documents



### Tip:

Plain photocopier paper works well for making everyday copies. For crisper text and more vivid colors, try one of the special Epson papers (➔ "Selecting Paper" on page 15).

1. Load A4 plain paper (➔ page 15).
2. Place your original on the document table (➔ “Placing Originals on the Document Table” on page 17).
3. Make the following settings on the control panel.



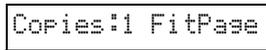
- 1 Press the [Copy] button.
- 2 Use the numeric button to select the number of copies (1 to 99).



- 3 Select [Plain Paper].
- 4 Select **A4**.

**Tip:**

If you want to automatically resize the copy to the size of paper that you loaded, press the [Copy] button until you see **Copies:xx FitPage** on the LCD screen.



- 5 Press the [Start B&W] button to make a black and white copy. Press the [Start Color] button to make a color copy.

If you need to stop copying, press the **Stop** [ **Cancel/Back**] button.

**Note:**

If the edges of the copy are cropped off, move the original away from the corner slightly.

## Speeding Up Copying

If you want to make a copy quickly and do not need high quality, you can print a “draft” copy. The print quality is reduced, but the copy is printed faster.

1. Load A4-size plain paper and select [Plain Paper] and **A4** on the control panel.
2. When you are ready to copy, press and hold down the **Stop** [ **Cancel/Back**] button, then press and hold down the [Start Color] button (to copy in color) or the [Start B&W] button (to copy in black and white).

3. When the **On** light flashes, release both buttons.

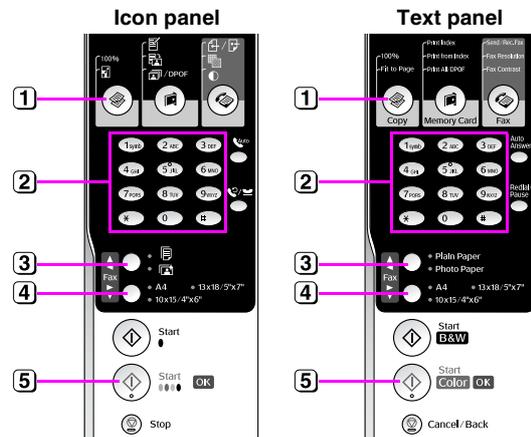
**Note:**

For draft copies, black and color ink are mixed, even for black-and-white copies.

## Copying Photos



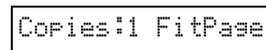
1. Load photo paper (➔ page 15).
2. Place your original on the document table (➔ “Placing Originals on the Document Table” on page 17).
3. Make the following settings on the control panel.



- 1 Press the [Copy] button.
- 2 Use the numeric keypad to select the number of copies (1 to 99).
- 3 Select [Photo Paper].
- 4 Select the paper size you loaded.

**Tip:**

If you want to automatically resize the copy to the size of paper that you loaded, press the [Copy] button until you see **Copies:xx FitPage** on the LCD screen.



- 5 Press the [Start Color] button to make a color copy.

If you need to stop copying, press the **Stop** [ **Cancel/Back**] button.

**Note:**

If the edges of the copy are cropped off, move the original away from the corner slightly.

# Printing from a Memory Card

You can print photos directly from your digital camera's memory card. Just insert it into the memory card slot and you are ready to print.

## Handling a Memory Card

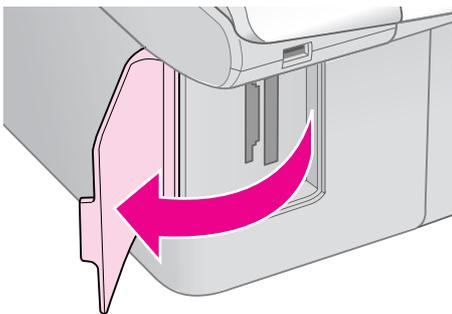
### Compatible cards

Make sure your memory card meets the following requirements.

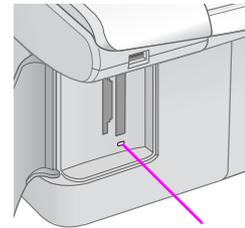
Card type	CompactFlash, Microdrive, Smart Media, SD Memory Card, SDHC Memory Card, MultiMediaCard, miniSD card, miniSDHC card, microSD card, microSDHC card, Memory Stick, Memory Stick PRO, Magic Gate Memory Stick, Magic Gate Memory Stick Duo, Memory Stick Duo, Memory Stick PRO Duo, xD-Picture Card, xD-Picture Card Type M, xD-Picture Card Type H
Media format	DCF (Design rule for Camera File system) version 1.0 or 2.0 compliant All card types standard version compliant.
File format	JPEG with the Exif Version 2.21 standard
Image size	80 × 80 pixels to 9200 × 9200 pixels
Number of files	Up to 999

### Inserting a memory card

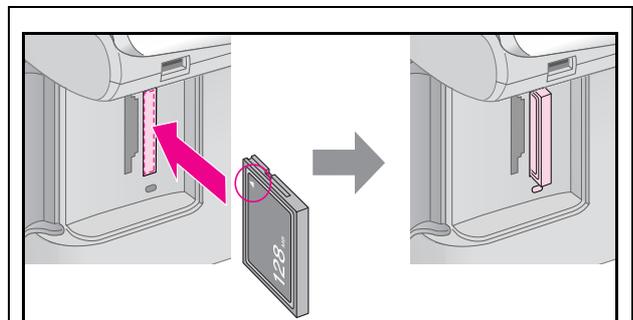
1. Turn off your computer or disconnect it from the product.
2. Make sure the product is turned on.
3. Open the memory card slot cover.



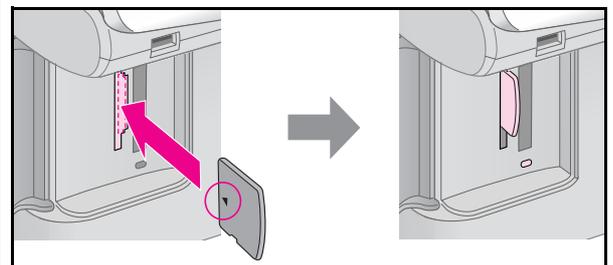
4. Make sure the memory card light is off and no memory cards are in the slots. Then insert your memory card.



