



# **B-310N / B-510DN**

# **User's Guide**

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## ***Operating System Versions***

In this manual, the following abbreviations are used.

### **Windows refers to Windows 7, Vista, XP, 2000, Server 2008 and Server 2003.**

- ❑ Windows 7 refers to Windows 7 Home Premium Edition, Windows 7 Professional Edition, Windows 7 Ultimate Edition.
- ❑ Windows Vista refers to Windows Vista Home Basic Edition, Windows Vista Home Premium Edition, Windows Vista Business Edition, Windows Vista Enterprise Edition, and Windows Vista Ultimate Edition.
- ❑ Windows XP refers to Windows XP Home Edition, Windows XP Professional x64 Edition, and Windows XP Professional Edition.
- ❑ Windows 2000 refers to Windows 2000 Professional.
- ❑ Windows Server 2008 refers to Windows Server 2008 Standard Edition and Windows Server 2008 Enterprise Edition.
- ❑ Windows Server 2003 refers to Windows Server 2003 Standard Edition and Windows Server 2003 Enterprise Edition.

### **Macintosh refers to Mac OS X.**

- ❑ Mac OS X refers to Mac OS X 10.3.9 or later.

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## ***Safety Instructions***

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### ***Important Safety Instructions***

Read all of the instructions in this section before using the printer. Also, be sure to follow all warnings and instructions marked on the printer.

### ***Setting up the printer***

Observe the following when setting up the printer:

- Do not block or cover the vents and openings in the printer.
- Use only the type of power source indicated on the printer's label.
- Use only the power cord that comes with the printer. Use of another cord may result in fire or electric shock.
- The printer's power cord is for use with the printer only. Use with other equipment may result in fire or electric shock.
- Be sure your AC power cord meets the relevant local safety standard.
- Avoid using outlets on the same circuit as photocopiers or air control systems that regularly switch on and off.
- Avoid electrical outlets controlled by wall switches or automatic timers.
- Keep the entire computer system away from potential sources of electromagnetic interference, such as loudspeakers or the base units of cordless telephones.
- Do not use a damaged or frayed power cord.
- If you use an extension cord with the printer, make sure that the total ampere rating of the devices plugged into the extension cord does not exceed the cord's ampere rating. Also, make sure that the total ampere rating of all devices plugged into the wall outlet does not exceed the wall outlet's ampere rating.
- Do not attempt to service the printer yourself.

- ❑ Unplug the printer and refer servicing to qualified service personnel under the following conditions:  
The power cord or plug is damaged; liquid has entered the printer; the printer has been dropped or the casing damaged; the printer does not operate normally or exhibits a distinct change in performance.
- ❑ If you plan to use the printer in Germany, the building installation must be protected by a 10 or 16 amp circuit breaker to provide adequate short-circuit protection and over-current protection for the printer.
- ❑ When connecting the printer to a computer or other device with a cable, ensure the correct orientation of the connectors. Each connector has only one correct orientation. Inserting a connector in the wrong orientation may damage both devices connected by the cable.
- ❑ If damage occurs to the plug, replace the cord set or consult a qualified electrician. If there are fuses in the plug, make sure you replace them with fuses of the correct size and rating.
- ❑ Do not hold the duplex unit when you lift the printer to prevent the duplex unit from becoming detached. Also, make sure that the duplex unit is attached correctly after setting up the printer.




### ***Choosing a place for the printer***

Observe the following when choosing a place for the printer:

- ❑ Place the printer on a flat, stable surface that extends beyond the base of the printer in all directions. If you place the printer by the wall, leave more than 10 cm between the back of the printer and the wall. The printer will not operate properly if it is tilted at an angle.
- ❑ When storing or transporting the printer, do not tilt it, stand it on its side, or turn it upside down. Otherwise, ink may leak from the ink packs.
- ❑ Leave enough space in front of the printer for the paper to be fully ejected.
- ❑ Avoid places subject to rapid changes in temperature and humidity. Also, keep the printer away from direct sunlight, strong light, or heat sources.
- ❑ Avoid places subject to dust, shocks, or vibrations.
- ❑ Leave enough room around the printer to allow for sufficient ventilation.
- ❑ Place the printer near a wall outlet where the plug can be easily unplugged.

## ***Using the printer***

Observe the following when using the printer:

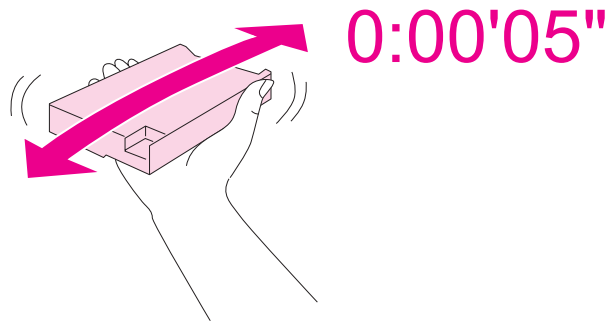
- Avoid touching the components inside the printer unless instructed to do so in this guide.
- Do not insert objects through the slots in the printer.
- Take care not to spill liquid on the printer.
- Do not touch the white flat cable inside the printer.
- Do not put your hand inside the printer during printing.
- Do not use aerosol products that contain flammable gases inside or around this product. Doing so may cause fire.
- Do not move the print head by hand; otherwise, you may damage the printer.
- Do not move the cartridge lever during printing.
- Always turn off the printer using the  Power button. When this button is pressed, the  Power light flashes. Do not unplug the printer or turn off the power to the outlet until the  Power light stops flashing.
- Before transporting the printer, make sure that the print head is in the home (far right) position.
- Be careful not to trap your fingers when closing the printer cover.

## ***Handling ink cartridges***

Observe the following when handling ink cartridges:

- Keep ink cartridges out of the reach of children and do not drink the ink.
- If ink gets on your skin, wash it off with soap and water. If it gets in your eyes, flush them immediately with water.

- ❑ For best results, shake the ink cartridge for about five seconds.



**Caution:**

*Do not shake cartridges (that have been installed previously) with too much force.*

- ❑ Do not use an ink cartridge beyond the date printed on the cartridge carton.
- ❑ Use up the ink cartridge within six months of installation for best results.
- ❑ Do not disassemble or remodel the ink cartridge, otherwise you may not be able to print normally.
- ❑ Store ink cartridges in a cool, dark place.
- ❑ After bringing an ink cartridge inside from a cold storage site, allow it to warm up at room temperature for at least three hours before using it.
- ❑ Do not touch the green IC chip on the side of the cartridge. This may affect normal operation and printing. The IC chip on this ink cartridge retains a variety of cartridge related-information, such as the ink cartridge status, so that the cartridge may be removed and reinserted freely. However, each time the cartridge is inserted, some ink is consumed because the printer automatically performs a reliability check. If you remove an ink cartridge for later use, protect the ink supply area from dirt and dust, and store it in the same environment as this product. Note that there is a valve in the ink supply port, making covers or plugs unnecessary, but care is needed to prevent the ink from staining items that the cartridge touches. Do not touch the ink supply port or surrounding area.

## Warnings, Cautions, and Notes

Warnings, Cautions, and Notes in this User's Guide are indicated as below and have the following meaning.



**Warnings**

*must be followed carefully to avoid bodily injury.*



***Cautions***

*must be observed to avoid damage to your equipment.*

***Notes***

*contain important information and useful tips on the operation of the printer.*

## Chapter 1

# Using Your Software

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## Overview of Printer Driver and Status Monitor

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

### Accessing the printer driver for Windows

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

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

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

Refer to the following sections to access the printer driver.

**Note:**

*Screen shots of the printer driver windows in this User's Guide are from Windows XP.*


### From Windows applications

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

### From the Start menu

- ❑ **Windows 7:**  
Click  **Start**, click **Devices and Printers**. Right-click the icon for your printer and select **Printing preferences**.



- ❑ **Windows Vista and Server 2008:**  
Click  **Start**, click **Control Panel**, then double-click **Printers**. Right-click the icon for your printer, then click **Select Printing Preferences**.
- ❑ **Windows XP and Server 2003:**  
Click **Start**, click **Printers and Faxes**. Right-click the icon for your printer, then click **Printing Preferences**.
- ❑ **Windows 2000:**  
Click **Start**, point to **Settings**, then click **Printers**. Right-click the icon for your printer, then click **Printing Preferences**.

### ***From the shortcut icon on the taskbar***

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


To add a shortcut icon to the Windows taskbar, first access the printer driver from the Start menu as described above. Next, click the **Maintenance** tab, the **Speed & Progress** button, and then the **Monitoring Preferences** button. In the Monitoring Preferences window, select the **Select Shortcut Icon** check box.

### ***Getting information through online help***

You can access online help for items in the printer driver from your application or the Windows Start menu.


➔ See “Accessing the printer driver for Windows” on page 16.

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

- ❑ Right-click the item, then click **Help**.
- ❑ Click the  button at the top right of the window, then click the item (for Windows XP and 2000 only).

### ***Accessing the printer driver for Mac OS X***

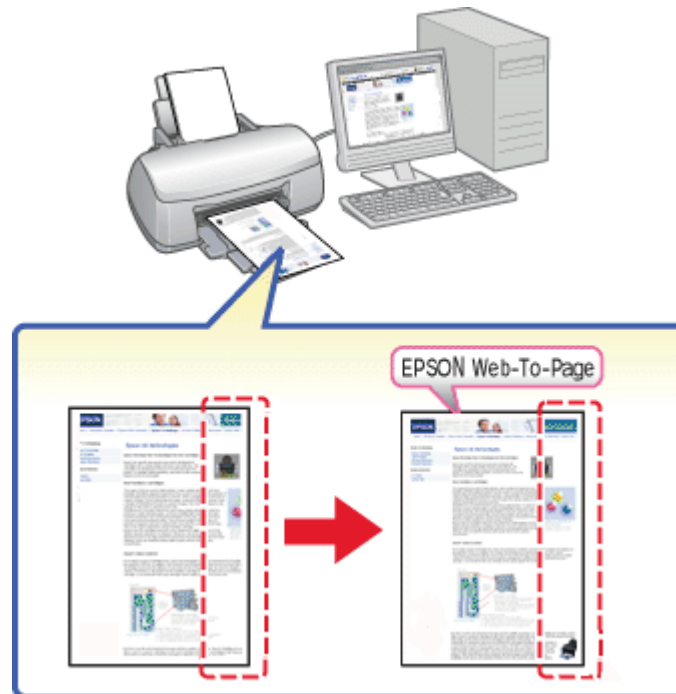
The table below describes how to access the printer driver dialog.

Dialog	How to Access It
Page Setup	<p>Click <b>Page Setup</b> on the File menu of your application.</p> <p><b>Note for Mac OS X 10.5:</b> Depending on your application, the Page Setup menu may not appear in the File menu.</p>
Print	Click <b>Print</b> on the File menu of your application.
EPSON Printer Utility3	<p>You can access this software in the following three ways:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Double-click the <b>EPSON Printer Utility3</b> icon in the Applications folder in Macintosh HD. Select the printer from the Printer List, then click <b>OK</b>.</li> <li><input type="checkbox"/> Click <b>Print</b> from your application's File menu, choose <b>Print Settings</b> in the Print window that is displayed, then click the  Utility icon. This Utility icon is not displayed when the printer is shared.</li> <li><input type="checkbox"/> For Mac OS X 10.3 and 10.4 only Open the Applications folder on your hard drive, then open the Utilities folder and double-click the <b>Print Center</b> or <b>Printer Setup Utility</b> icon. Select the appropriate printer from the list, then click the <b>Configure</b> or <b>Utility</b> button.</li> </ul>

### ***Getting information through online help***

Click the  **Help** button in the Print dialog.

## Printing Web Pages to Fit to Your Paper Size



EPSON Web-To-Page lets you make Web pages fit to your paper size when printing. You can also see a preview before printing.

### **Note for Windows:**

*This software is not available for Windows 7, Vista, XP x64, Server 2008, and Server 2003.*

### **Note for Windows Internet Explorer 7 or later:**

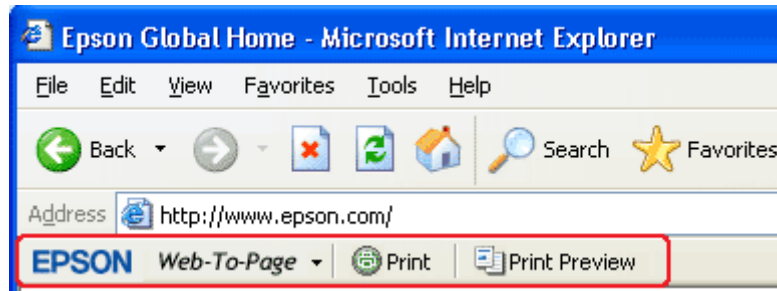
*Printing web pages to fit to your paper size is a standard feature in Windows Internet Explorer 7 or later.*

### **Note for Mac OS X:**

- This software is not available for Mac OS X.*
- Printing web pages to fit to your paper size is available by using the printer driver.*
  - ➔ *See “Printer settings for Mac OS X 10.5” on page 39.*
  - ➔ *See “Printer settings for Mac OS X 10.3 or 10.4” on page 41.*

## Accessing EPSON Web-To-Page

After you install EPSON Web-To-Page, the menu bar is displayed on the Windows Internet Explorer Toolbar. If it does not appear, select **Toolbars** from the View menu of Internet Explorer, and then select **EPSON Web-To-Page**.



## Uninstalling the Printer Software

### Uninstalling the printer driver

You may need to uninstall your printer driver if you:

- Upgrade your computer's operating system.
- Update your printer driver with a newer version.
- Have a problem with the printer driver.

If you are upgrading your operating system or updating the printer driver version, be sure to uninstall the current printer driver *before* upgrading or installing the new driver. Otherwise, the driver update will not work.

### For Windows

**Note:**

- To uninstall programs in Windows 7, Vista and Server 2008, you need an administrator account and the password if you log on as a standard user.
- To uninstall programs in Windows XP and Server 2003, you must log on to a Computer Administrator account.

❑ *To uninstall programs in Windows 2000, you must log on as a user with administrative privileges (belonging to the Administrators group).*

1. Turn off the printer and disconnect its interface cable.

2. **Windows 7, Vista and Server 2008:**

Click the start button and select **Control Panel**.

**Windows XP and Server 2003:**

Click **Start** and select **Control Panel**.

**Windows 2000:**

Click **Start**, point to **Settings**, and select **Control Panel**.

3. **Windows 7, Vista and Server 2008:**

Click **Uninstall a program** from the **Programs** category, and then select your printer from the list.

**Windows XP, 2000 and Server 2003:**

Double-click the **Add/Remove Programs** icon and select your printer from the list.

4. **Windows 7, Vista and Server 2008:**

Click **Uninstall/Change**.

**Windows XP, 2000 and Server 2003:**

Click **Change/Remove**.

5. Select the icon for your printer and click **OK**.

6. Click **OK** to uninstall the printer driver.

## **For Mac OS X**

### **Note:**

*To uninstall the programs, you must log on to a Computer Administrator account. You cannot uninstall programs if you log on as a Limited account user.*

1. Quit all running applications.

2. Insert the Epson printer software CD-ROM into your Macintosh.

3. Double-click the **Mac OS X** icon in the Epson folder. The CD Installer screen is displayed. Click **Custom Install**.
4. Select **Printer Driver**.

**Note:**

*If the Authenticate dialog appears, enter your password or phrase and click **OK**.*

5. Read the software license agreement and click **Accept**.
6. Select **Uninstall** from the menu in the upper left and click **Uninstall**.
7. Follow the on-screen instructions to uninstall the printer driver.

**Note for Mac OS X 10.3 or 10.4:**

*If the name of your printer remains in the Print Center or Printer Setup Utility, select the name from Printer List and click **Delete**.*

## Chapter 2

### Paper Handling

#### Using Special Paper

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

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

➔ See “Paper, Consumables, and Options” on page 203.

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

**Note:**

- ❑ *Load the paper into the rear sheet feeder printable side up. The printable side is usually whiter or glossier. See the instruction sheets packed with the paper for more information. Some types of paper have cut corners to help identify the correct loading direction.*
- ❑ *If the paper is curled, flatten it or curl it slightly in the opposite direction before loading. Printing on curled paper may cause ink to smear on your printout.*



**Note for Professional Flyer Paper:**

- ❑ *If water gets on the printable side, wipe off the water. Be careful not to scuff or scratch the printable side.*
- ❑ *Do not touch the printable side. Moisture and oils from your skin can affect print quality.*
- ❑ *Professional Flyer Paper supports 2-sided printing. When you use the 2-sided printing function, feed the paper manually.*

- ❑ *When you use the 2-sided printing function, let the printed side dry for about 20 minutes before printing the back side.*
- ❑ *When you use the 2-sided printing function, printing the low print duty side first is recommended.*  
*Depending on the print pattern, marks made by the rollers may appear on the printed side. Print one test copy and examine the results before printing many sheets.*
- ❑ *Depending on the printing environment, the output paper cannot be stacked. In this case, use the output support tray.*

*Output support tray stacks 50 sheets of 1-sided printing and 25 sheets of 2-sided printing.*

➔ *See “Setting output support tray for Epson Professional Flyer Paper” on page 33.*

## **Loading capacities for Epson special media**

Refer to the table below for the loading capacities of Epson special paper and other media.

### **Front paper cassette:**

<b>Media Type</b>	<b>Loading Capacity</b>
Epson Bright White Ink Jet Paper	Up to 400 sheets
(Plain Paper)	Up to 500 sheets

### **Rear sheet feeder:**

<b>Media Type</b>	<b>Loading Capacity</b>	
	<b>1-sided Printing</b>	<b>Manual 2-sided Printing</b>
Epson Bright White Ink Jet Paper	Up to 100 sheets	Up to 70 sheets
Epson Professional Flyer Paper	Up to 70 sheets	Up to 50 sheets
Epson Photo Paper	Up to 60 sheets	-
Epson Matte Paper-Heavyweight	Up to 60 sheets	-
Epson 2-sided Matte Paper	Up to 1 sheet	Up to 1 sheet
Epson Photo Quality Ink Jet Paper	Up to 100 sheets	-
Envelopes	Up to 15 sheets	-




Media Type	Loading Capacity	
	1-sided Printing	Manual 2-sided Printing
Thick Plain Bond Paper	Up to 20 sheets	-
(Plain Paper)	Up to 150 sheets <sup>*1*2</sup>	Up to 70 sheets <sup>*1*2</sup>

\*1 You can only load one sheet of legal-size paper without the optional legal-size paper support. For the maximum loading capacity of the optional legal-size paper support, see the documentation that comes with the support.

\*2 You can only load one sheet of custom-size paper.