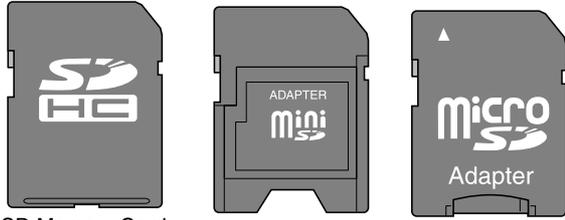
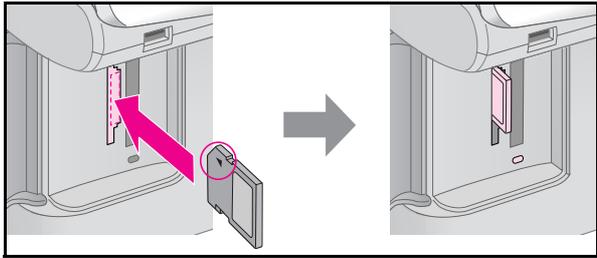
memory card light



CompactFlash  
Microdrive



xD-Picture Card  
xD-Picture Card Type M  
xD-Picture Card Type H



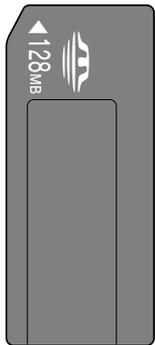
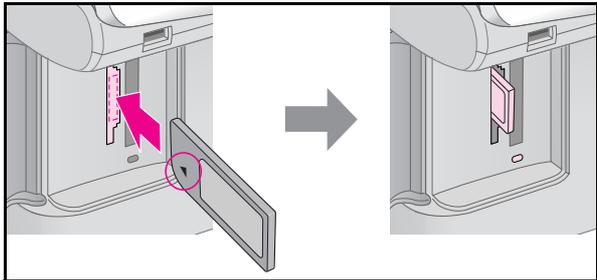
SD Memory Card  
SDHC Memory Card  
MultiMediaCard



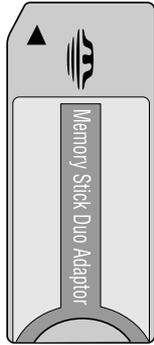
miniSD card\*  
miniSDHC card\*  
(\* Adapter required)



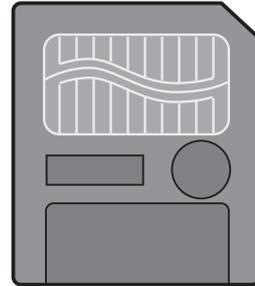
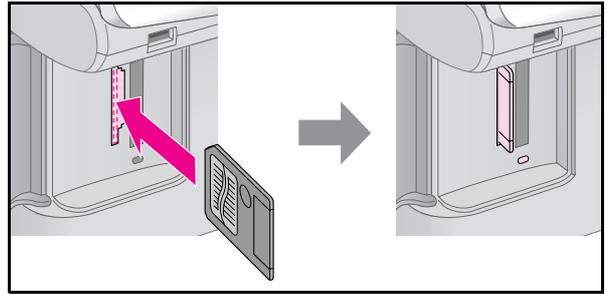
microSD card\*  
microSDHC card\*



Memory Stick  
Memory Stick PRO  
MagicGate Memory Stick



Memory Stick Duo\*  
Memory Stick PRO Duo\*  
MagicGate Memory Stick Duo\*  
(\* Adapter required)

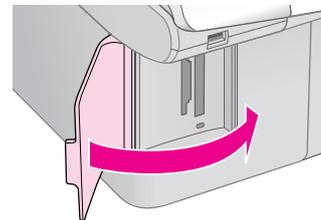


SmartMedia

**Caution:**

Make sure you check which direction the card should be inserted, and if the card needs an adapter make sure you attach the adapter before inserting the card. Otherwise, you may not be able to remove the card from the product.

5. Make sure the memory card light flashes and then stays on.
6. Close the memory card slot cover.



**Caution:**

- Do not insert more than one memory card at a time.
- Do not try to force the memory card into the slot. Memory cards will not go all the way in. Forcing a memory card into the slot may damage the product, the memory card, or both.
- Keep the memory card slot cover closed while a memory card is inserted. This protects the memory card and the slot from dust and static; otherwise data on the memory card may be lost, or the product may be damaged.
- The static charge on memory cards may cause malfunction.

**Note:**

- You can print only in color from a memory card; you cannot print in black and white.
- If a digital camera is connected to the product, disconnect it before you insert your memory card.

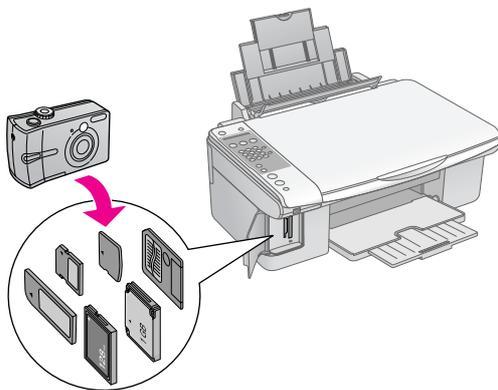
## Removing the memory card

1. Make sure all print jobs are finished.
2. Open the memory card slot cover.
3. Make sure the memory card light is not flashing.
4. Remove the memory card by pulling it straight out of its slot.
5. Close the memory card slot cover.

### ⚠ Caution:

- ❑ Do not remove the memory card or turn off the product while the memory card light is flashing, or you may lose data on the memory card.
- ❑ If your computer uses Windows 2000 or XP, never turn off the product or disconnect the USB cable when a memory card is inserted; you may lose data on the memory card. See your online *User's Guide* for details.

## Printing Photos



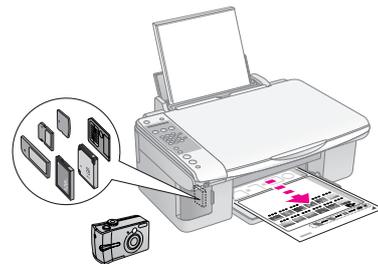
After inserting a memory card you can:

Setting		Description
Icon panel	Text panel	
	Print Index	Prints an index sheet of the photos on your card.
	Print from Index	Prints the photos you selected on the index sheet.
	Print All/DPOF	Prints all the photos on your card, or prints the photos with DPOF information.