**Note:**

*If the paper is curled, flatten it or curl it slightly in the opposite direction. Make sure the paper stack fits under the  arrow mark inside the edge guide.*

## Storing Epson photo paper

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

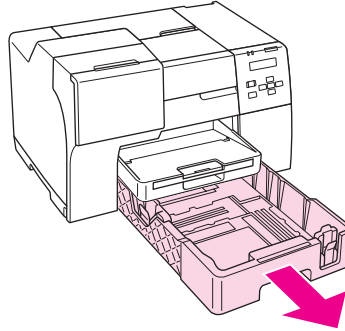
---

## Loading Paper

Follow these steps to load paper:

## Into the front paper cassette

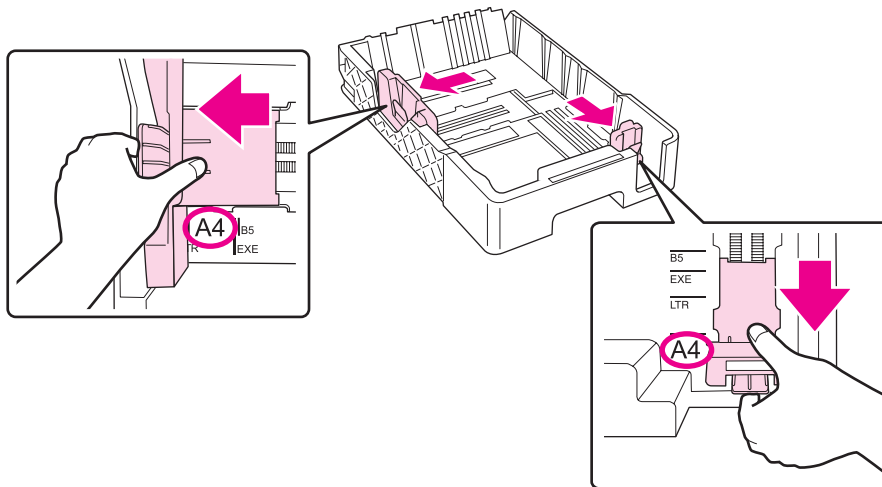
1. Pull out the front paper cassette.



**Note:**

*If the optional legal-size paper cassette is attached as the front paper cassette, raise its cover and flip it open.*

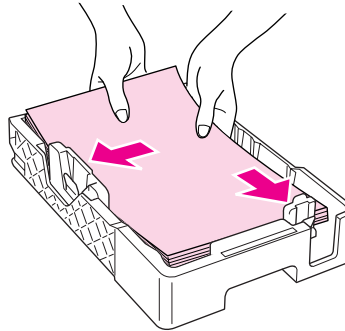
2. Slide the edge guides while pinching their knob to accommodate the paper you are loading.



3. Fan a stack of paper, then tap it on a flat surface to even the edges.
4. Load the paper with the printable side down.

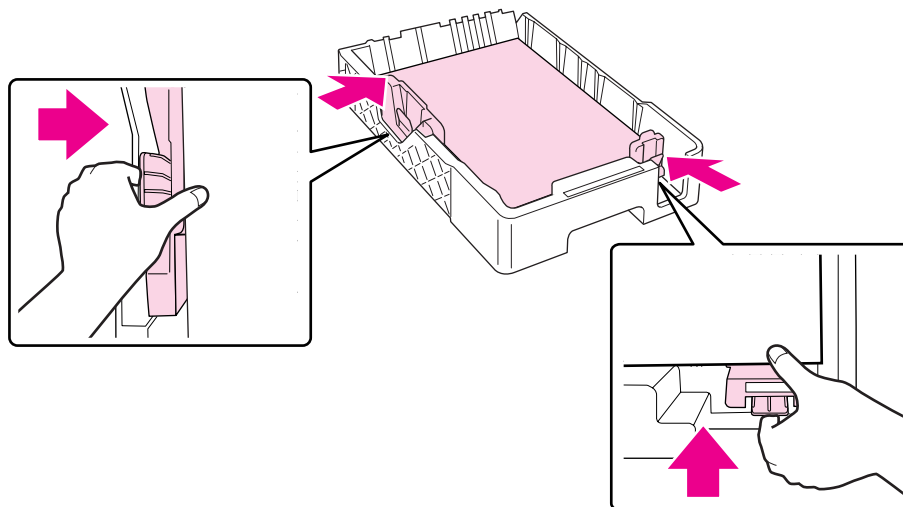
**Note:**

*Avoid adding paper before running out of paper. Doing so may prevent the paper from feeding smoothly.*

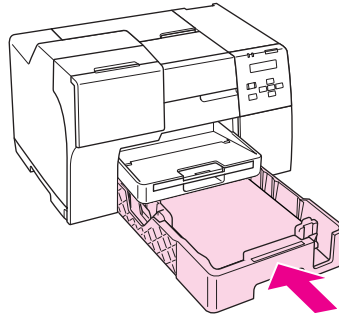
**Note:**

*If the optional legal-size paper cassette is attached as the front paper cassette, close its cover.*

5. Slide the edge guides while pinching their knob to fit the paper you are loading.



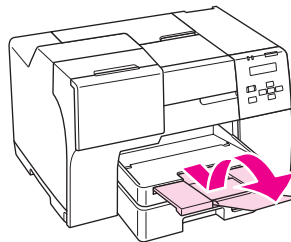
6. Reinsert the cassette into the printer.




**Note:**

- ❑ Do not insert the front paper cassette with force. Doing so may cause the paper to jam.
- ❑ Do not move the edge guides after reinserting the front paper cassette. Doing so may cause the paper to jam.

7. Slide out and extend the extension tray.

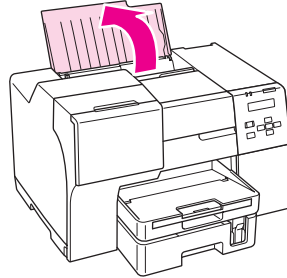


**Note:**

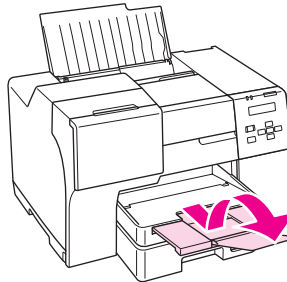
- ❑ Leave enough space in front of the printer for the paper to be fully ejected.
- ❑ Make sure the paper stack fits under the  arrow mark inside the left edge guide.

## ***Into the rear sheet feeder***

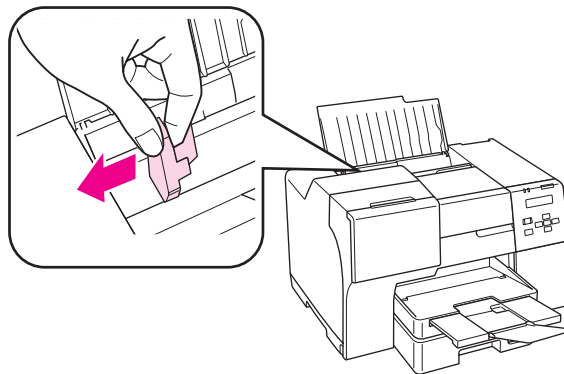
1. Open the paper support.



2. Slide out and extend the extension tray.

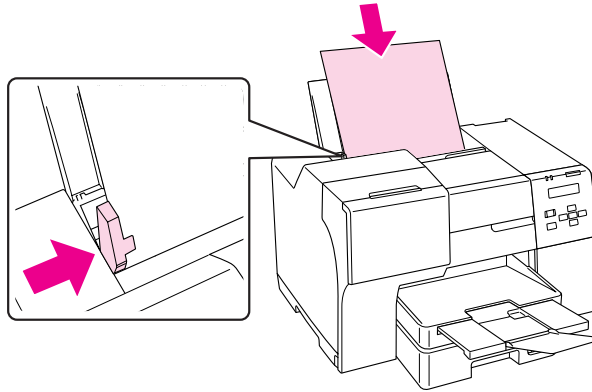


3. Slide the left edge guide to the left.



4. Fan a stack of paper, then tap it on a flat surface to even the edges.

5. Load the paper with the printable side up, against the right side of the rear sheet feeder. Then slide the left edge guide against the left edge of the paper.

**Note:**

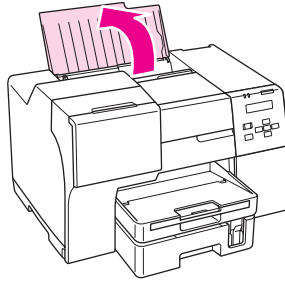
- Leave enough space in front of the printer for the paper to be fully ejected.
- Always load paper into the rear sheet feeder short edge first, even when you are printing landscape-oriented pictures.
- Avoid adding paper before running out of paper. Doing so may prevent the paper from feeding smoothly.
- Make sure the paper stack fits under the  $\cong$  arrow mark inside the left edge guide.
- If you use the optional legal-size paper support, you can load plural sheets of plain legal-size paper.
- Even if the legal-size paper support is attached, do not leave legal-size paper in the rear sheet feeder when you are not printing, or the sheets may curl.

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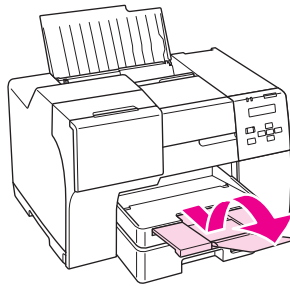
## Loading Envelopes

Follow these steps to load envelopes:

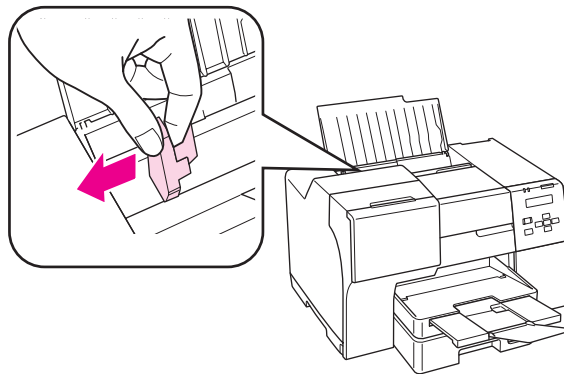
1. Open the paper support.



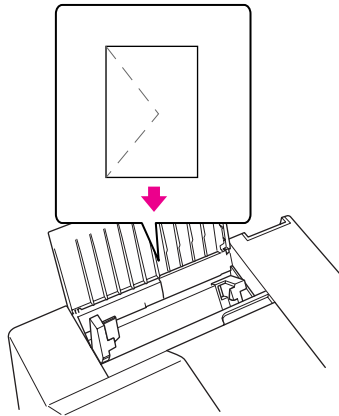
2. Slide out and extend the extension tray.



3. Slide the left edge guide to the left.



4. Load envelopes short edge first with the flap facing down and to the left. Then slide the left edge guide against the left edge of the envelopes.

**Note:**

- ❑ *The thickness of envelopes and their ability to fold vary widely. If the total thickness of the stack of envelopes exceeds 15 mm, press down on the envelopes to flatten them before loading. If print quality declines when a stack of envelopes is loaded, load one envelope at a time.*
- ❑ *You can load up to 15 envelopes at a time in the rear sheet feeder.*
- ❑ *Do not use envelopes that are curled or folded.*
- ❑ *Flatten the envelope flaps before loading.*
- ❑ *Flatten the leading edge of the envelope before loading.*
- ❑ *Avoid using envelopes that are too thin, as they may curl during printing.*

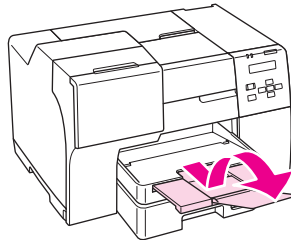
For printing instructions, see the following instructions.

- ➔ See “Printing on Envelopes” on page 43.



## Setting Output Tray

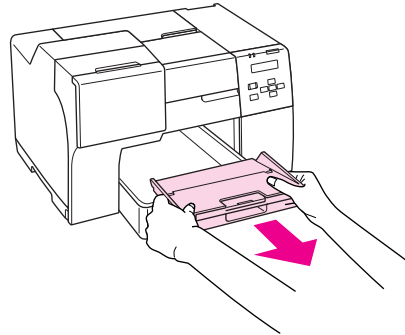
The output tray is located on the front paper cassette. Slide out the extension tray and then open the flap on the extension tray to prevent your prints from slipping off the printer.



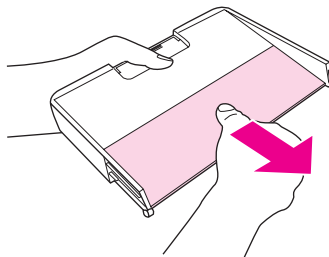
## Setting output support tray for Epson Professional Flyer Paper

When you print on the Epson Professional Flyer Paper, set the output support tray. The use of the output support tray is recommended especially when the output paper is curled and cannot be stacked. Follow these steps to set the output support tray.

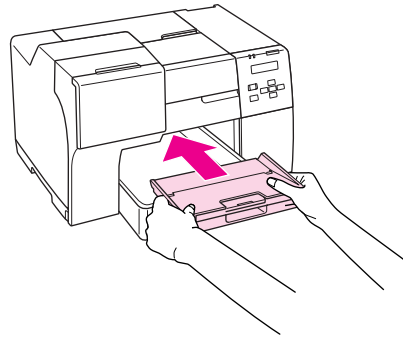
1. Pull out the output tray.



2. Slide the output support tray until it clicks. The output support tray is lifted slightly.

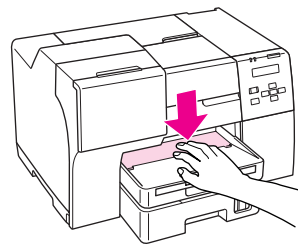


3. Reinsert the output tray into the printer.



**Note:**

After printing on the Epson Professional Flyer Paper, push the output support tray to move it to its original position.



## Selecting the Correct Paper Type

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

For this paper	Select this paper type setting
Plain paper	plain papers
Epson Bright White Ink Jet Plain Paper	
Epson Professional Flyer Paper	Epson Professional Flyer
Epson Photo Paper	Epson Photo

<b>For this paper</b>	<b>Select this paper type setting</b>
Epson Matte Paper - Heavyweight	Epson Matte
Epson Double-sided Matte Paper	
Epson Photo Quality Ink Jet Paper	Epson Photo Quality Ink Jet
Envelopes	Envelope

**Note:**

*The availability of special media varies by location. For the latest information on media available in your area, contact Epson support.*

➔ *See “Technical Support Web Site” on page 190.*

## Chapter 3

# Basic Printing

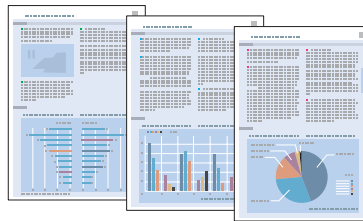
## Introduction

This section guides you through the procedures for different kinds of printing.

## Printing Documents

Explains how to print documents on various types of paper.

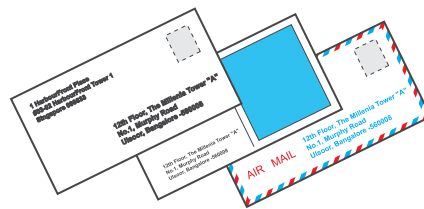
➔ See “Printing Documents” on page 37.



## Printing on Envelopes

Explains how to print on envelopes.

➔ See “Printing on Envelopes” on page 43.



## Printing Web Pages

Explains how to print Web pages so that they fit on a sheet of paper without getting cut off on the right side.

➔ See “Printing Web Pages” on page 49.



## Printing Photos

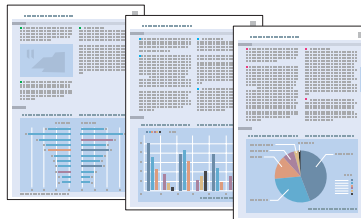
Explains how to print photos on various types of paper.

➔ See “Printing Photos” on page 52.



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## Printing Documents



## Loading paper

Refer to the section below for details on loading paper.

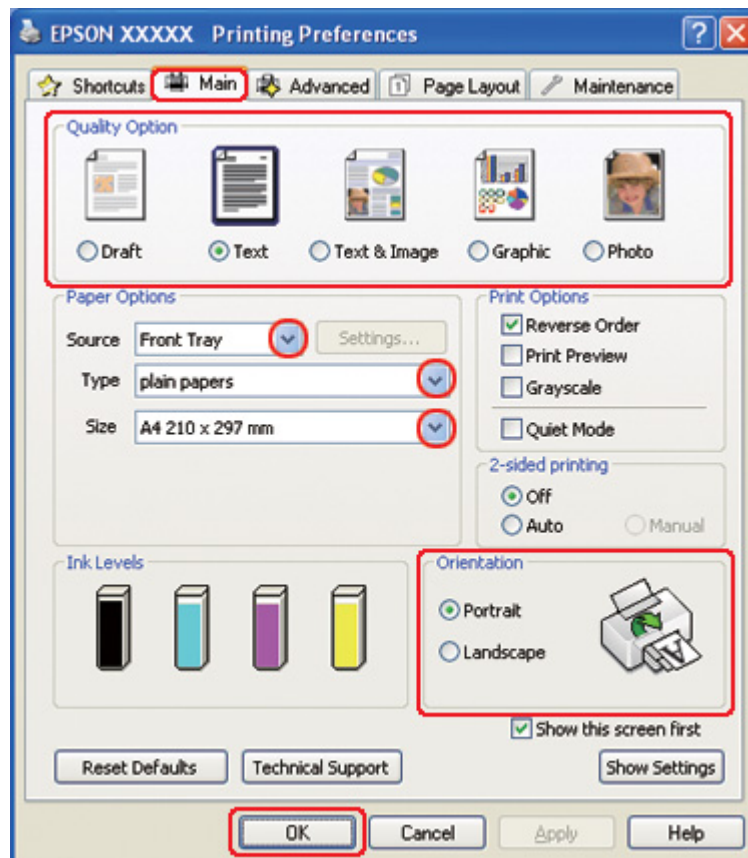
➔ See “Loading Paper” on page 25.

When using special Epson paper, refer to the section below.

➔ See “Using Special Paper” on page 23.

## Printer settings for Windows

1. Open the file you want to print.
2. Access the printer settings.
  - ➔ See “Accessing the printer driver for Windows” on page 16.

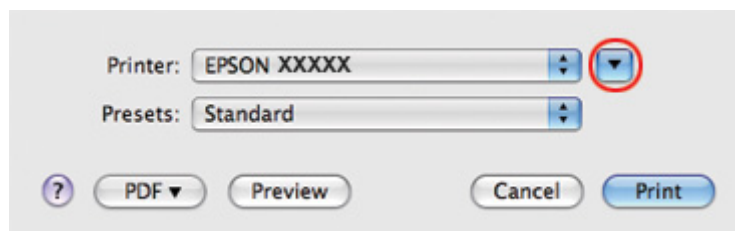


3. Click the **Main** tab, then select one of the following Quality Option settings:
  - Draft** for rough drafts with reduced print quality
  - Text** for text-only documents with higher text quality
  - Text & Image** for higher quality documents with text and images
4. Select the paper source as the Source setting.
5. Select the appropriate Type setting.
  - ➔ See “Selecting the Correct Paper Type” on page 34.
6. Select the appropriate Size setting. You can also define a custom paper size. For details, see the online help.
7. Select **Portrait** (tall) or **Landscape** (wide) to change the orientation of your printout.
8. Click **OK** to close the printer settings window.
9. Print your file.