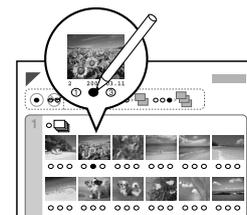
## Selecting and Printing Photos Using an Index Sheet

To select photos for printing, you can use an index sheet. First, print an index sheet which has small images of all the photos on your memory card. Then, mark the photos on the index sheet that you want to print, scan the sheet, and the selected photos will be printed automatically.

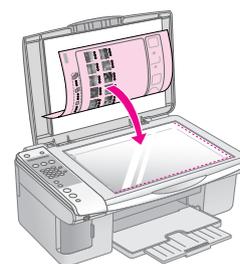
### Printing an index sheet



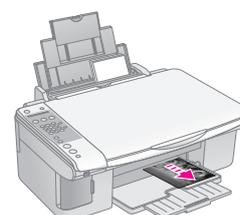
### Selecting photos from the index sheet



### Scanning the index sheet



### Printing the selected photos



## 1. Printing an index sheet

1. Load several sheets of A4-size plain paper (➔ page 15).  
Up to 30 images are printed on each page, so if there are more than 30 photos on your memory card, you will need enough sheets for all the index pages to be printed.
2. Insert a memory card (➔ page 19).
3. Press the [**Memory Card**] button until you see **1.Img:xx Prt Idx** on the LCD screen.

1.Img:xx Prt Idx

4. Make sure [**Plain Paper**] and **A4** are selected.
5. Press the **OK** button. The index sheet is printed.

If you need to cancel printing, press the **Stop** [ **Cancel/Back**] button.

### Note:

- Make sure the triangle mark on the upper left corner of the index sheet is printed properly. If the index sheet is not printed correctly, the product cannot scan it.
- If there are a lot of photos on your memory card, this may take a few minutes.
- For multiple index sheets, the pages are printed from the last sheet to the first, so the most recent images are printed first.

## 2. Selecting photos from the index sheet

On the index sheet, use a dark pen or pencil to fill in the circles and make your selections.

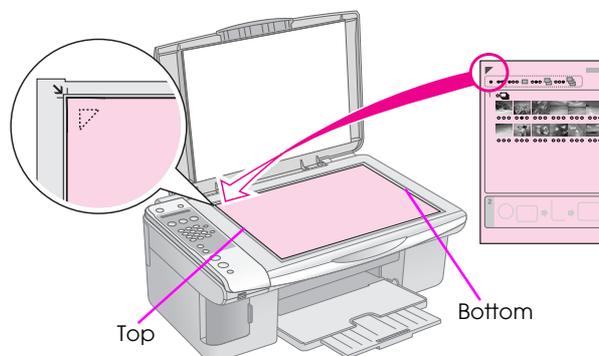
Good: ●

NOT good:

Select **All** to print one copy of each photo, or fill in the number beneath each photo to select 1, 2, or 3 copies.

## 3. Scanning the index sheet and printing the selected photos

1. Place the index sheet face-down on the document table, in the upper left corner, so that the top of the sheet is aligned against the left edge of the document table.



2. Close the document cover.
3. Load the type of paper you want to use (➔ page 15). Load enough sheets for the number of photos you want to print.
4. Press the [**Memory Card**] button until you see **2.Img:xx Scn Idx** on the LCD screen.

2.Img:xx Scn Idx

5. Select the paper type you loaded.  
If you select [**Plain Paper**], the photos are printed with a white border. If you select [**Photo Paper**], the photos are printed without borders to the edge of the paper.
6. Select the paper size you loaded.
7. Press the **Start** [**Start B&W**] button to make a black and white copy. Press the **Start** [**Start Color**] button to make a color copy.

If you want to stop printing, press the **Stop** [ **Cancel/Back**] button.

### Note:

If you have more than one index sheet, wait each time until printing is complete. Then repeat the steps above to scan and print from each additional sheet.

## Printing all photos or DPOF photos

Follow the steps below to print one copy of each photo on the card or to print only those photos that were pre-selected with your camera's DPOF feature.

1. Load the type of paper you want to use (➔ page 15). Load enough sheets for the number of photos you want to print.
2. Insert a memory card (➔ page 19).
3. Press the  [**Memory Card**] button until you see **3.Img:xx All/DPOF** on the LCD screen.

3.Img:xx All/DPOF

If your memory card contains DPOF information, you cannot print all of the photos on the card, even when **3.Img:xx All/DPOF** is selected. To print all the photos on the memory card, cancel the DPOF information from your digital camera.

4. Select the paper type you loaded.  
If you select  [**Plain Paper**], the photos are printed with a white border. If you select  [**Photo Paper**], the photos are printed without borders to the edge of the paper.
5. Select the paper size you loaded.
6. Press the  **Start B&W** button to make a black and white copy. Press the  **Start Color** button to make a color copy.

If you need to cancel printing, press the  **Stop** [**Cancel/Back**] button.

# Printing from a Digital Camera

You can print your photos by connecting your digital camera directly to this product.

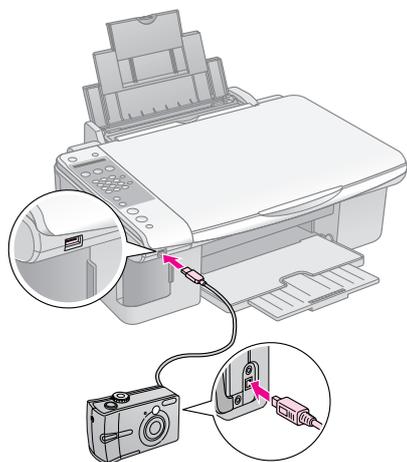
## Digital Camera Requirements

Make sure your camera and photos meet the following requirements.

Direct printing compatibility	PictBridge
File format	JPEG
Image size	80 × 80 pixels to 9200 × 9200 pixels

## Connecting and Printing

1. Make sure the product is not printing from a computer.
2. Load the type of paper you want to use (➔ page 15). Load enough sheets for the number of photos you want to print.
3. Select the paper type you loaded.  
If you select  [**Plain Paper**], the photos are printed with a white border. If you select  [**Photo Paper**], the photos are printed without borders to the edge of the paper.
4. Select the paper size you loaded.
5. Connect the USB cable that came with your camera to the external interface USB port of the product.