## Printer settings for Mac OS X 10.5

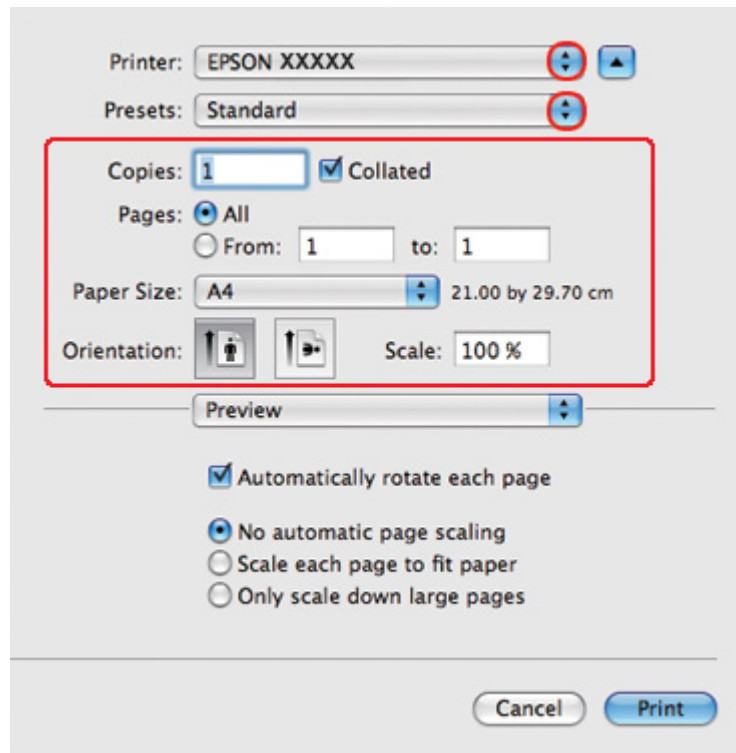
Follow these steps to adjust your printer settings.

1. Open the file you want to print.
2. Access the Print dialog.
  - ➔ See “Accessing the printer driver for Mac OS X” on page 17.



3. Click the ▼ button to extend this dialog.

4. Select the printer you are using as the Printer setting, and then make suitable settings.

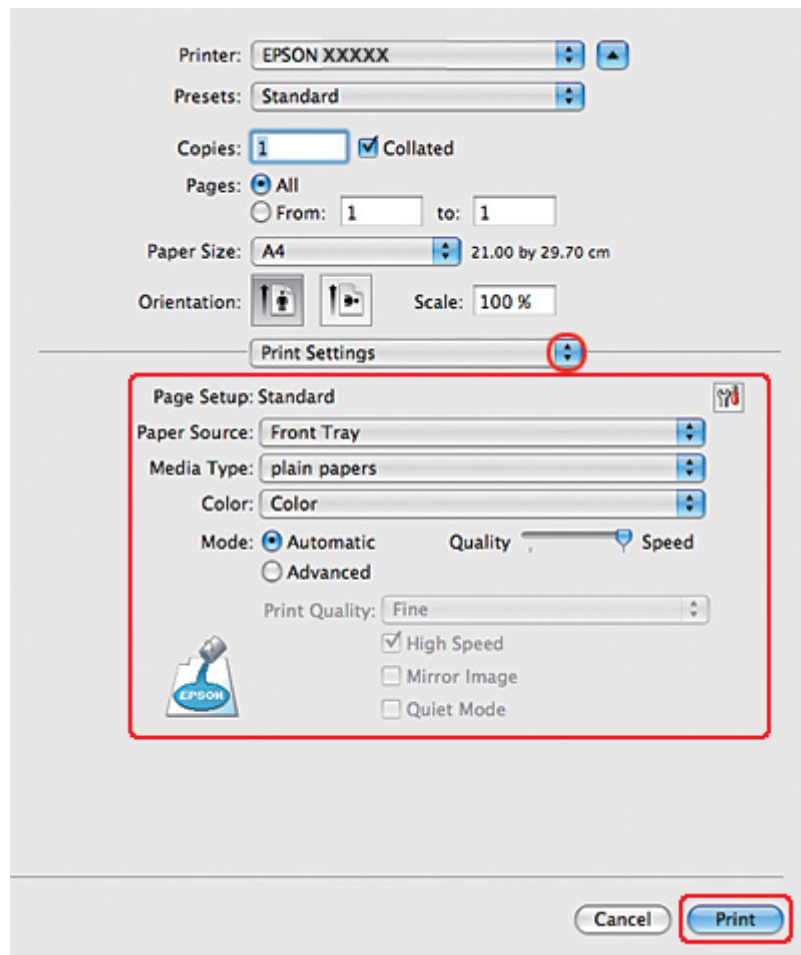


**Note:**

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



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

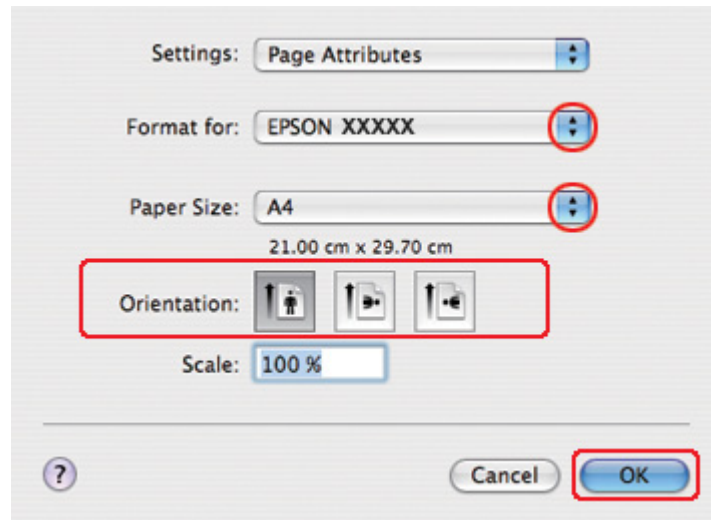


6. Make the settings that you want to use to print. See online help for details of Print Settings.
  - ➔ See “Selecting the Correct Paper Type” on page 34.
7. Click **Print** to start printing.

### **Printer settings for Mac OS X 10.3 or 10.4**

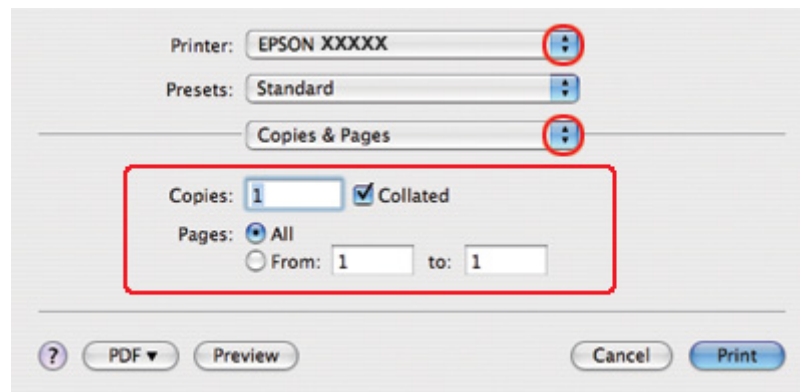
1. Open the file you want to print.
2. Access the Page Setup dialog.

➔ See “Accessing the printer driver for Mac OS X” on page 17.



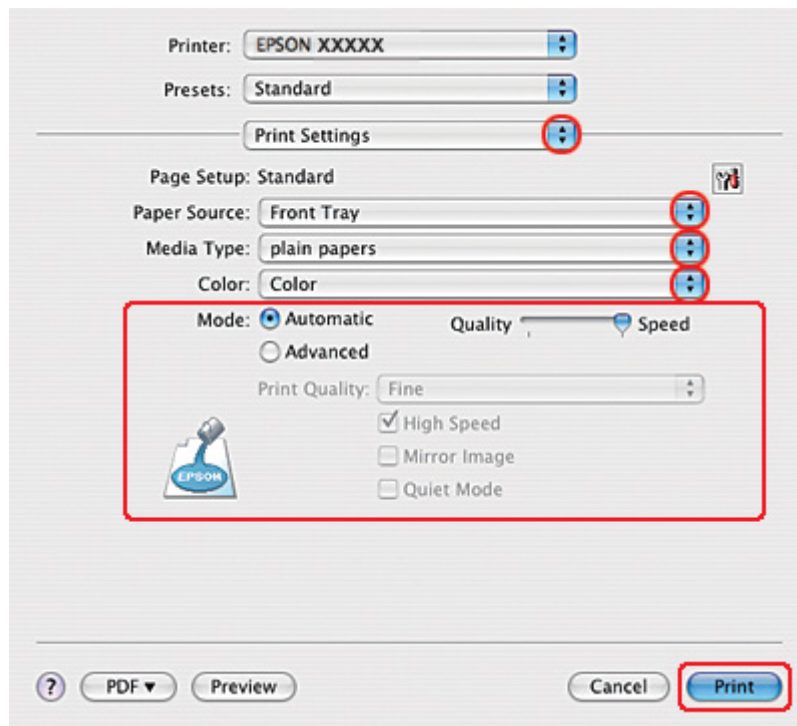
3. Select the printer you are using as the Format for setting, and then make suitable settings.
4. Click **OK** to close the Page Setup dialog.
5. Access the Print dialog.

➔ See “Accessing the printer driver for Mac OS X” on page 17.



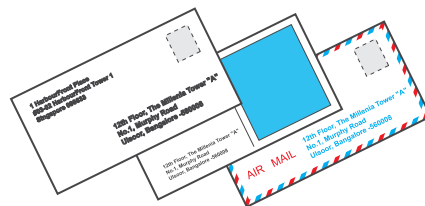
6. Select the printer you are using as the Printer setting. Then make the Copies & Pages settings.

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



8. Make the settings that you want to use to print. See online help for details of Print Settings.
  - ➔ See “Selecting the Correct Paper Type” on page 34.
9. Click **Print** to start printing.

## Printing on Envelopes



## Loading envelopes

Refer to the section below for loading envelopes.

➔ See “Loading Envelopes” on page 30.

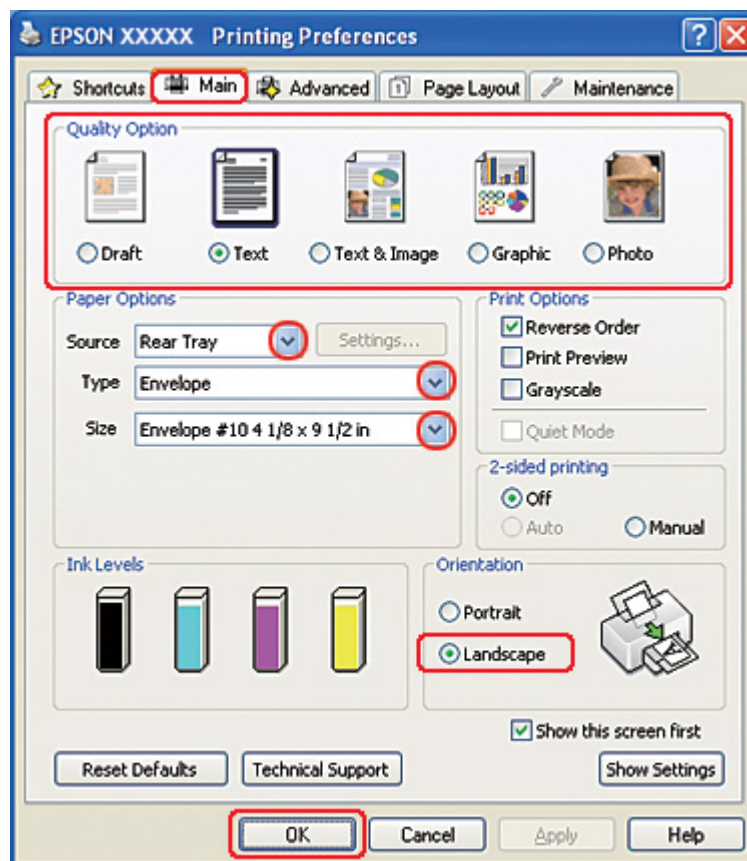
Refer to the section below for the printable area.

➔ See “Printable area” on page 207.

## Printer settings for Windows

1. Access the printer settings.

➔ See “Accessing the printer driver for Windows” on page 16.

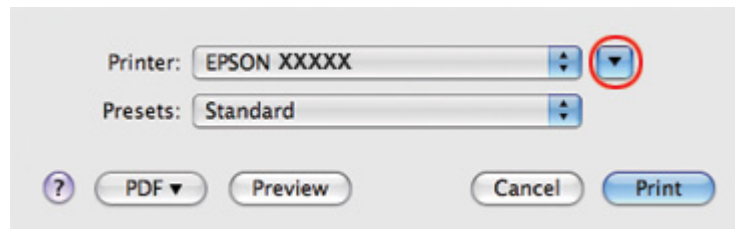


2. Click the **Main** tab, then select one of the following Quality Option settings:
  - Text** for most envelopes
  - Text & Image** to print images on the envelope
3. Select **Rear Tray** as the Source setting.
4. Select **Envelope** as the Type setting.
5. Select the appropriate envelope size from the available Size settings. You can also define a custom size. For details, see the online help.
6. Select **Landscape** as the Orientation setting.
7. Click **OK** to close the printer settings window.
8. Print your envelope.

## ***Printer settings for Mac OS X 10.5***

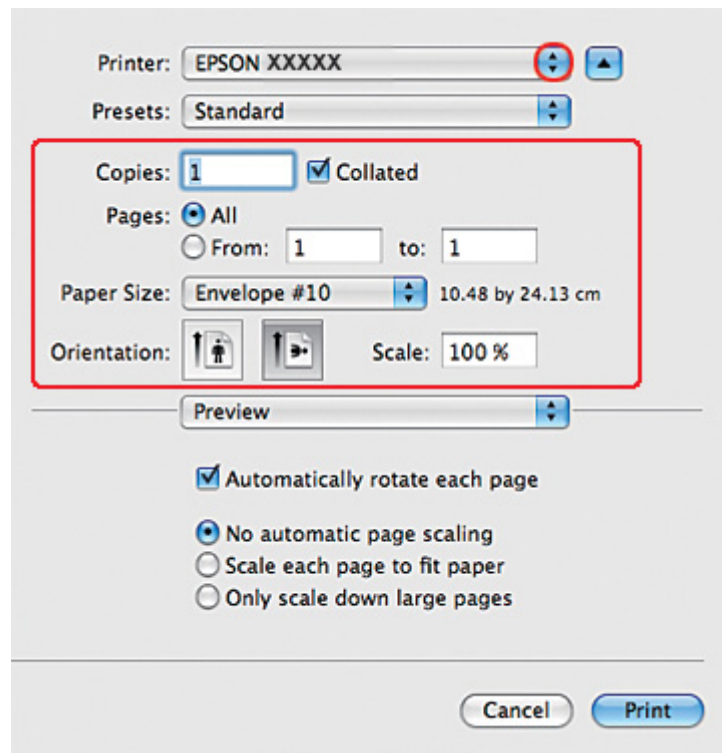
Follow these steps to adjust your printer settings.

1. Access the Print dialog.
  - ➔ See “Accessing the printer driver for Mac OS X” on page 17.



2. Click the ▼ button to extend this dialog.
3. Select the printer you are using as the Printer setting, and then select a suitable envelope size as the Paper Size setting. You can also define a custom envelope size. For details, see the online help.

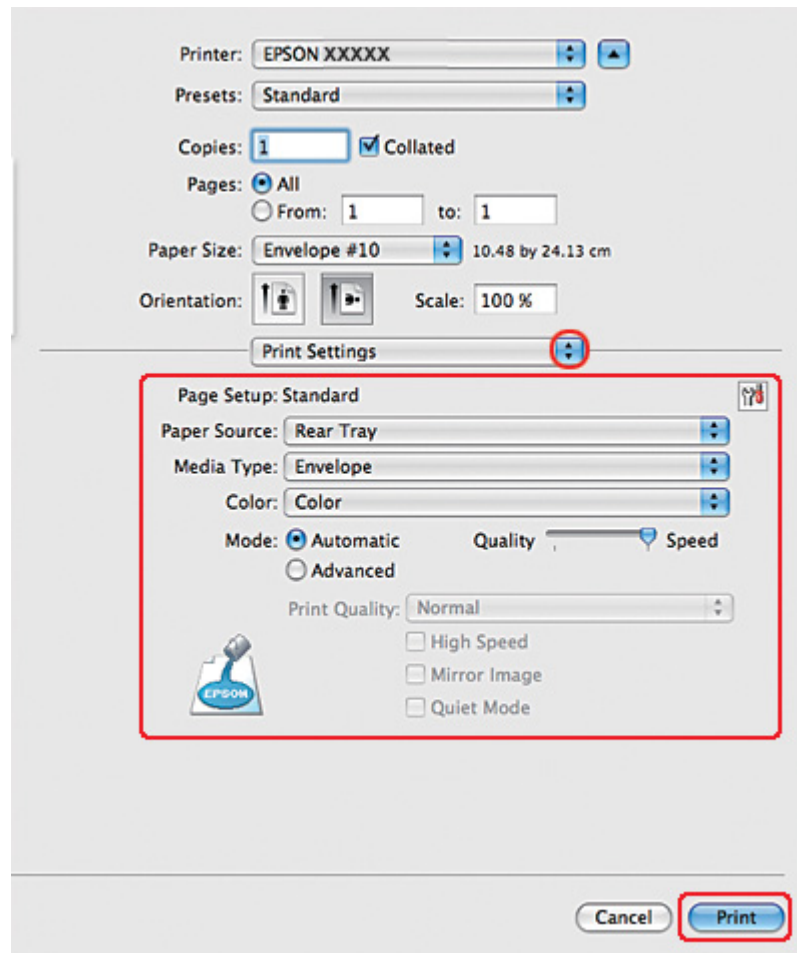
4. Select **Landscape** as the Orientation setting.



**Note:**

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

5. Select Print Settings from the pop-up menu.

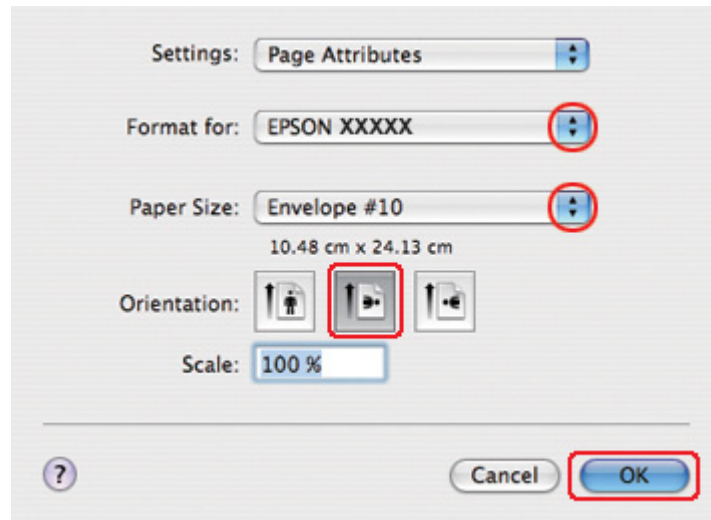


6. Select **Envelope** as the Media Type setting.
7. Make other settings that you want to use to print. See online help for details of Print Settings.
8. Click **Print** to start printing.