6. Make sure your camera is turned on. You see **PictBridge** on the LCD screen.

PictBridge

7. Use your camera to select the photos you want to print, adjust any necessary settings, and print your photos. See your camera's manual for details.

### Note:

- Epson cannot guarantee the compatibility of any cameras.
- Depending on the settings on the product and the digital camera, some combinations of paper type, size, and layout may not be supported.
- Some of the settings on your digital camera may not be reflected in the output.

# Maintenance

You can keep the operation of the product at its best by performing the procedures described in this chapter. Also, this section includes instructions on how to replace ink cartridges and transport the product.

## Replacing Ink Cartridges

When an ink cartridge is low, the LCD screen shows you which ink cartridge is in low status.

A rectangular LCD screen displaying the text "C:Ink low M:50%" in a monospaced font.

When an ink cartridge is expended, the following message is displayed on the LCD screen.

A rectangular LCD screen displaying the text "Replace Cyan ink" in a monospaced font.

### Tip:

If a cartridge is more than six months old, print quality may decline. If necessary, try cleaning the print head (➔ "Checking the print head" on page 28). If printouts still do not look their best, you may need to replace the cartridge.

## Checking the ink cartridge status

Follow these steps to check your ink cartridge status.

1. Make sure the product is turned on. Then press the **Stop [Cancel/Back]** button until you see this screen.

A rectangular LCD screen displaying the text "18:30 Y" in a monospaced font.

2. Press the **Setup** button.
3. Press the **▲** or **▼** button, or press the **2** key on the numeric keypad, to select **2. Ink Levels**.

A rectangular LCD screen displaying the text "2. Ink Levels" in a monospaced font.

4. Press the **OK** button.

The LCD screen shows you each ink cartridge status.

A rectangular LCD screen displaying the text "C:70% M:80% Y:80" in a monospaced font.

5. When you are done checking the ink cartridge status, press the **OK** button.

6. Press the **Stop [Cancel/Back]** button until you return to the first screen.

When your ink starts getting low, make sure you have replacement cartridges available. You cannot print if a cartridge is expended.

### Note:

Epson cannot guarantee the quality or reliability of non-genuine ink. If non-genuine ink cartridges are installed, the ink status is not displayed.

## Purchasing ink cartridges

Use the Epson ink cartridges within six months of installing them and before the expiration date.

Color	Part Number	
	DX7000F series	CX6900F series
Black	T0711	T0731
Cyan	T0712	T0732
Magenta	T0713	T0733
Yellow	T0714	T0734

### Caution:

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

## Ink cartridge precautions

### Warning:

If ink gets on your hands, wash them thoroughly with soap and water. If ink gets in your eyes, flush them immediately with water. If you still have discomfort or vision problems, see a doctor immediately.

- To avoid damaging the product, never move the print head by hand.
- When an ink cartridge is expended, you cannot continue copying or printing even if the other cartridges still contain ink.
- Leave the expended cartridge installed until you have obtained a replacement. Otherwise the ink remaining in the print head nozzles may dry out.

- An IC chip on each ink cartridge monitors the amount of ink used from the cartridge. Cartridges are usable even if they are removed and reinserted. However, some ink is consumed each time cartridges are inserted because the printer automatically checks their reliability.
- For maximum ink efficiency, only remove an ink cartridge when you are ready to replace it. Ink cartridges with low ink status cannot be used when reinserted.
- Ink cartridges with low ink status cannot be used when reinserted.

## Removing and installing ink cartridges

Make sure you have a new ink cartridge before you begin. Once you start replacing a cartridge, you must complete all the steps in one session.

### Note:

Do not open the ink cartridge package until you are ready to install it in the printer. The cartridge is vacuum packed to maintain its reliability.

1. Do one of the following:

- **If an ink cartridge is expended:**

Look at the LCD screen to find out which cartridge should be replaced, then press the **OK** button.

Replace Cyan Ink

- **If an ink cartridge is not expended:**

Check the ink cartridge status (➔ “Checking the ink cartridge status” on page 25). Press the **[Setup]** button. Press the **▲** or **▼** button, or press the **5** key on the numeric keypad, to select **5.Replace Cartridge**. Then press the **OK** button.

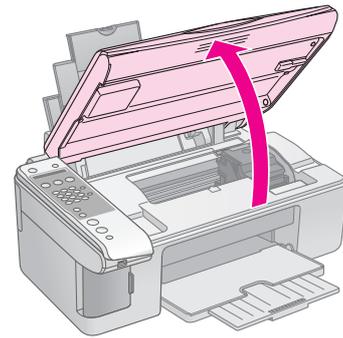
5.Replace Cartri

2. Press the **OK** button, and then lift up the scanner unit.

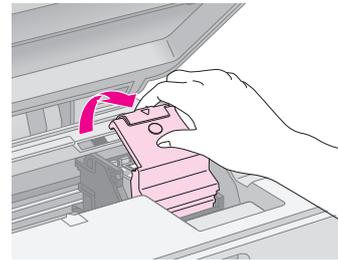
Open the scanner

### Caution:

Do not lift up the scanner unit when the document cover is open.



3. Open the cartridge cover.

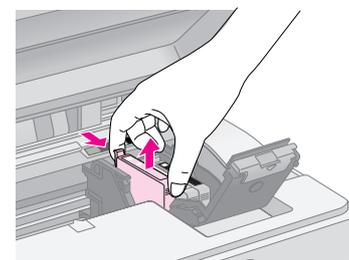


### Caution:

- ❑ Never attempt to open the cartridge cover when the print head is moving. Wait until the cartridges have moved to the replacement position.
- ❑ Be careful not to touch the parts highlighted below.



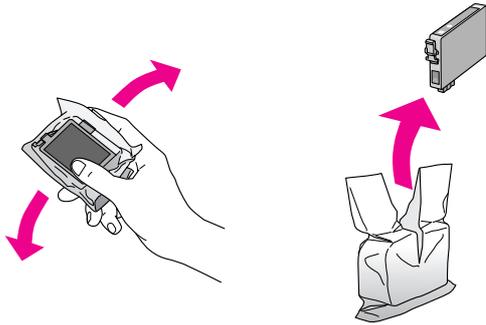
4. Remove the cartridge you need to replace. Squeeze the tab at the back of the cartridge and lift it straight out. Dispose of it carefully.



### Caution:

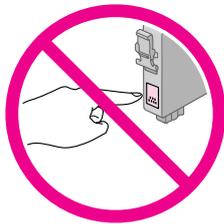
Do not refill the ink cartridge. Other products not manufactured by Epson may cause damage that is not covered by Epson's warranties, and under certain circumstances, may cause erratic printer behavior.

5. Before you open the new ink cartridge package, shake it four or five times. Then remove it from the package.

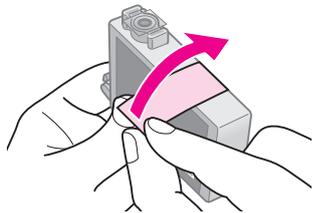


**Caution:**

Do not touch the green chip on the side of the cartridge. This can damage the ink cartridge.



6. Remove the yellow tape from the bottom of the ink cartridge.



**Caution:**

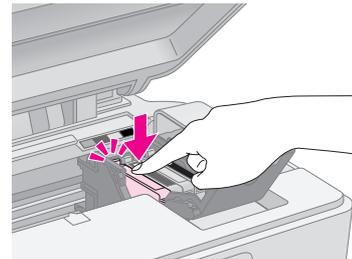
- ❑ You must remove the yellow tape from the cartridge before installing it; otherwise, print quality may decline or you may not be able to print.
- ❑ If you have installed an ink cartridge without removing the yellow tape, take the cartridge out of the product remove the yellow tape, and then reinstall it.
- ❑ Do not remove the transparent seal from the bottom of the cartridge; otherwise, the cartridge may become unusable.



- ❑ Do not remove or tear the label on the cartridge; otherwise, ink will leak.



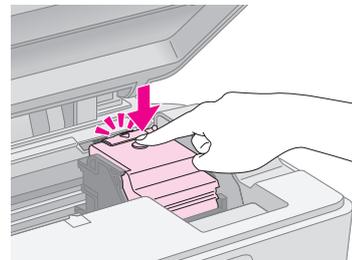
7. Place the ink cartridge into the cartridge holder with the bottom down. Then push down the ink cartridge until it clicks into place.



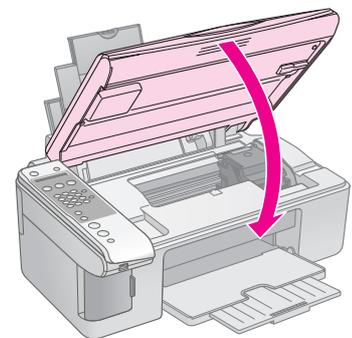
8. Replace any other ink cartridges that need to be replaced.
9. Close the ink cartridge cover and press it until it clicks into place.

**Caution:**

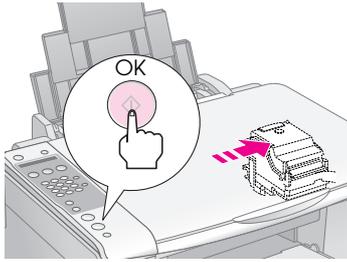
If you find it difficult to close the cover, make sure all the cartridges are firmly seated. Press down on each cartridge until you hear it click into place. Do not attempt to force the cover closed.



10. Close the scanner unit.



11. Press the **OK** button.



When the product begins charging, you see the message on the LCD screen.

Charging...

This takes about one minute. When the ink charging finishes, it automatically returns to the previous screen.

**Caution:**

Do not turn off the product during ink charging as this will waste ink.

**Note:**

If you had to replace the ink cartridge during copying, the documents or photos on the document table may have moved slightly when you opened and closed the scanner unit. To ensure copy quality, after ink charging is finished, cancel the job that is copying and start again from placing the originals.

## Checking and Cleaning the Print Head

If your printouts are unexpectedly light, colors are missing, or you see light or dark lines across the page, you may need to clean the print head. This clears the print head nozzles, which can become clogged if you do not use the product for a long time.

**Tip:**

We recommend that you turn on the product at least once a month to maintain good print quality.

### Checking the print head

You can print a nozzle check pattern to see if any print head nozzles are clogged, or to check the results after cleaning the print head.

1. Load A4-size plain paper in the sheet feeder (➔ page 15).
2. Press the **[i] Setup** button.
3. Press the **▲** or **▼** button, or press the **3** on the numeric keypad, to select **3.Nozzle Check**.

3.Nozzle Check

4. Press the **OK** button to print the nozzle check pattern.
5. Examine the nozzle check pattern you printed. Each staggered line should be solid, with no gaps, as shown.



- If your printout looks okay, the print head does not need to be cleaned yet. Press the **Stop [Cancel/Back]** button until you return to the first screen.
- If you see any gaps, as shown below, clean the print head as described in the next section.



## Cleaning the print head

Follow these steps to clean the print head so it can deliver ink properly. Before cleaning the print head, run a nozzle check to see if the print head needs cleaning (➔ “Checking the print head” on page 28).

### Note:

- ❑ Print head cleaning uses ink, so clean it only if quality declines.
- ❑ If a message on the LCD screen tells you that a cartridge is expended or low on ink, you cannot clean the print head. You must first replace the ink cartridge indicated (➔ “Replacing Ink Cartridges” on page 25).

1. Make sure the product is turned on but not printing.
2. Press the **Ⓜ** [**Ⓜ Setup**] button.
3. Press the **▲** or **▼** button, or press the **4** on the numeric keypad, to select **4.Head Cleaning**.

4.Head Cleaning

4. Press the **⬢ OK** button to start cleaning.

### ⚠ Caution:

Never turn off the product while head cleaning is in progress. You may damage it.

5. When cleaning finishes, print a nozzle check pattern to check the results (➔ “Checking the print head” on page 28).

If there are still gaps or the test patterns are faint, run another cleaning cycle and check the nozzles again.

### Note:

If you do not see any improvement after cleaning about four times, turn off the product and wait for at least 6 hours. This lets any dried ink soften. 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 (➔ “Replacing Ink Cartridges” on page 25).