### ***Printer settings for Mac OS X 10.3 or 10.4***

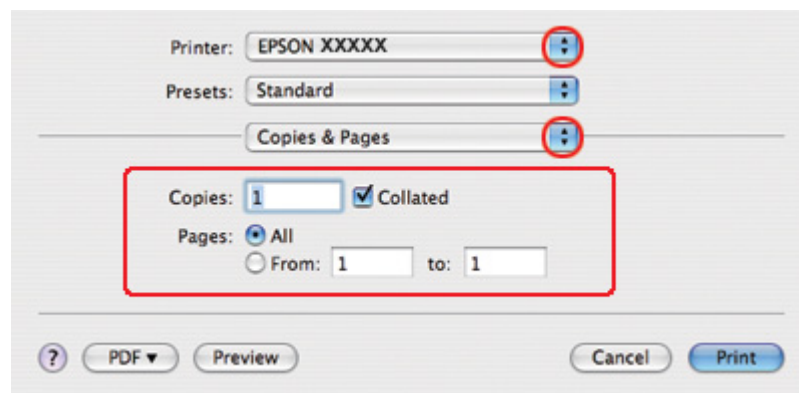
1. Access the Page Setup dialog.

➔ See “Accessing the printer driver for Mac OS X” on page 17.



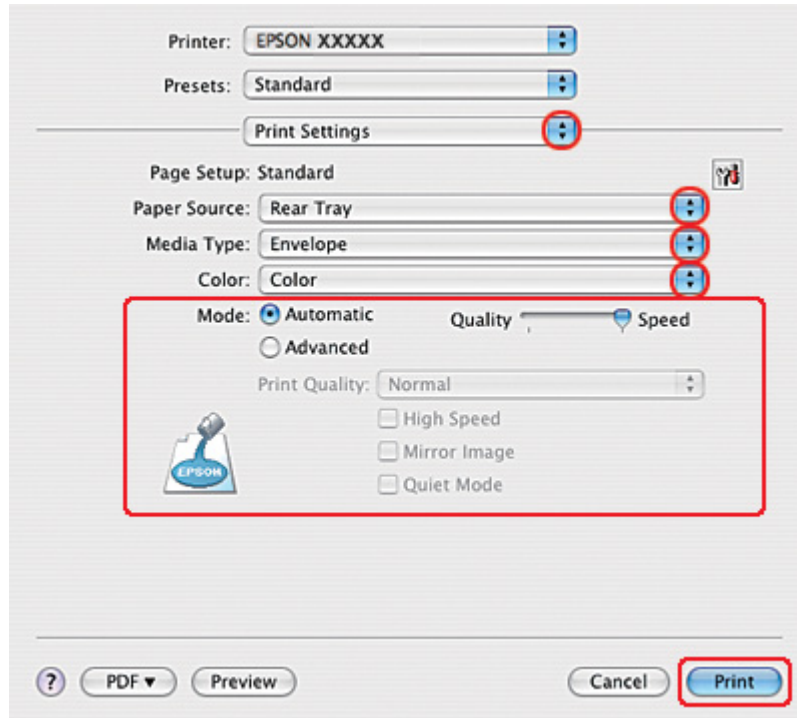
2. Select the printer you are using as the Format for setting.
3. Select the appropriate envelope size as the Paper Size setting. You can also define a custom envelope size. For details, see the online help.
4. Select **Landscape** as the Orientation setting.
5. Click **OK** to close the Page Setup dialog.
6. Access the Print dialog.

➔ See “Accessing the printer driver for Mac OS X” on page 17.





7. Select the printer you are using as the Printer setting, then make the Copies & Pages settings.
8. Select **Print Settings** from the pop-up menu.



9. Select **Envelope** as the Media Type setting.
10. Make other settings that you want to use to print. See online help for details of Print Settings.
11. Click **Print** to start printing.

---

## Printing Web Pages

### Loading paper

Refer to the section below for details on loading paper.

➔ See “Loading Paper” on page 25.

When using special Epson paper, refer to the section below.

➔ See “Using Special Paper” on page 23.

## Using EPSON Web-To-Page

The EPSON Web-To-Page software lets you print Web pages so that they fit within the width of your selected paper.

### **Note for Windows:**

*This software is not available for Windows 7, Vista, XP x64, Server 2008, and Server 2003.*

### **Note for Windows Internet Explorer 7 or later:**

*Printing web pages to fit to your paper size is a standard feature in Windows Internet Explorer 7 or later.*

### **Note for Mac OS X:**

*This software is not available for Mac OS X.*

*Printing web pages to fit to your paper size is available by using the printer driver.*

➔ See “Printer settings for Mac OS X 10.5” on page 39.

➔ See “Printer settings for Mac OS X 10.3 or 10.4” on page 41.

1. In Internet Explorer, go to the Web page you want to print.

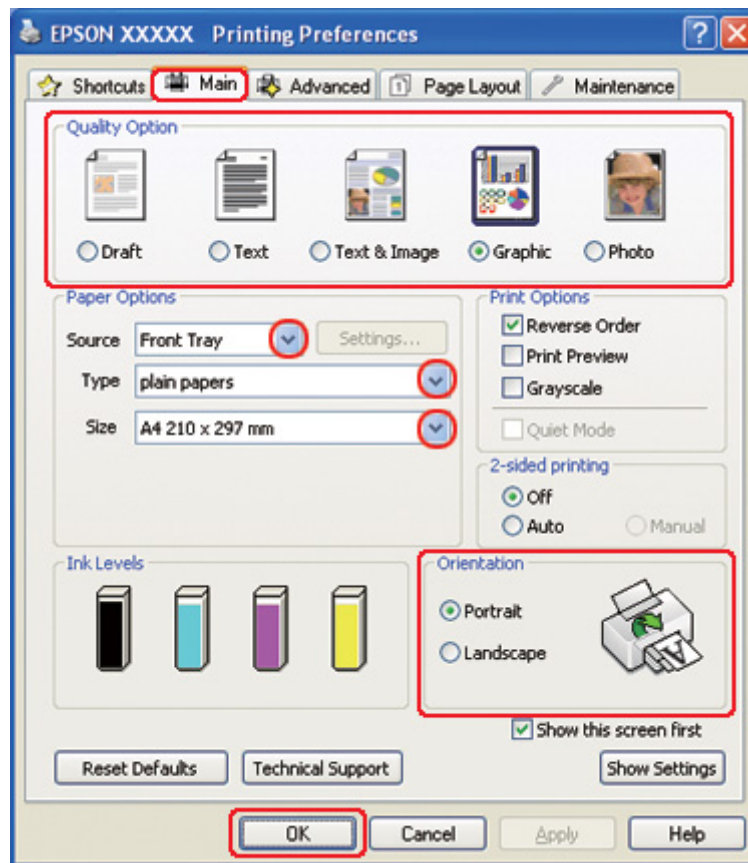
If you have installed EPSON Web-To-Page, the EPSON Web-To-Page toolbar appears on the Internet Explorer window.

2. Click the **Print** button on the toolbar. The Print window appears.

### **Note:**

*If you want to preview the layout of your printout, click the **Preview** button on the toolbar.*

- Right-click the printer icon and choose **Printing Preferences** in Windows XP and 2000.



- Click the **Main** tab, then select **Graphic** as the Quality Option settings:
- Select the paper source as the Source setting.
- Select the appropriate Type setting.
  - ➔ See “Selecting the Correct Paper Type” on page 34.
- Select the appropriate Size setting. You can also define a custom paper size. For details, see the online help.
- Select **Portrait** (tall) or **Landscape** (wide) to change the orientation of your printout.
- Click **OK** to close the printer settings window.
- Print your page.

---

## ***Printing Photos***



### ***Preparing the print file***

You need to adjust the image file to the size of the paper. If your application has margin settings, make sure that the margins are within the printable area of the page.

➔ See “Printable area” on page 207.

### ***Loading paper***

Refer to the section below for details on loading paper.

➔ See “Loading Paper” on page 25.

When using special Epson paper, refer to the section below.

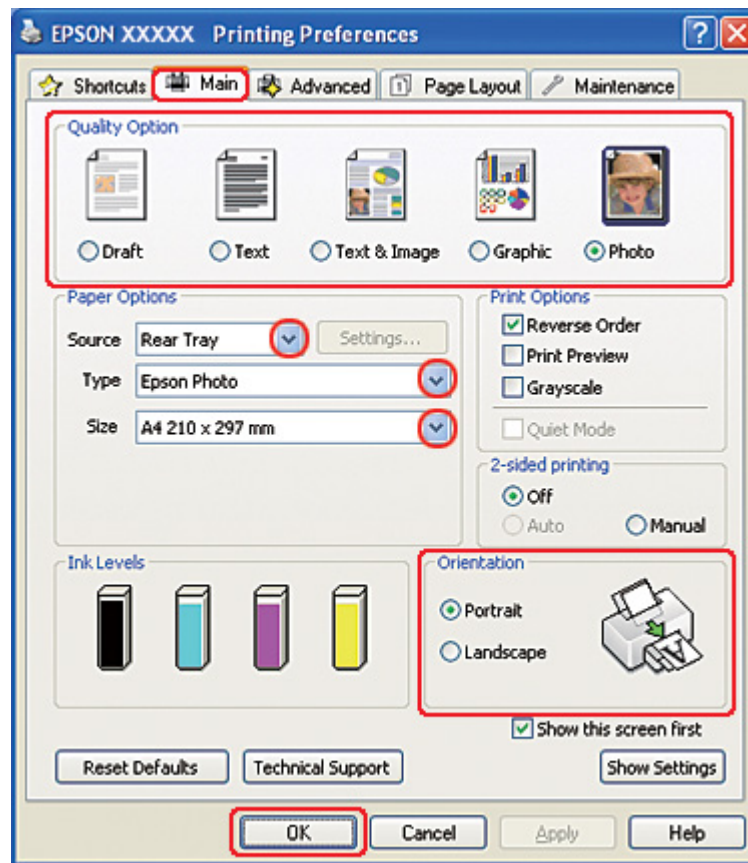
➔ See “Using Special Paper” on page 23.

### ***Printer settings for Windows***

Follow these steps to adjust your printer settings.

1. Access the printer settings.

➔ See “Accessing the printer driver for Windows” on page 16.



2. Click the **Main** tab, then select **Photo** in the Quality Option settings:
3. Select the paper source as the Source setting.
4. Select the appropriate Type setting.
  - ➔ See “Selecting the Correct Paper Type” on page 34.
5. Select the appropriate Size setting. You can also define a custom paper size. For details, see the online help.
6. Select **Portrait** (tall) or **Landscape** (wide) to change the orientation of your printout.
7. Click **OK** to close the printer settings window.

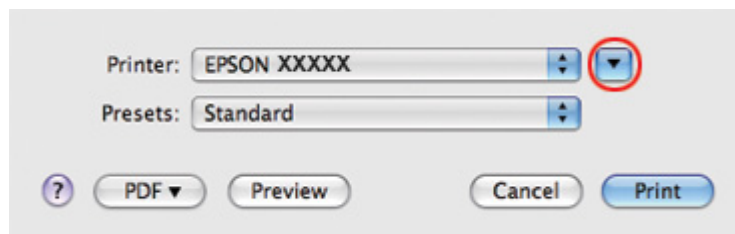
After completing the steps above, print one test copy and examine the results before printing an entire job.

## ***Printer settings for Mac OS X 10.5***

Follow these steps to adjust your printer settings.

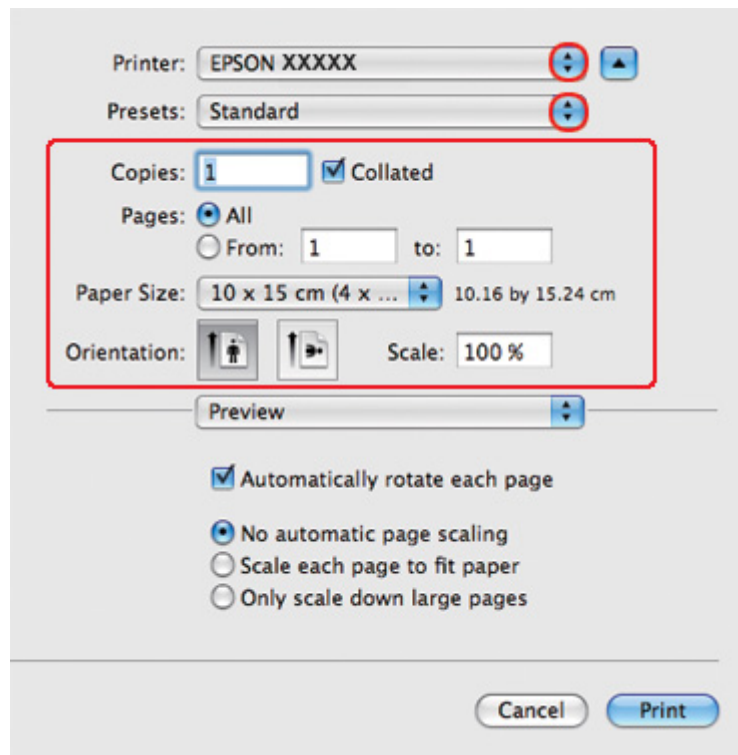
1. Access the Print dialog.

➔ See “Accessing the printer driver for Mac OS X” on page 17.



2. Click the ▼ button to extend this dialog.

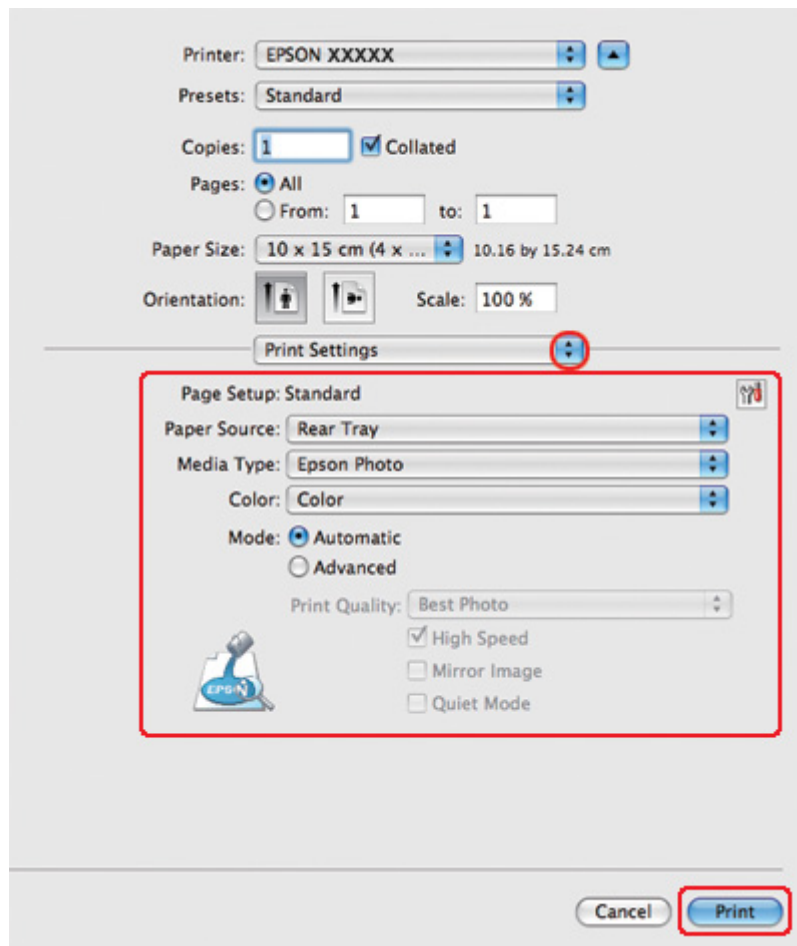
3. Select the printer you are using as the Printer setting, and then make suitable settings.



**Note:**

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

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



5. Make the settings that you want to use to print. See online help for details of Print Settings.  
 ➔ See “Selecting the Correct Paper Type” on page 34.

After completing the steps above, print one test copy and examine the results before printing an entire job.

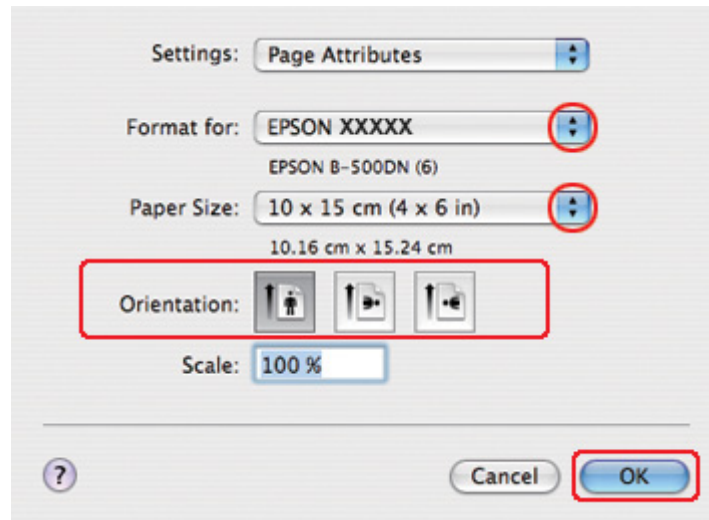
### **Printer settings for Mac OS X 10.3 or 10.4**

Follow these steps to adjust your printer settings.

1. Access the Page Setup dialog.

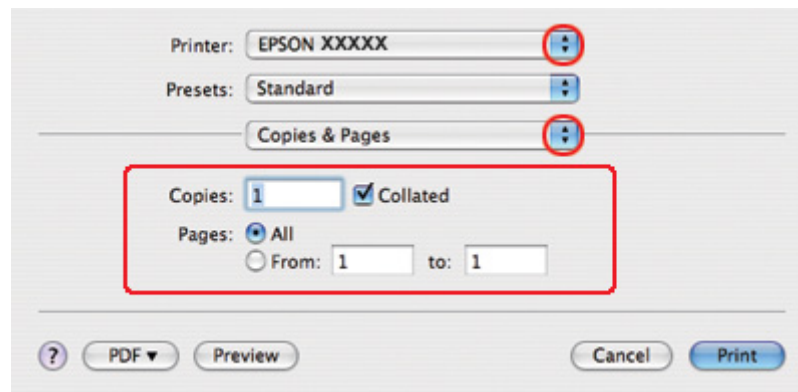


➔ See “Accessing the printer driver for Mac OS X” on page 17.



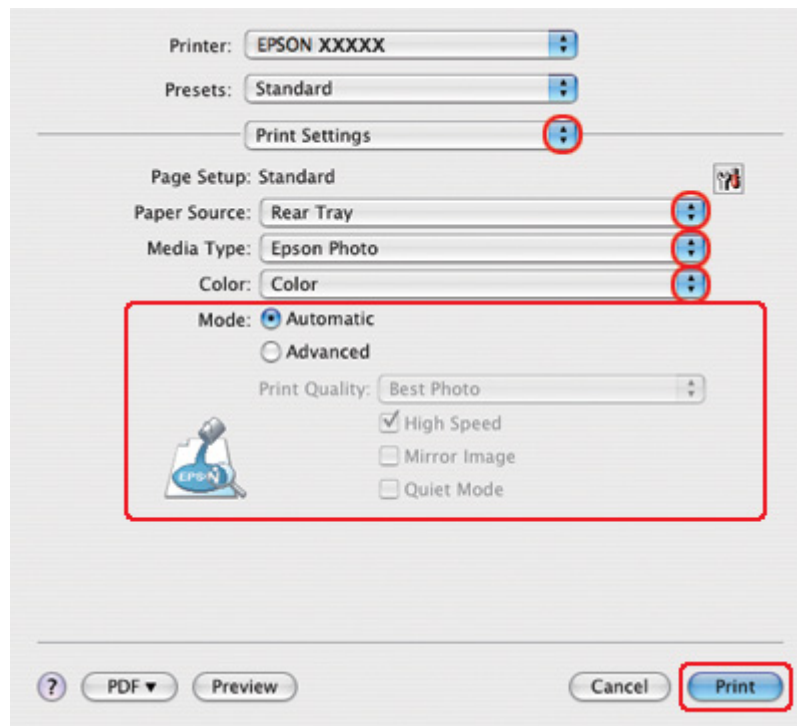
2. Select the printer you are using as the Format for setting, and then make suitable settings.
3. Click **OK** to close the Page Setup dialog.
4. Access the Print dialog.