## Aligning the Print Head

If you notice that vertical lines are not aligned properly on the nozzle check printout, you may be able to solve this problem by aligning the print head.

You can align the print head by pressing the buttons, or you can run the Print Head Alignment utility from your computer. For the most accurate alignment, the utility is recommended.

1. Load A4-size plain paper (➔ page 15).
2. Press the **Ⓜ** [**Ⓜ Setup**] button.
3. Press the **▲** or **▼** button, or press the **6** key on the numeric keypad, to select the **6.Head Alignment**.

6.Head Alignment

4. Press the **⬢ OK** button to print the alignment sheet.

### Note:

Do not press the **ⓧ Stop** [**ⓧ Cancel/Back**] button while printing an alignment pattern.

5. Look at pattern #1 and find the patch that is most evenly printed, with no noticeable streaks or lines.
6. Press the number key on the numeric keypad that corresponds to the patch.

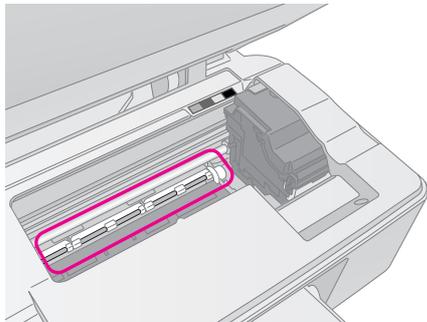
#1      4

7. Press the **⬢ OK** button.
8. Repeat steps 5 to 7 for each of the other alignment patterns.
9. Press the **ⓧ Stop** [**ⓧ Cancel/Back**] button until you return to the first screen.

## Cleaning This Product

To keep the operation of the product at its best, clean it periodically using the following procedure.

1. Unplug the power cord.
2. Remove all paper from the sheet feeder.
3. Use a soft brush to carefully clean away all dust and dirt from the sheet feeder.
4. If the glass surface of the document table gets dirty, clean it with a soft, dry, clean cloth. If the glass surface is stained with grease or some other hard-to-remove material, use a small amount of glass cleaner and a soft cloth to remove it. Wipe off all remaining liquid.
5. If the inside of the product accidentally gets soiled with ink, use a soft, dry, clean cloth to wipe the ink off the area indicated in the illustration.



### **Warning:**

Be careful not to touch the gears or rollers inside the product.

### **Caution:**

- ❑ Do not press the glass surface of the document table with any force.
- ❑ Be careful not to scratch or damage the glass surface of the document table, and do not use a hard or abrasive brush to clean it. A damaged glass surface can decrease the copy quality.
- ❑ Do not apply grease to the metal parts under the print head carriage.
- ❑ Never use alcohol or thinner to clean the product. These chemicals can damage the components as well as the case.
- ❑ Be careful to keep water away from the printing and copying mechanisms and electronic components.
- ❑ Do not spray the inside of the product with lubricants. Unsuitable oils can damage the mechanism. Contact your dealer or a qualified service person if lubrication is needed.

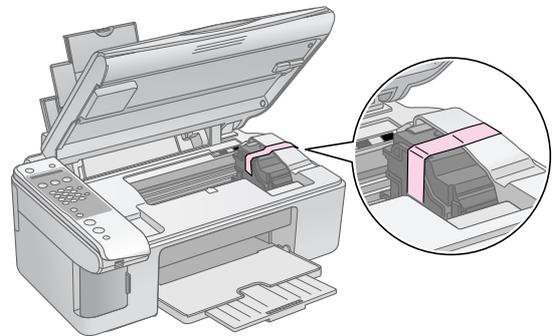
## Transporting This Product

If you need to move the product some distance, you need to prepare it for transportation in its original box or one of a similar size.

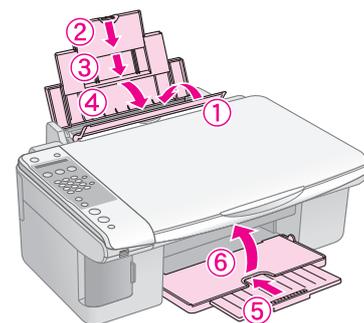
### **Caution:**

- ❑ When storing or transporting the product, avoid tilting it, placing it vertically, or turning it upside down; otherwise ink may leak from the cartridges.
- ❑ Leave the ink cartridges installed; removing the cartridges for transportation may damage the product.

1. Remove all paper from the sheet feeder and make sure the product is off.
2. Open the scanner unit and make sure the print head is in the home position on the right.
3. Secure the ink cartridge holder to the case with tape as shown.



4. Close the scanner unit.
5. Unplug the power cord from the outlet, then disconnect the USB cable from your computer.
6. Close the paper support, the feeder guard, and the output tray.



7. Repack the product in the box, using the protective materials that came with it.

Keep the product level as you transport it. After you move it, remove the tape securing the print head. If you notice a decline in print quality, run a cleaning cycle (➔ “Checking and Cleaning the Print Head” on page 28) or align the print head (➔ “Aligning the Print Head” on page 29).

# Solving Problems

If you have a problem with the product, check the messages on the LCD screen to diagnose what may be causing the problem.

You can also check “Problems and Solutions” on page 32 for troubleshooting suggestions on using the product without a computer. See the *User’s Guide* included in the software CD-ROM for help on using the product with a computer.