➔ See “Accessing the printer driver for Mac OS X” on page 17.



5. Select the printer you are using as the Printer setting. Then make the Copies & Pages settings.

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



7. Make the settings that you want to use to print. See online help for details of Print Settings.

➔ See “Selecting the Correct Paper Type” on page 34.


After completing the steps above, print one test copy and examine the results before printing an entire job.

---

## Canceling Printing

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

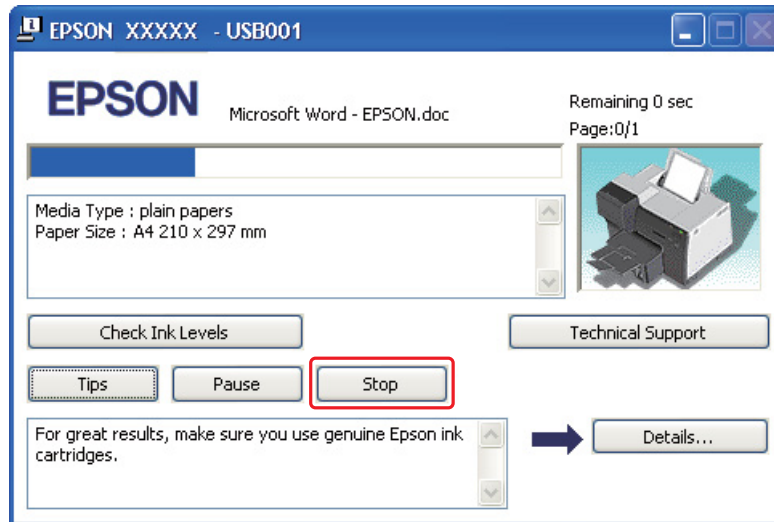
### Using the printer button

Press the  **Cancel** button to cancel a print job in progress.

## For Windows

When you start printing, the progress meter appears on your computer screen.

Click the **Stop** button to cancel printing.



## For Mac OS X

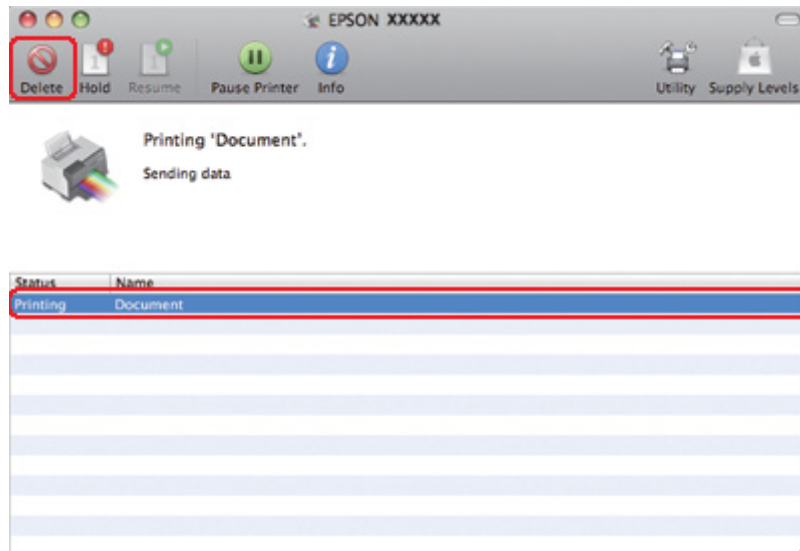
Follow the steps below to cancel a print job.

1. Click your printer icon in the Dock.



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

3. Click the **Delete** button to cancel the print job.



## Chapter 4

# Printing with Special Layout Options

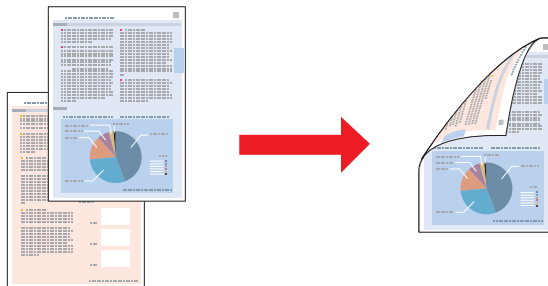
## Introduction

You can print with a variety of layouts for special projects, such as booklets and posters.

### 2-Sided Printing

Lets you print on both sides of the paper.

➔ See “2-Sided Printing” on page 63.



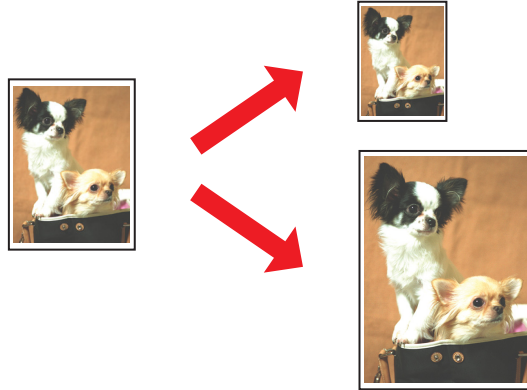
### Fit to Page Printing

Lets you automatically enlarge or reduce the size of your document to fit the paper size selected in the printer driver.

➔ See “Fit to Page Printing” on page 90.

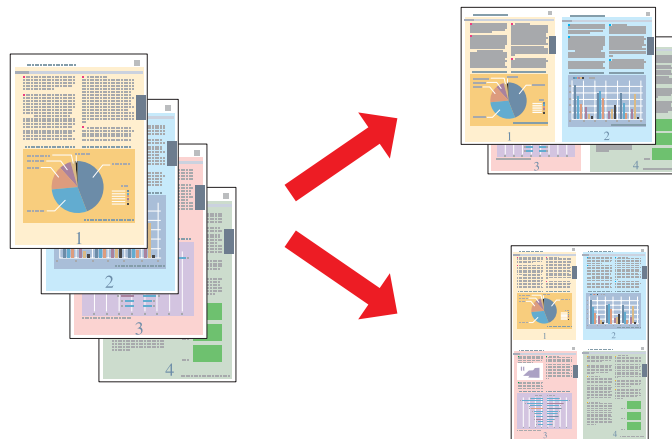
**Note for Mac OS X:**

*This feature is not available for Mac OS X 10.3.*

**Pages Per Sheet Printing**

Lets you print two or four pages on a single sheet of paper.

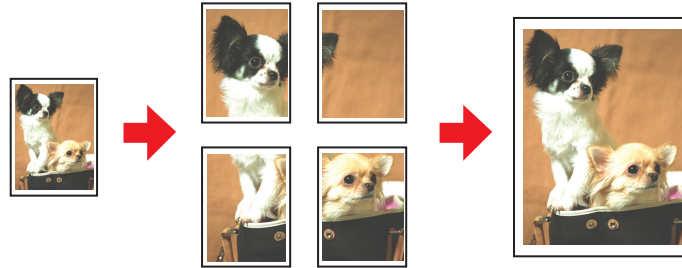
➔ See “Pages Per Sheet Printing” on page 100.



## Poster Printing (for Windows only)

Lets you enlarge material on a single document page to cover 4, 9, or 16 printed sheets of paper, and then make a poster.

➔ See “Poster Printing (for Windows only)” on page 109.



## Watermark Printing (for Windows only)

Lets you print text or an image as a watermark on each page of your printout.

➔ See “Watermark Printing (for Windows only)” on page 115.

For example, you can put “Confidential” on an important document.




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## 2-Sided Printing

Two types of 2-sided printing are available: standard and folded booklet.

### Standard 2-sided printing

Lets you print odd- and even-numbered pages onto opposite sides of the sheet.

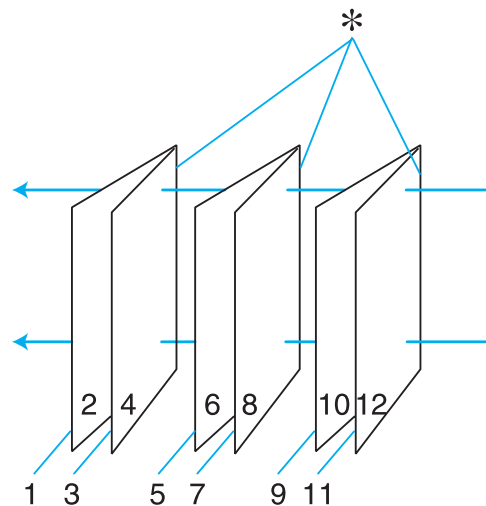


For Windows, as well as automatic 2-sided printing, manual 2-sided printing is also available so that you can print on both sides without using the duplex unit.

Manual 2-sided printing allows you to print the odd-numbered pages first. Once these pages are printed, you can reload them to print the even-numbered pages onto the opposite side of the paper.

### Folded booklet 2-sided printing

Lets you make single-fold booklets. The page that will appear on the outside (after page is folded) is printed first. Then, the page that will appear inside the booklet is printed as shown below.



Single-fold booklet

\*: Binding edge



For Windows, as well as automatic 2-sided printing, manual 2-sided printing is also available so that you can print on both sides without using the duplex unit.

You can create a booklet by printing pages 1 and 4 on the first sheet of paper, pages 5 and 8 on the second sheet, and pages 9 and 12 on the third sheet.

After you reload these sheets into the rear sheet feeder, you can then print pages 2 and 3 on the back of the first sheet of paper, pages 6 and 7 on the back of the second sheet, and pages 10 and 11 on the back of the third sheet.

The resulting pages can then be folded and bound together into a booklet.

**Note:**

- Depending on the paper, stacks of up to 30 sheets can be loaded into the rear sheet feeder during 2-sided printing.*
- Only use papers that are suitable for 2-sided printing. Otherwise, the printout quality may deteriorate.*
- Depending on the paper and the amount of ink used to print text and images, ink may bleed through to the other side of the paper.*
- The surface of the paper may be smeared during 2-sided printing.*

## **Standard 2-sided printing for Windows**

### **Automatic 2-sided printing (using the duplex unit)**

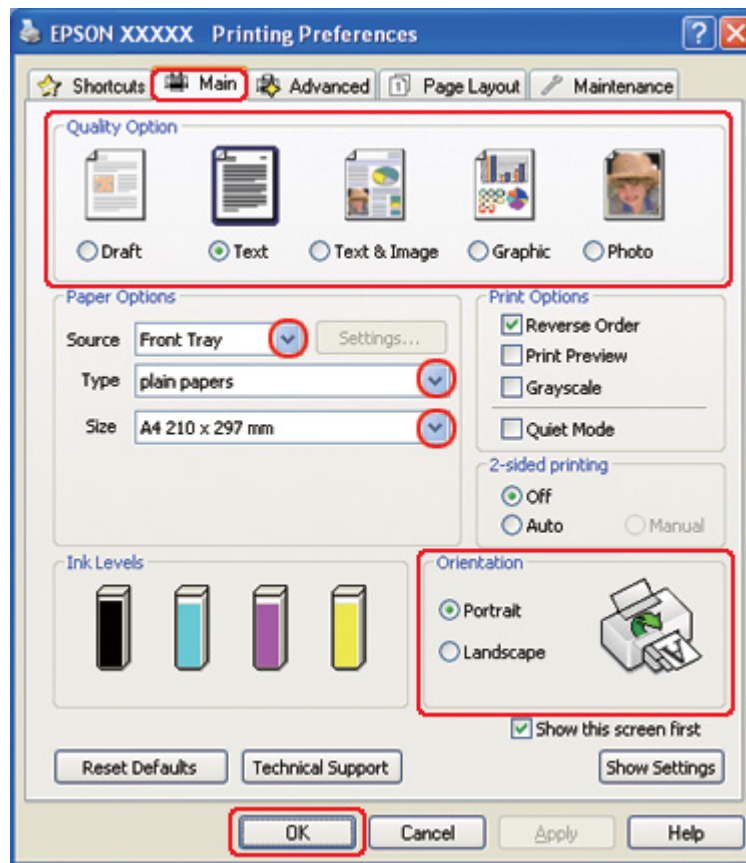
Follow the steps below to print odd- and even-numbered pages onto opposite sides of the sheet using the duplex unit.

**Note:**

- Automatic 2-sided printing supports plain paper only.*
- Thick plain paper is not supported for automatic 2-sided printing.*

1. Access the printer settings.

➔ See “Accessing the printer driver for Windows” on page 16.



2. Click the **Main** tab, then select one of the following Quality Option settings:

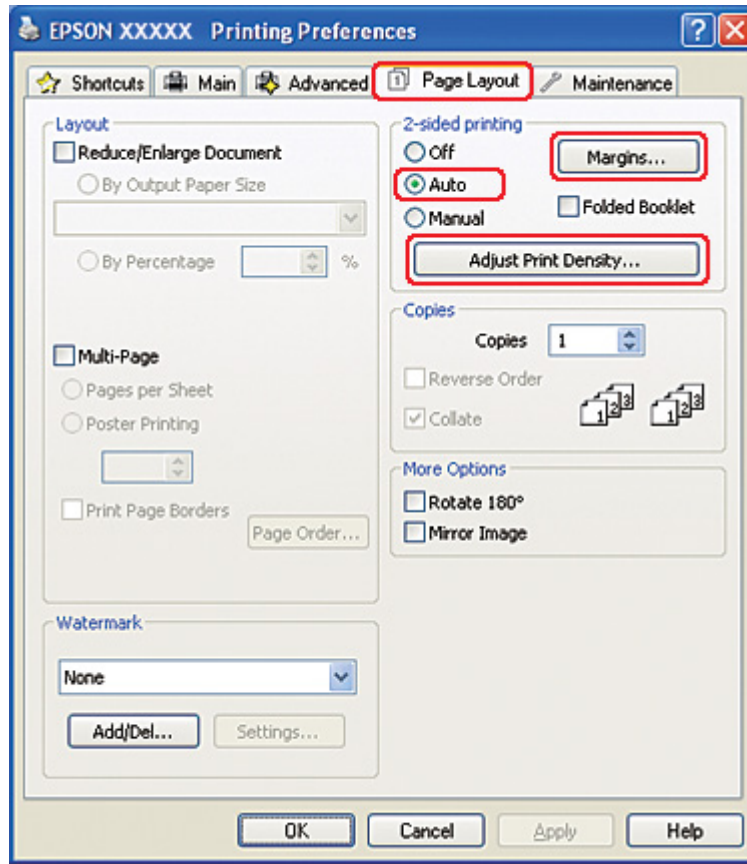
- Draft** for rough drafts with reduced print quality
- Text** for text-only pages
- Text & Image** for higher quality pages with text and images
- Graphic** for higher quality graphics
- Photo** for good quality and speed

3. Select the paper source as the Source setting.

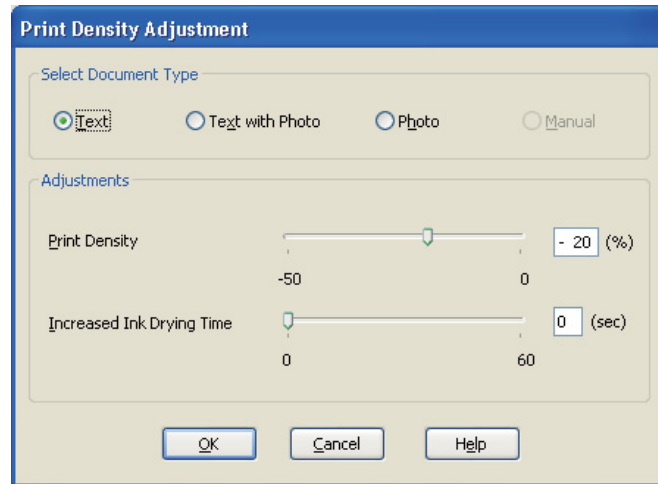
4. Select **plain papers** as the Type setting.

➔ See “Selecting the Correct Paper Type” on page 34.

5. Select the appropriate Size setting.
6. Select **Portrait** (tall) or **Landscape** (wide) to change the orientation of your printout.
7. Click the **Page Layout** tab, then select **Auto** from 2-sided printing.



8. Click **Adjust Print Density** to open the Print Density Adjustment window.

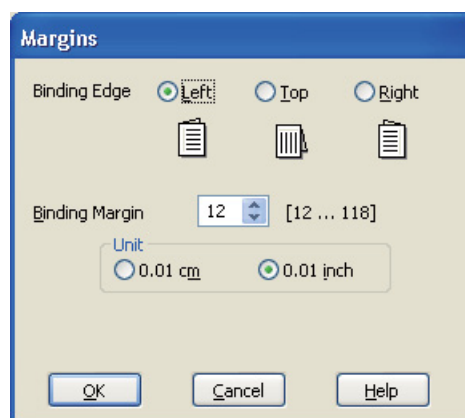


9. Select the appropriate document type as the Select Document Type setting.
10. Specify the Print Density and Increased Ink Drying Time as the Adjustments setting.

**Note:**

*When you print data with dense photo on both sides of paper, reduce the print density and increase the drying time to print finely.*

11. Click **OK** to return to the Page Layout window.
12. Click **Margins** to open the Margins window.



13. Specify the edge of the paper where the binding will be placed. You can choose **Left**, **Top**, or **Right**.

14. Choose **cm** or **inch** as the Unit setting. Then specify the width of the binding margin. You can enter any width from 0.3 cm to 3.0 cm, or from 0.12 inches to 1.18 inches.

**Note:**

*The actual binding margin may be different from the specified settings depending on your application. Experiment with a few sheets to examine actual results before printing the entire job.*

15. Click **OK** to return to the Page Layout window. Then click **OK** to save your settings.
16. Load paper into the printer, then send the print job from your application.

➔ See “Loading Paper” on page 25.

**Note:**

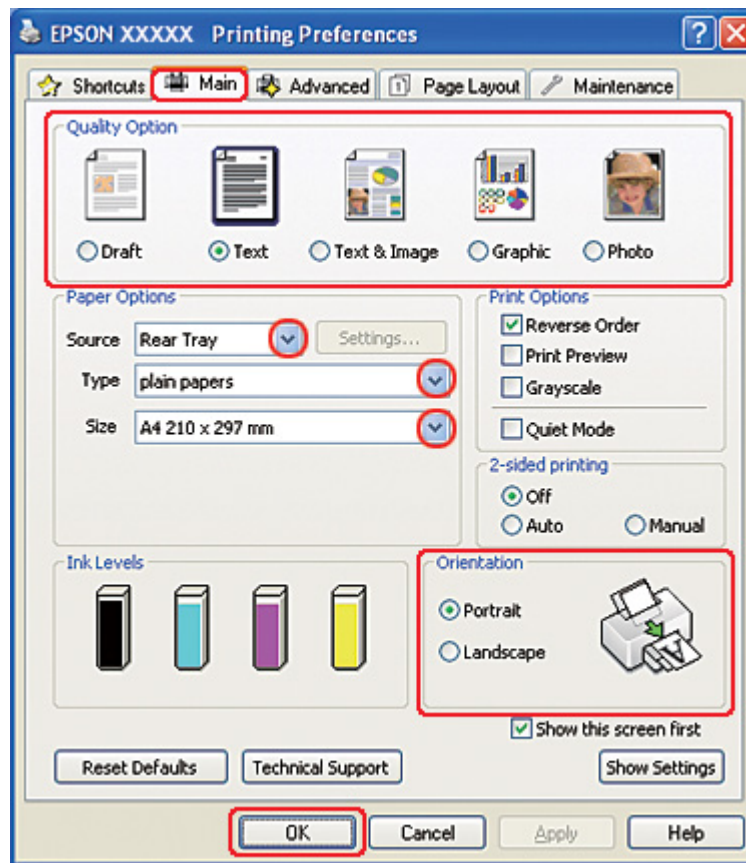
*Do not pull out the paper with force when the printer ejects paper after printing on one side.*

### **Manual 2-sided printing**

Follow the steps below to print odd- and even-numbered pages onto opposite sides of the sheet.

1. Access the printer settings.

➔ See “Accessing the printer driver for Windows” on page 16.



2. Click the **Main** tab, then select one of the following Quality Option settings:

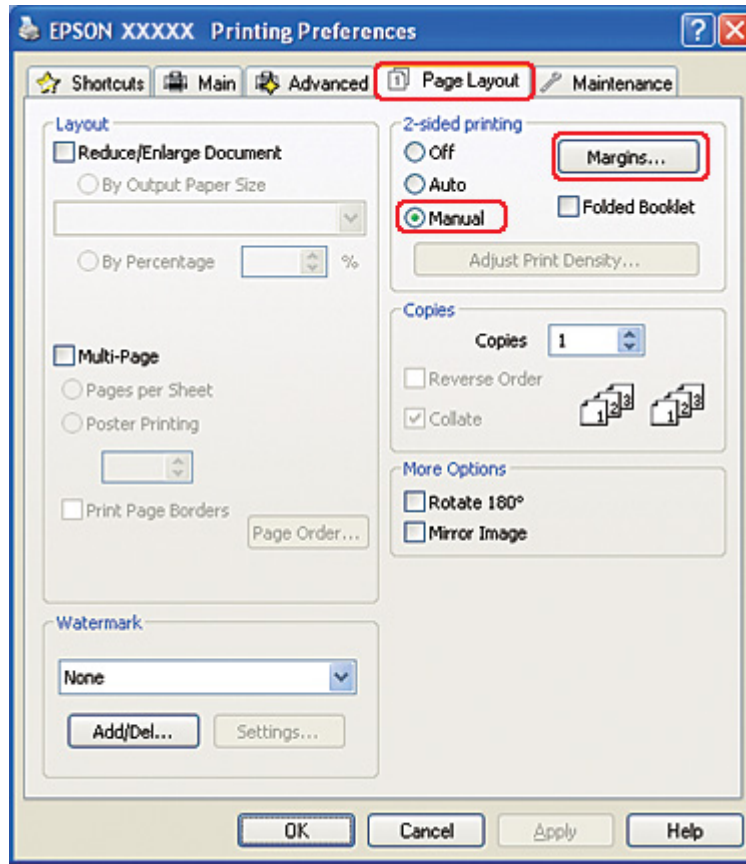
- Draft** for rough drafts with reduced print quality
- Text** for text-only pages
- Text & Image** for higher quality pages with text and images
- Graphic** for higher quality graphics
- Photo** for good quality and speed

3. Select **Rear Tray** as the Source setting.

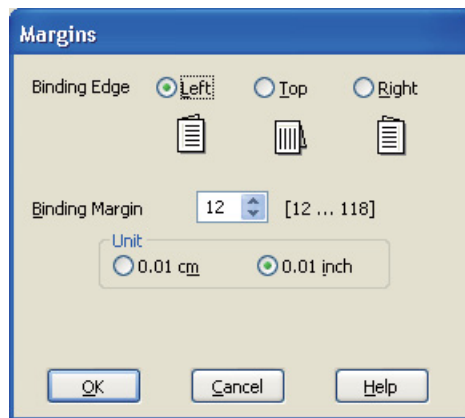
4. Select the appropriate Type setting.

➔ See “Selecting the Correct Paper Type” on page 34.

5. Select the appropriate Size setting.
6. Select **Portrait** (tall) or **Landscape** (wide) to change the orientation of your printout.
7. Click the **Page Layout** tab, then select **Manual** from 2-sided printing.



- Click **Margins** to open the Margins window.



- Specify the edge of the paper where the binding will be placed. You can choose **Left**, **Top**, or **Right**.
- Choose **cm** or **inch** as the Unit setting. Then specify the width of the binding margin. You can enter any width from 0.3 cm to 3.0 cm, or from 0.12 inches to 1.18 inches.

**Note:**

*The actual binding margin may be different from the specified settings depending on your application. Experiment with a few sheets to examine actual results before printing the entire job.*

- Click **OK** to return to the Page Layout window. Then click **OK** to save your settings.
- Load paper into the rear sheet feeder, then send the print job from your application. Instructions for generating the even-numbered pages will be displayed while the odd-numbered pages are printed.

➔ See “Loading Paper” on page 25.

- Follow the on-screen instructions to reload the paper.

**Note:**

- The paper may curl during printing due to the amount of ink used. Should this occur, slightly curl the sheets in the opposite direction before reloading them.*
- Align the sheet stack by tapping its edges against a hard, flat surface before reloading the stack.*
- Follow the instructions provided when reloading the printouts. Otherwise, paper may jam or the binding margins may be incorrect.*



- ❑ *If a paper jam occurs, refer to the following.*
  - ➔ *See “The Paper Jams” on page 172.*

14. Once the paper is reloaded, click **Resume** to print the even-numbered pages.

## **Standard 2-sided printing for Mac OS X 10.5**

### **Automatic 2-sided printing (using the duplex unit)**

Follow the steps below to print odd- and even-numbered pages onto opposite sides of the sheet using the duplex unit.

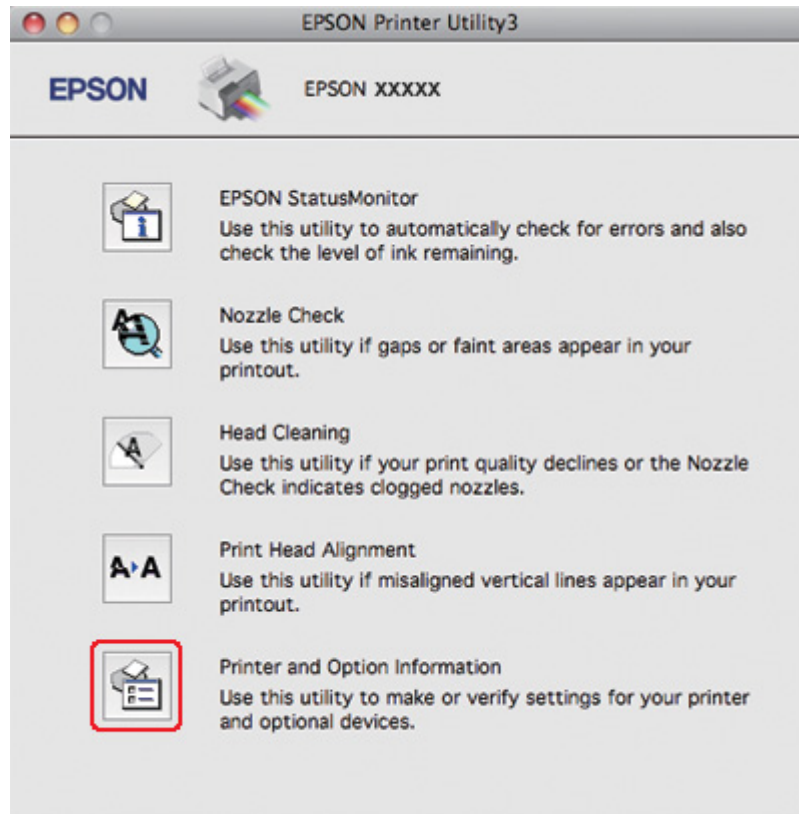
**Note:**

- ❑ *Automatic 2-sided printing supports plain paper only.*
- ❑ *Thick plain paper is not supported for automatic 2-sided printing.*

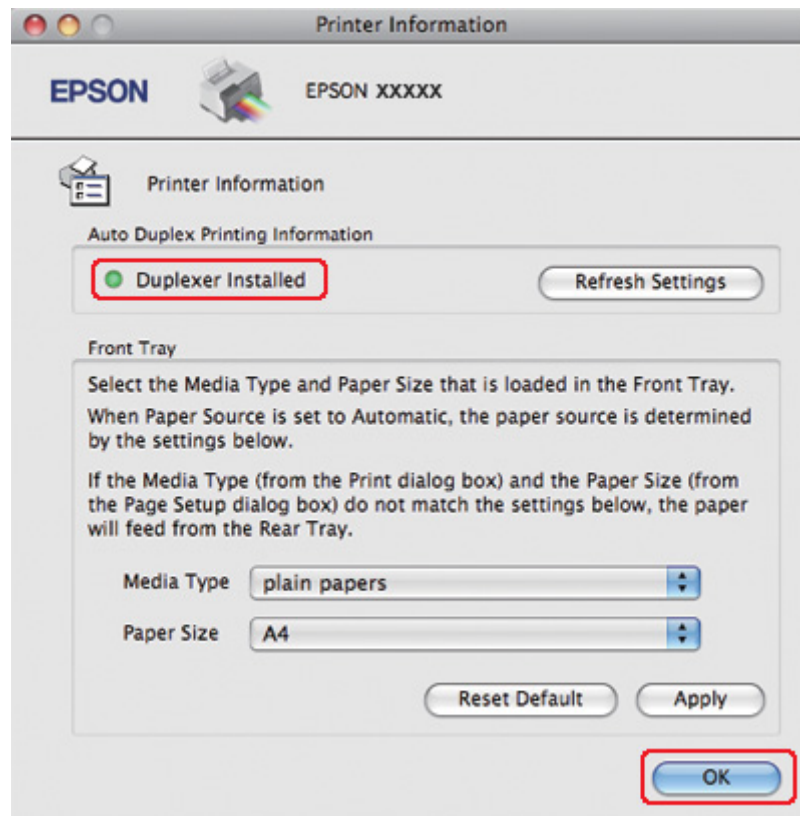
1. Access the EPSON Printer Utility3 dialog.

- ➔ See “Accessing the printer driver for Mac OS X” on page 17.

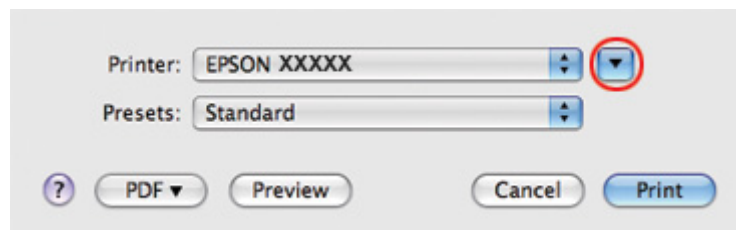
2. Click the **Printer and Option Information** button.



3. Make sure that **Duplexer Installed** is displayed in the Auto Duplex Printing Information section, and then click **OK**.

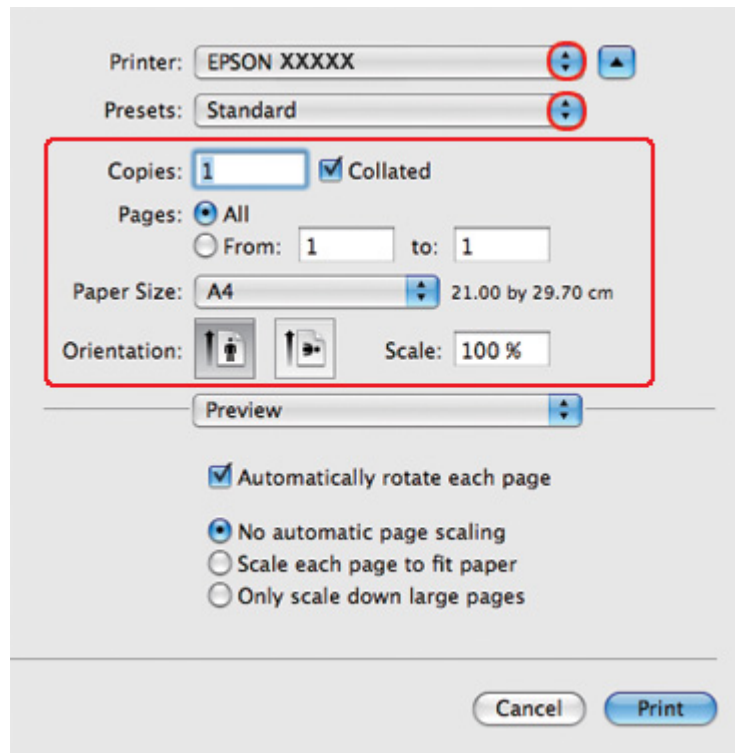


4. Close the EPSON Printer Utility3 dialog.
5. Access the Print dialog.
  - ➔ See “Accessing the printer driver for Mac OS X” on page 17.



6. Click the ▼ button to extend this dialog.

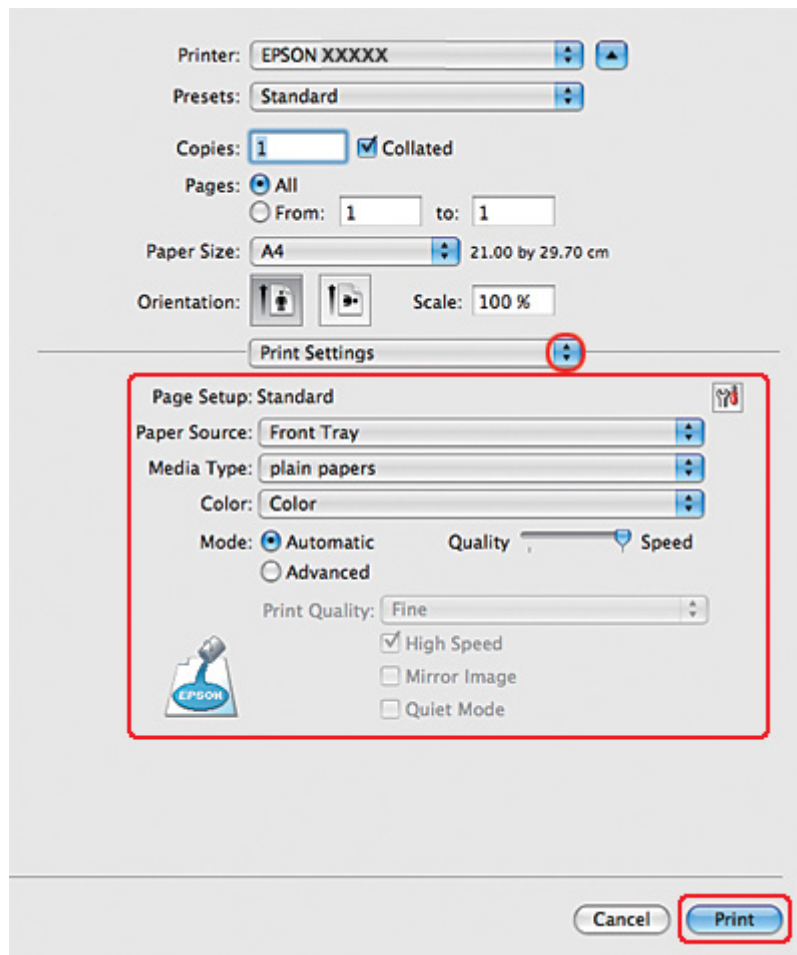
7. Select the printer you are using as the Printer setting, and then make suitable settings.



**Note:**

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

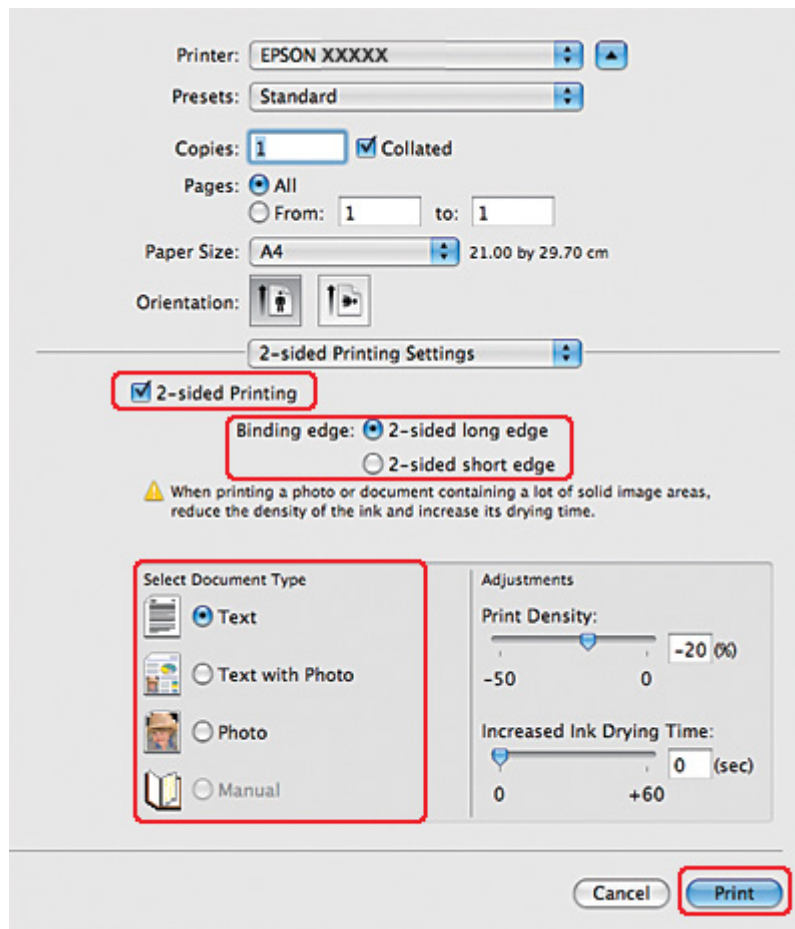
8. Select **Print Settings** from the pop-up menu.



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

10. Make other settings that you want to use to print. See online help for details of Print Settings.

11. Select **2-sided Printing Settings** from the pop-up menu.



12. Select the **2-sided Printing** check box.

13. Select the Binding edge setting.

14. Select one of the Select Document Type settings. This automatically adjusts Print Density and Increased Ink Drying Time.

**Note:**

*If you are printing high-density data, such as photos or graphs, we recommend adjusting the Print Density.*

15. Load paper into the printer, and click **Print**.

➔ See “Loading Paper” on page 25.