## Error Messages

You can diagnose and solve most problems by checking the messages on the LCD screen. If you cannot solve the problems by checking the messages, use the following table and try the recommended solution

Display message	Cause and solution
Not enough ink to perform head cleaning. Replace with new ink cartridges.	Not enough ink to perform head cleaning. Replace with new ink cartridges (➔ “Removing and installing ink cartridges” on page 26).
No memory card	Make sure that the memory card is supported by the product and has been inserted correctly. If so, check if there is a problem with the card and try again (➔ “Inserting a memory card” on page 19).
No photos on memory card	The inserted memory card does not contain any valid images. Remove the memory card. Check compatible cards and image types (➔ “Compatible cards” on page 19).
No index sheet detected or sheet placed incorrectly. Correct the sheet placement and try again.	An index sheet was not recognized because it is not positioned correctly. Align the top of the sheet with the left edge of the glass (➔ “3. Scanning the index sheet and printing the selected photos” on page 22).
No photos selected or photos marked incorrectly. Select photos correctly and try again.	No marks are detected on the index sheet or the sheet includes more than one mark for an image. Remove the index sheet, mark it correctly, and try again (➔ “2. Selecting photos from the index sheet” on page 22).
Memory card data does not match index sheet. Replace the card or index sheet and try again.	The index sheet does not match the photos on the memory card. Remove the card and insert the one used to print the index sheet (➔ “Inserting a memory card” on page 19), or place the correct index sheet on the glass (➔ “3. Scanning the index sheet and printing the selected photos” on page 22).
Service required. See your documentation for details.	Waste ink pad in the product is saturated. Contact your dealer to replace it (➔ “Contacting Customer Support” on page 34).
Printer error -> See your documentation and call for service if necessary. Scanner error -> See your documentation and call for service if necessary.	There is a problem with the product. Turn it off and then back on. If the error does not clear, contact your dealer (➔ “Contacting Customer Support” on page 34).

# Problems and Solutions

Check the solutions below if you are having problems using the product.

## Setup problems

**The product makes noise after you turn it on.**

- Make sure the protective tape is not blocking the print head. After releasing the print head, turn off the power, wait a moment, then turn it back on.

**The product makes noise after ink cartridge installation.**

- When you install ink cartridges, the ink delivery system must be charged. Wait until charging is finished, then turn off the product. If you turn it off too soon, it may use extra ink the next time you turn it on.
- Make sure the ink cartridges are seated securely and no protective material remains in the product. Open the cartridge cover and push the cartridges down until they click into place. Turn off the power, wait a moment, then turn it back on.

**A screen that prompts you to restart the computer did not display after finishing the software installation.**

- The software has not been installed correctly. Eject and insert the CD-ROM, and then install the software again.

## Faxing problems

- If you have problems sending a fax, make sure the phone cable is connected correctly and verify that the phone line works by connecting a phone to it. Also make sure that your recipient's fax machine is turned on and working.
- If you have problems receiving a fax, make sure paper is loaded, the phone cable is connected correctly, and the phone line works. To automatically receive faxes, make sure you see a **Y** on the first screen display (➔ "Selecting the answer mode" on page 14). If you see **Receiving** on the display but nothing prints, the fax data may be too large. Tell the sender to resend the fax in smaller sections.
- If you connected the product to a DSL phone line, you must install a DSL filter to the line or you will not be able to fax. Contact your DSL provider for the necessary filter.

- If your phone line has static or other noise problems, turn off the **ECM** (Error Correction Mode) setting and try faxing again (➔ "Selecting send/receive settings" on page 9).

## Printing and copying problems

**The product makes printing sounds, but nothing prints.**

- The print head nozzles may need cleaning (➔ "Checking the print head" on page 28).
- Make sure the product is on a flat, stable surface.

**The margins are incorrect.**

- Make sure your original is positioned in the top left corner of the document table.
- If the edges of the copy are cropped off, move the original away from the corner slightly.
- Make sure the paper size settings are correct for the paper you have loaded.
- Make sure your paper is loaded short edge first, all the way to the right, with the left edge guide lightly against the paper (➔ "Loading Paper" on page 15).
- Do not load paper above the ≡ arrow mark inside the left edge guide (➔ "Loading Paper" on page 15).

**Blank pages are printed.**

- Make sure the paper size settings are correct for the paper you have loaded.
- The print head nozzles may need cleaning (➔ "Cleaning the print head" on page 29).

## Paper feed problems

**Paper does not feed correctly or is jammed.**

- If paper does not feed, remove it from the sheet feeder. Fan the paper, load it against the right side, and slide the left edge guide against the paper (but not too tightly). Make sure the paper is not in front of the feeder guard.
- Do not load paper above the ≡ arrow mark inside the left edge guide (➔ "Loading Paper" on page 15).
- If paper is jammed, the icon or the message is displayed on the LCD screen. Follow these steps to clear the jam:
  1. Press the **OK** button to eject the jammed paper. If the jammed paper is not ejected, go on to the next step.

2. If the paper is stuck near the sheet feeder or output tray, gently pull it out then press the **OK** button.

If the paper is stuck inside the product, press the **On** button to turn it off. Open the scanner unit and remove any paper inside, including any torn pieces. Do not pull it backward; this can damage the sheet feeder. Close the scanner unit, then turn the product back on.

- If paper jams frequently, make sure the left edge guide is not pushed too tightly against the paper. Try loading fewer sheets of paper.

## Print quality problems

**You see banding (light lines) in your printouts or copies.**



- Clean the print head (➔ “Checking the print head” on page 28).
- Make sure you select the correct paper type (➔ “Selecting Paper” on page 15).
- Make sure the printable (whiter or glossier) side of the paper is face-up.
- The ink cartridges may need replacing (➔ “Removing and installing ink cartridges” on page 26).
- Align the print head (➔ “Aligning the Print Head” on page 29).
- Clean the document table (➔ “Cleaning This Product” on page 30).

**Your printout is blurry or smeared.**



- Make sure the document is placed flat against the document table. If only part of the image is blurred, your original may be wrinkled or warped.
- Make sure the product is not tilted or placed on an uneven surface.
- Make sure your paper is not damp, curled, or loaded face-down (the whiter or glossier printable side should be face-up). Load new paper face-up.
- Use a support sheet with special paper or try loading your paper one sheet at a time.
- Load your paper one sheet at a time. Remove sheets from the output tray so not too many collect at a time.
- Align the print head (➔ “Aligning the Print Head” on page 29).
- Make several copies without placing a document on the document table.
- Use only paper recommended by Epson and genuine Epson cartridges.
- Set the paper thickness lever to the  position for most paper types. If you are printing on envelopes, set the lever to the  position.
- Clean the document table (➔ “Cleaning This Product” on page 30).

**Your printout is faint or has gaps.**

- Clean the print head (➔ “Cleaning the print head” on page 29).
- If you notice jagged vertical lines, you may need to align the print head (➔ “Aligning the Print Head” on page 29).
- The ink cartridges may be old or low on ink. Replace the ink cartridges (➔ “Replacing Ink Cartridges” on page 25).
- Make sure you select the correct paper type (➔ “Selecting Paper” on page 15).
- Make sure your paper is not damaged, old, dirty, or loaded face-down. If it is, load new paper with the whiter or glossier side face-up.