## Standard 2-sided printing for Mac OS X 10.3 or 10.4

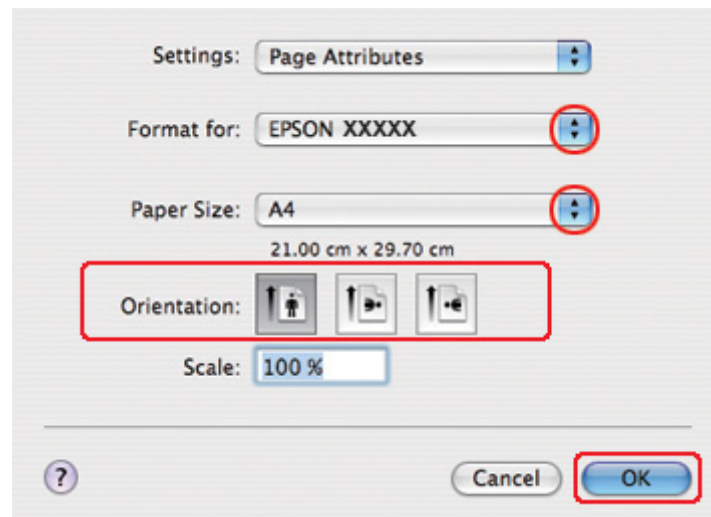
### Automatic 2-sided printing (using the duplex unit)

Follow the steps below to print odd- and even-numbered pages onto opposite sides of the sheet using the duplex unit.

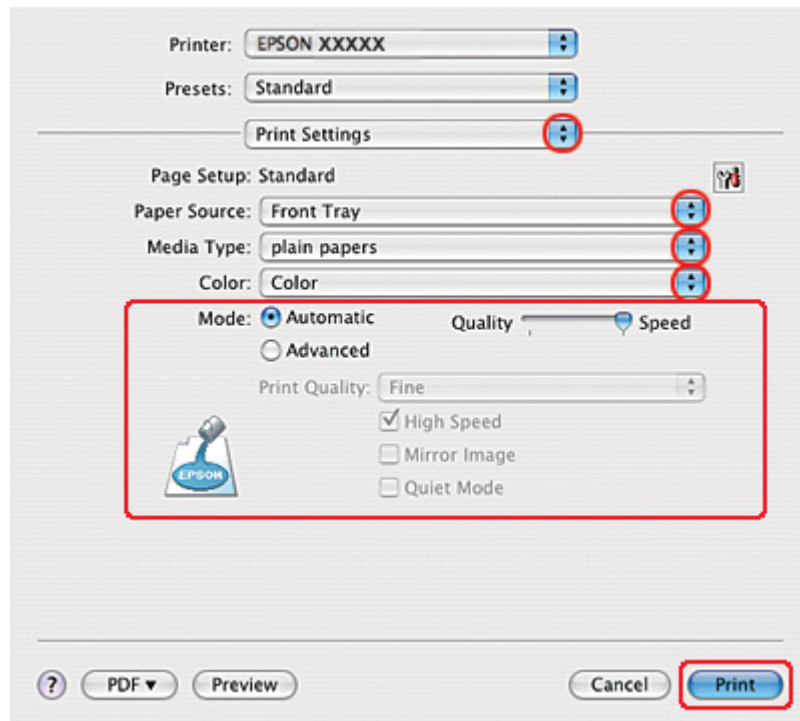
**Note:**

- ❑ *Automatic 2-sided printing supports plain paper only.*
- ❑ *Thick plain paper is not supported for automatic 2-sided printing.*

1. Access the EPSON Printer Utility3 dialog.
  - ➔ See “Accessing the printer driver for Mac OS X” on page 17.
2. Click the **Printer and Option Information** button.
3. Make sure that **Duplexer Installed** is displayed in the Auto Duplex Printing Information section, and then click **OK**.
4. Close the EPSON Printer Utility3 dialog.
5. Access the Page Setup dialog.
  - ➔ See “Accessing the printer driver for Mac OS X” on page 17.



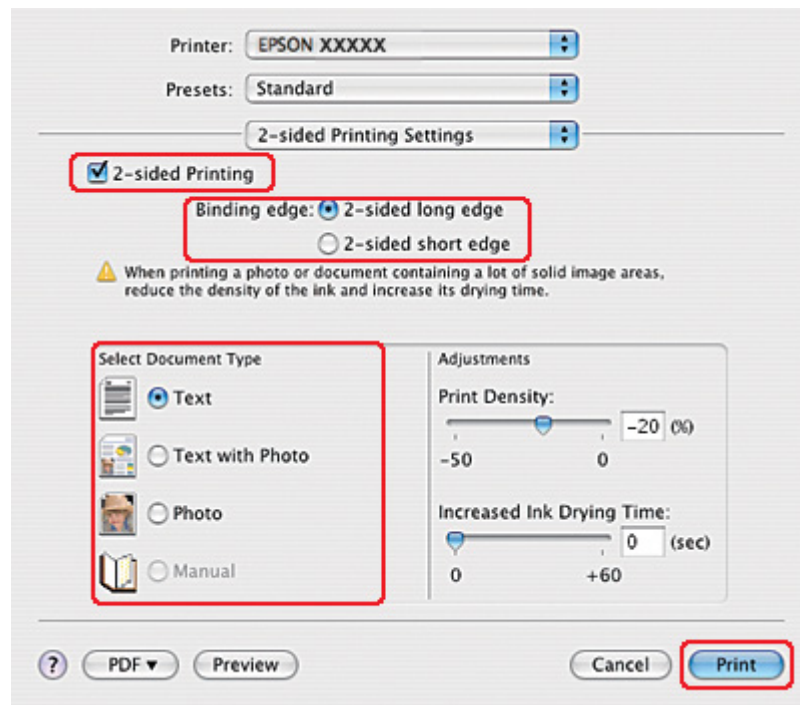
6. Select the printer you are using as the Format for setting.
7. Select **A4**, **Letter**, or **B5** as the Paper Size setting.
8. Select the appropriate Orientation setting, and click **OK** to close the Page Setup dialog.
9. Access the Print dialog.
  - ➔ See “Accessing the printer driver for Mac OS X” on page 17.



10. Select **Print Settings** from the pop-up menu.
11. Select **plain papers** as the Media Type setting.
12. Make the settings that you want to use to print. See online help for details of Print Settings.



13. Select **2-sided Printing Settings** from the pop-up menu.



14. Select the **2-sided Printing** check box.

15. Select the Binding edge setting.

16. Select one of the Select Document Type settings. This automatically adjusts Print Density and Increased Ink Drying Time.

**Note:**

*If you are printing high-density data, such as photos or graphs, we recommend adjusting the Print Density.*

17. Load paper into the printer, and click **Print**.

➔ See “Loading Paper” on page 25.

## Folded booklet 2-sided printing (for Windows only)

### Automatic 2-sided printing (using the duplex unit)

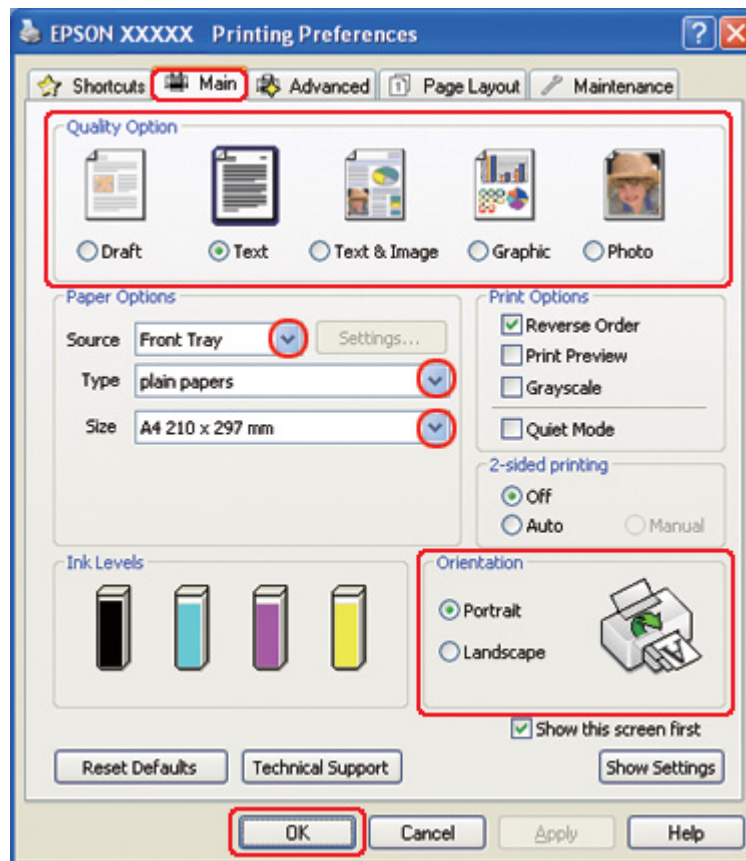
**Note:**

- Automatic 2-sided printing supports plain paper only.
- Thick plain paper is not supported for automatic 2-sided printing.

Use the following steps to create a folded booklet using the duplex unit.

1. Access the printer settings.

➔ See “Accessing the printer driver for Windows” on page 16.

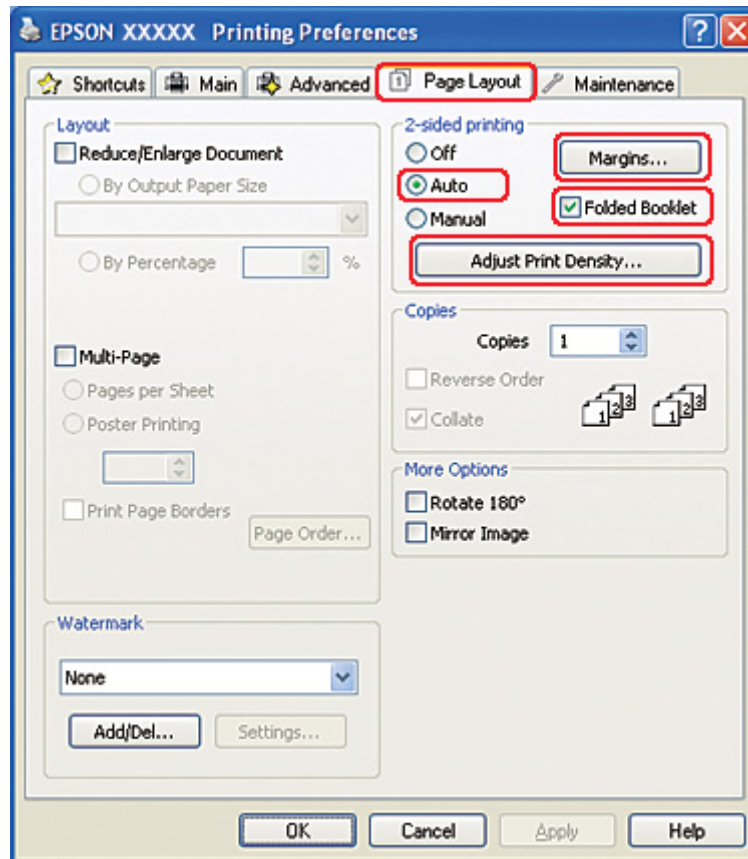


2. Click the **Main** tab, then select one of the following Quality Option settings:

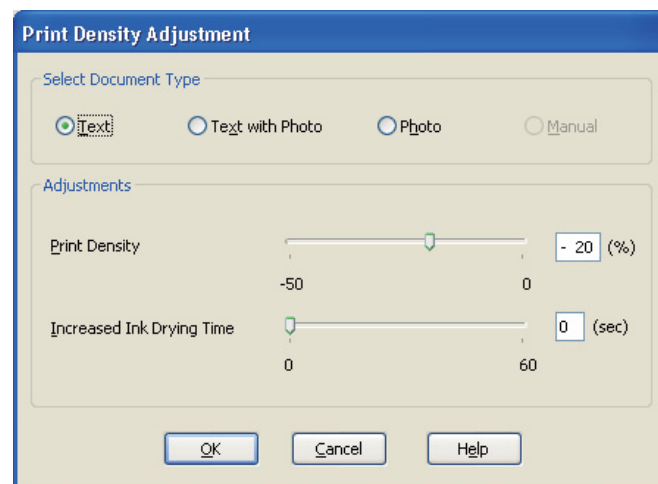
- Draft** for rough drafts with reduced print quality

- Text** for text-only pages
  - Text & Image** for higher quality pages with text and images
  - Graphic** for higher quality graphics
  - Photo** for good quality and speed
3. Select the paper source as the Source setting.
  4. Select **plain papers** as the Type setting.
    - ➔ See “Selecting the Correct Paper Type” on page 34.
  5. Select the appropriate Size setting.
  6. Select **Portrait** (tall) or **Landscape** (wide) to change the orientation of your printout.

- Click the **Page Layout** tab, select **Auto** from 2-sided printing, then select the **Folded Booklet** check box.



- Click **Adjust Print Density** to open the Print Density Adjustment window.

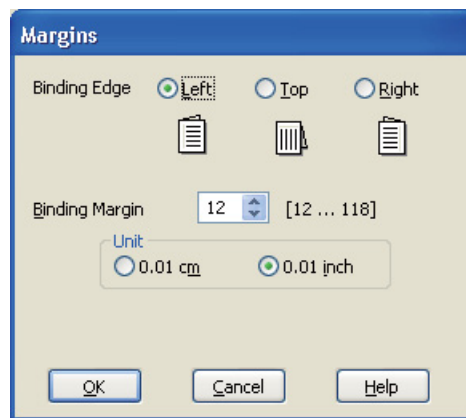


9. Select the appropriate document type as the Select Document Type setting.
10. Specify the Print Density and Increased Ink Drying Time as the Adjustments setting.

**Note:**

*When you print data with dense photo on both sides of paper, reduce the print density and increase the drying time to print finely.*

11. Click **OK** to return to the Page Layout window.
12. Click **Margins** to open the Margins window.

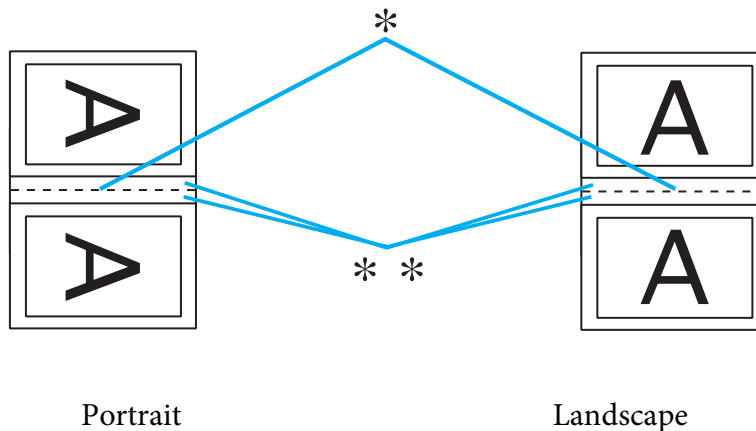


13. Specify the edge of the paper where the binding will be placed. You can choose **Left**, **Top**, or **Right**.

**Note:**

*When you select **Portrait** as the Orientation setting, the **Left** or **Right** binding positions are available. The **Top** binding position is available when you select **Landscape** as the Orientation setting.*

14. Choose **cm** or **inch** as the Unit setting. Specify the width of the binding margin.



\* : Folding edge

\*\* : Margin

You can enter any width from 0.3 cm to 3.0 cm, or from 0.12 inches to 1.18 inches. The specified margin width will be used on both sides of the fold. For example, if you specify a 1 cm margin, you will get a 2 cm margin (a margin of 1 cm will be placed on each side of the fold).

15. Click **OK** to return to the Page Layout window. Then click **OK** to save your settings.
16. Load paper into the printer, then send the print job from your application.

➔ See “Loading Paper” on page 25.

**Note:**

*Do not pull out the paper with force when the printer ejects paper after printing on one side.*

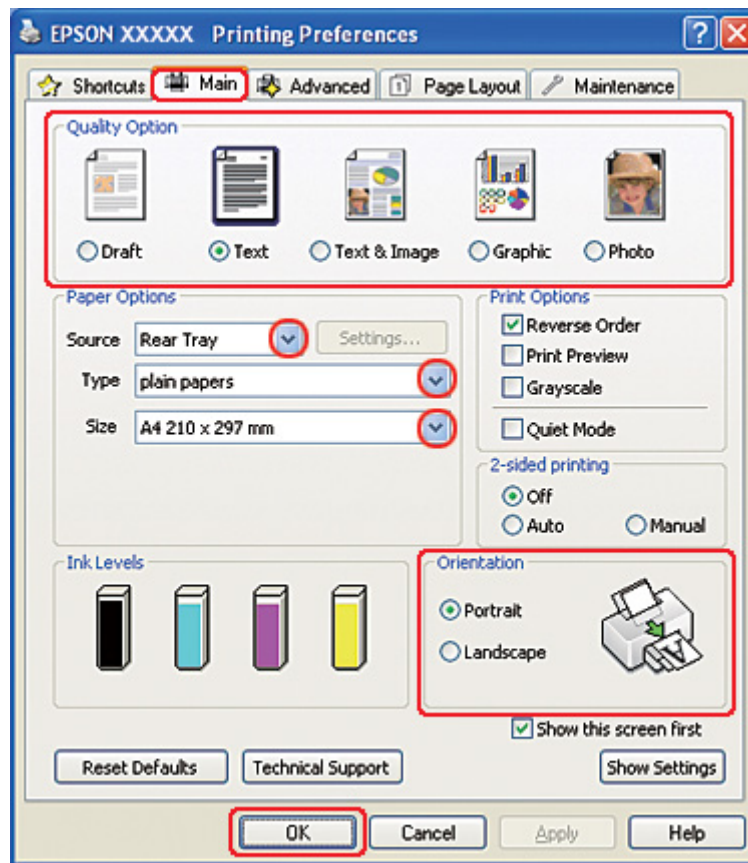
17. Once printing is complete, fold the sheets and bind them together using a stapler or other binding method.

### **Manual 2-sided printing**

Use the following steps to create a folded booklet.

1. Access the printer settings.

➔ See “Accessing the printer driver for Windows” on page 16.