**Your printout is grainy.**

- If you are printing or copying a photo, make sure you are not enlarging it too much. Try printing it smaller.
- Align the print head (➔ “Aligning the Print Head” on page 29).

### You see incorrect or missing colors.

- Clean the print head (➔ “Cleaning the print head” on page 29).
- The ink cartridges may be old or low on ink. Replace the ink cartridges (➔ “Replacing Ink Cartridges” on page 25).
- Make sure you loaded the right paper and selected the correct setting for it on the control panel.

### The image size or position is incorrect.

- Make sure you loaded the right paper and selected the correct setting for it on the control panel.
- Make sure the original is placed correctly on the document table (➔ “Placing Originals on the Document Table” on page 17).
- Clean the document table (➔ “Cleaning This Product” on page 30).

### Other problems

#### When you turn off the product, a red lamp inside the product may remain on.

- The lamp will stay on for a maximum of 15 minutes, then go out automatically. This does not indicate malfunction.

## Contacting Customer Support

### Regional customer services

If your Epson product is not operating properly and you cannot solve the problem using the troubleshooting information in your product documentation, contact customer support services for assistance. If customer support for your area is not listed below, contact the dealer where you purchased your product.

Customer support will be able to help you much more quickly if you give them the following information:

- Product serial number  
(The serial number label is usually on the back of the product.)
- Product model
- Product software version  
(Click **About**, **Version Info**, or a similar button in the product software.)
- Brand and model of your computer
- Your computer operating system name and version
- Names and versions of the software applications you normally use with your product

#### Note:

For more information on contacting customer support, see the online *User's Guide*.

Europe	
URL	<a href="http://www.epson.com">http://www.epson.com</a> Select the Support section of your local EPSON web site for the latest drivers, FAQs, manuals and other downloadables.
Check your Pan-European Warranty Document for information on how to contact EPSON Customer support.	
Australia	
URL	<a href="http://www.epson.com.au">http://www.epson.com.au</a>
Telephone	1300 361 054
Fax	(02) 8899 3789
Singapore	
URL	<a href="http://www.epson.com.sg">http://www.epson.com.sg</a>
Telephone	(65) 6586 3111

<b>Thailand</b>	
URL	<a href="http://www.epson.co.th">http://www.epson.co.th</a>
Telephone	(66)2-670-0333
<b>Vietnam</b>	
Telephone	84-8-823-9239
<b>Indonesia</b>	
URL	<a href="http://www.epson.co.id">http://www.epson.co.id</a>
Telephone/ Fax	Jakarta: (62) 21-62301104
	Bandung: (62) 22-7303766
	Surabaya: (62) 31-5355035/31-5477837
	Medan: (62)61-4516173
Telephone	Yogyakarta: (62) 274-565478
	Makassar: (62)411-350147/411-350148
<b>Hong Kong</b>	
URL	<a href="http://www.epson.com.hk">http://www.epson.com.hk</a>
Phone	(852) 2827-8911
Fax	(852) 2827-4383
<b>Malaysia</b>	
URL	<a href="http://www.epson.com.my">http://www.epson.com.my</a>
Phone	603-56288333
<b>India</b>	
URL	<a href="http://www.epson.co.in">http://www.epson.co.in</a>
Phone	30515000
FAX	30515005/30515078
<b>Philippines</b>	
URL	<a href="http://www.epson.com.ph">http://www.epson.com.ph</a>
Phone	(63) 2-813-6567
Fax	(63) 2-813-6545
E-mail	epchelpdesk@epc.epson.com.ph

## Standards and approvals

### U.S. model:

UL60950-1 (U.S.)  
 FCC Part 15 Subpart B Class B (U.S.)  
 FCC Part 68 (U.S.)  
 CSA C22.2 No.60950-1 (Canada)  
 CAN/CSA-CEI/IEC CISPR 22 Class B (Canada)  
 IC CS03 (Canada)

### European model:

R&TTE Directive 1999/5/EC(Euro)  
 EN 60950-1  
 EN 55022 Class B  
 EN 61000-3-2  
 EN 61000-3-3  
 EN 55024  
 TBR21

### Australian model:

AS/NZS CISPR22 Class B  
 AS/NZS 60950.1  
 AS/ACIF S002

# Summary of Panel Settings

## Setup mode message

Mode	Display on the LCD screen
Setup	1.Load/Eject
	2.Ink Levels
	3.Nozzle Check
	4.Head Cleaning
	5.Replace Cartridge
	6.Head Alignment
	7.Language
	8.Region
	9.Beep
	0.Restore Setting

## Copy mode message

Mode	Display on the LCD screen
Copy	Copies:xx 100%
	Copies:xx FitPage

## Memory Card mode message

Mode	Display on the LCD screen
Memory Card	1.Img:xx Prt Idx
	2.Img:xx Scn Idx
	3.Img:xx All/DPO

## Fax mode message

Mode	Display on the LCD screen	
Fax	Enter fax number	
	1.Resolution	
	2.Contrast	
Fax ▶ Setup	1.Select Speed Dial	
	2.Print Report	1.Speed Dial List 2.Fax Log 3.Last Transmission 4.Reprint Faxes in Memory
	3.Speed Dial Setup	1.Add Entry 2.Edit Entry 3.Delete Entry
	4.Scan & Print Setup	1.Resolution 2.Contrast 3.Paper Size 4.Automatic Reduction: On/Off 5.Last Transmission Report
	5.Communication	1.Dial Mode 2.DRD 3.ECM 4.V.34 5.Rings to Answer
	6.Header & Time	1.Fax Header Setup 2.Date/Time 3.Your Phone Number 4.Daylight time: On/Off
	7.Initialize Fax	
	8.Set up	When you select <b>8. Set up</b> , it jumps to the Setup mode.

# EPSON

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MEMORY STICK PRO™



## Purchasing ink cartridges

Product name	Black	Cyan	Magenta	Yellow
DX7000F series	T0711	T0712	T0713	T0714
CX6900F series	T0731	T0732	T0733	T0734