2. Click the **Main** tab, then select one of the following Quality Option settings:

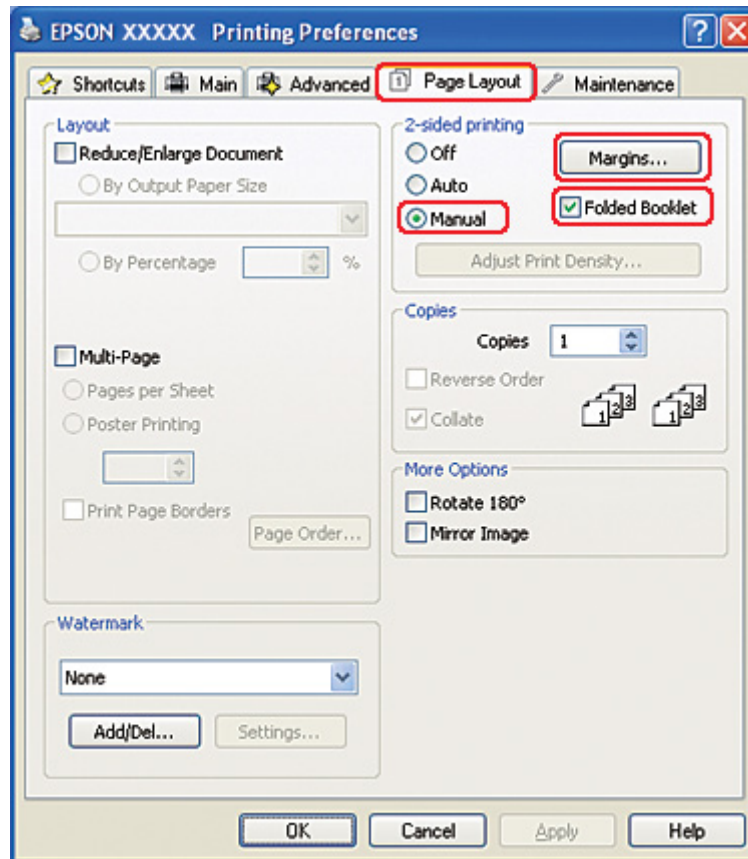
- Draft** for rough drafts with reduced print quality
- Text** for text-only pages
- Text & Image** for higher quality pages with text and images
- Graphic** for higher quality graphics
- Photo** for good quality and speed

3. Select **Rear Tray** as the Source setting.

4. Select the appropriate Type setting.

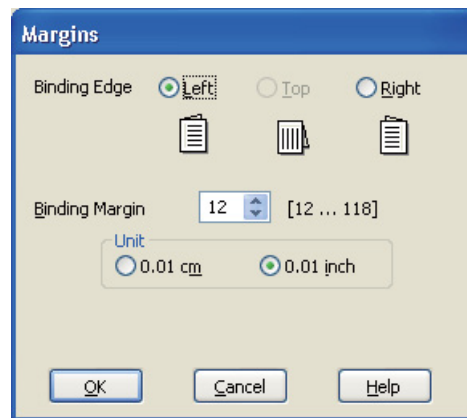
➔ See “Selecting the Correct Paper Type” on page 34.

5. Select the appropriate Size setting.
6. Select **Portrait** (tall) or **Landscape** (wide) to change the orientation of your printout.
7. Click the **Page Layout** tab, select **Manual** from 2-sided printing, then select the **Folded Booklet** check box.





8. Click **Margins** to open the Margins window.

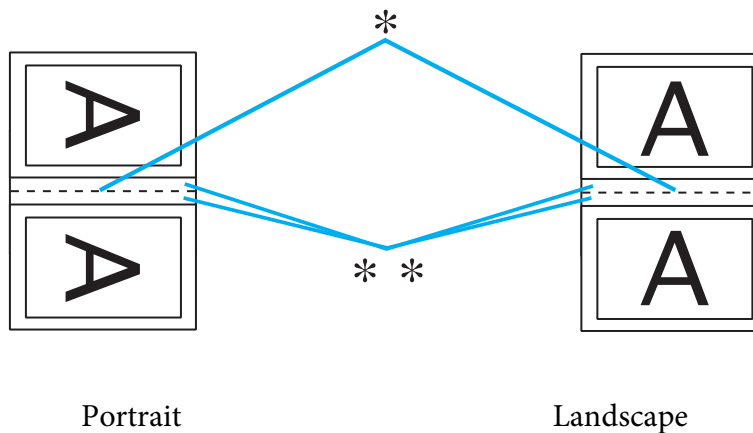


9. Specify the edge of the paper where the binding will be placed. You can choose **Left**, **Top**, or **Right**.

**Note:**

When you select **Portrait** as the Orientation setting, the **Left** or **Right** binding positions are available. The **Top** binding position is available when you select **Landscape** as the Orientation setting.

10. Choose **cm** or **inch** as the Unit setting. Specify the width of the binding margin.



\* : Folding edge

\*\* : Margin

You can enter any width from 0.3 cm to 3.0 cm, or from 0.12 inches to 1.18 inches. The specified margin width will be used on both sides of the fold. For example, if you specify a 1 cm margin, you will get a 2 cm margin (a margin of 1 cm will be placed on each side of the fold).

11. Click **OK** to return to the Page Layout window. Then click **OK** to save your settings.
12. Load paper into the rear sheet feeder, then send the print job from your application. Instructions for printing the inside pages will be displayed while the outside pages are printed.
  - ➔ See “Loading Paper” on page 25.

13. Follow the on-screen instructions to reload the paper.

**Note:**

- The paper may curl during printing due to the amount of ink used. Should this occur, slightly curl the sheets in the opposite direction before reloading them.*
- Align the sheet stack by tapping its edges against a hard, flat surface before reloading it in the printer.*
- Follow the instructions provided when reloading the printouts. Otherwise, paper may jam or the binding margins may be incorrect.*
- If a paper jam occurs, refer to the following.*
  - ➔ See “The Paper Jams” on page 172.

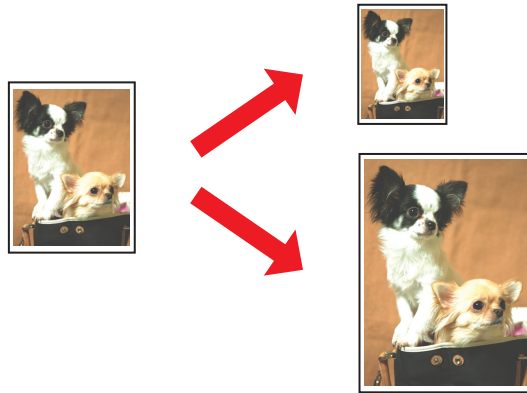
14. Once the paper is reloaded, click **Resume** to print the inside pages.
15. Once printing is complete, fold the sheets and bind them together using a stapler or other binding method.

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## **Fit to Page Printing**

You can use the Fit to Page printing function when you want to print, for example, an A4 size document on another size paper.

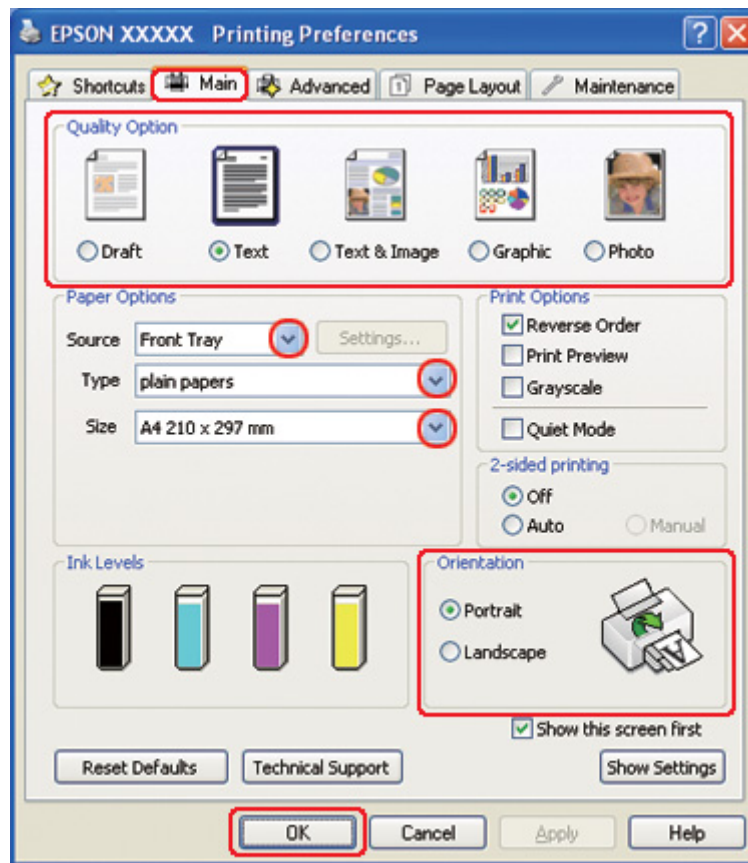
Fit to Page printing automatically resizes your page to the paper size you select. You can also resize your page manually.



## ***Printer settings for Windows***

1. Access the printer settings.

➔ See “Accessing the printer driver for Windows” on page 16.



2. Click the **Main** tab, then select one of the following Quality Option settings:

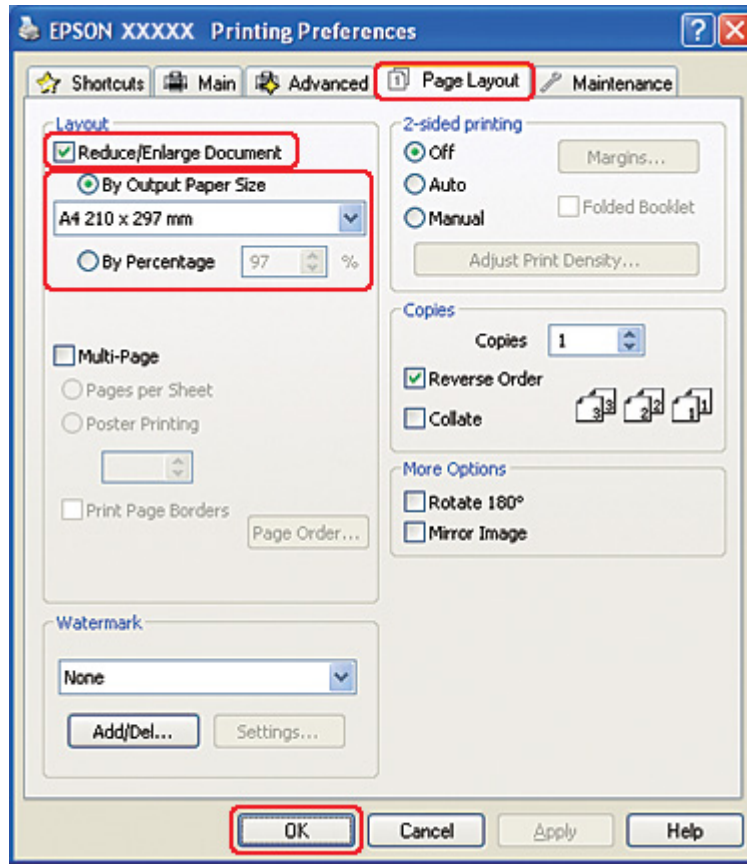
- Draft** for rough drafts with reduced print quality
- Text** for text-only pages
- Text & Image** for higher quality pages with text and images
- Graphic** for higher quality graphics
- Photo** for good quality and speed

3. Select the paper source as the Source setting.

4. Select the appropriate Type setting.

➔ See “Selecting the Correct Paper Type” on page 34.

5. Select the appropriate Size setting.
6. Select **Portrait** (tall) or **Landscape** (wide) to change the orientation of your printout.
7. Click the **Page Layout** tab, then select the **Reduce/Enlarge Document** check box.



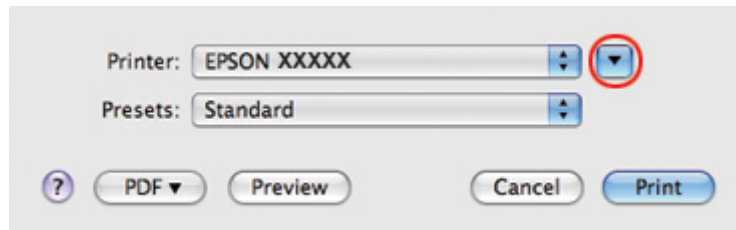
8. Do one of the following:
  - If you selected **By Output Paper Size**, select the size of the paper you are using from the drop-down list.
  - If you selected **By Percentage**, use the arrows to choose a percentage.
9. Click **OK** to close the printer settings window.

After completing the steps above, print one test copy and examine the results before printing an entire job.

## Printer settings for Mac OS X 10.5

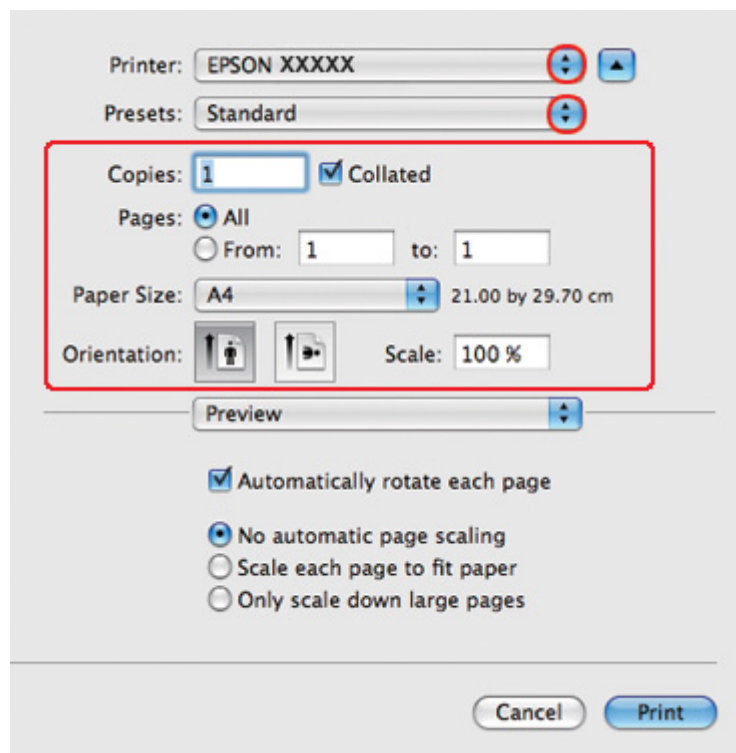
1. Access the Print dialog.

➔ See “Accessing the printer driver for Mac OS X” on page 17.



2. Click the ▼ button to extend this dialog.

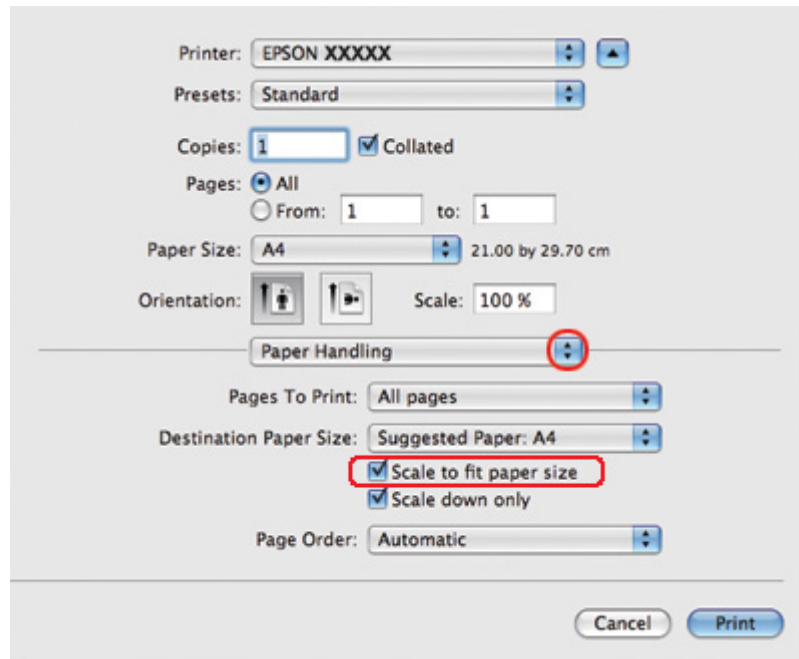
3. Select the printer you are using as the Printer setting, and then make suitable settings.



**Note:**

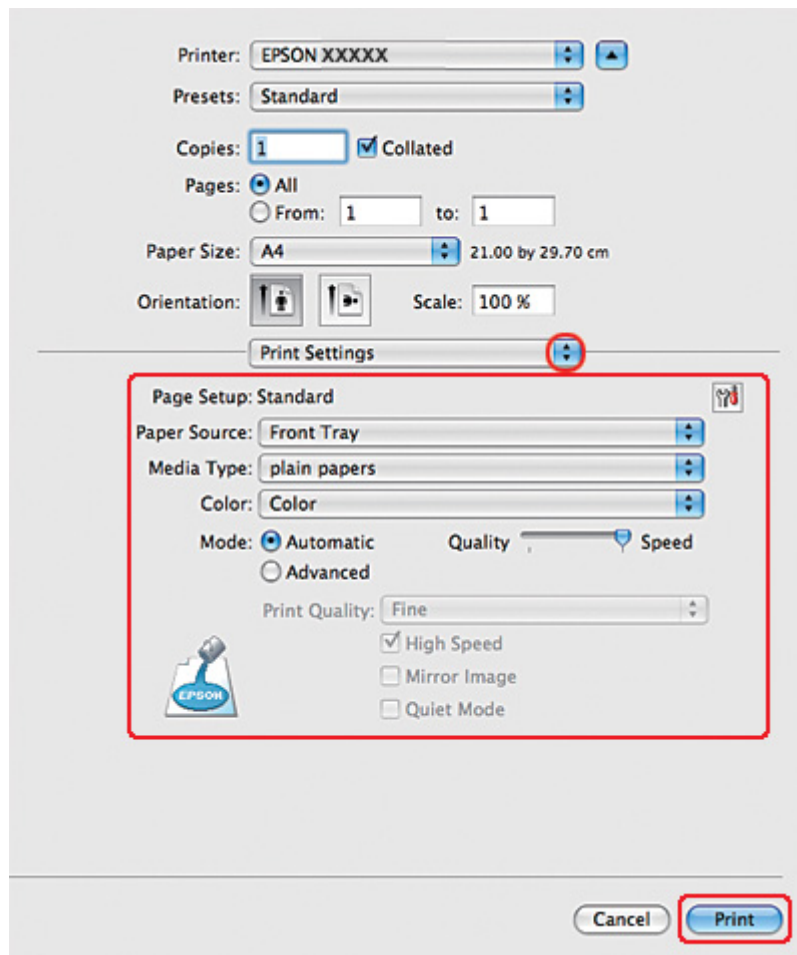
Depending on your application, you may not be able to select some of the items in this dialog. If so, click **Page Setup** on the File menu of your application, and then make suitable settings.

4. Select **Paper Handling** from the pop-up menu.



5. Select the **Scale to fit paper size**.
6. Make sure that the appropriate size is displayed in Destination Paper Size.

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



8. Make the settings that you want to use to print. See online help for details of Print Settings.  
 ➔ See “Selecting the Correct Paper Type” on page 34.

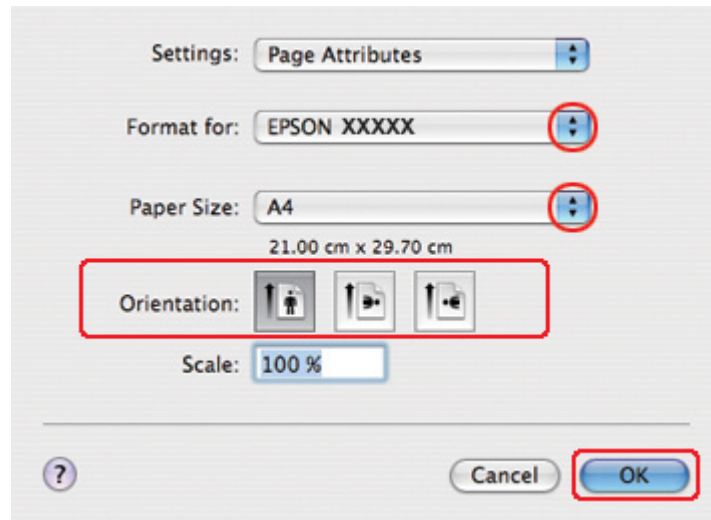
After completing the steps above, print one test copy and examine the results before printing an entire job.

## **Printer settings for Mac OS X 10.4**

1. Access the Page Setup dialog.

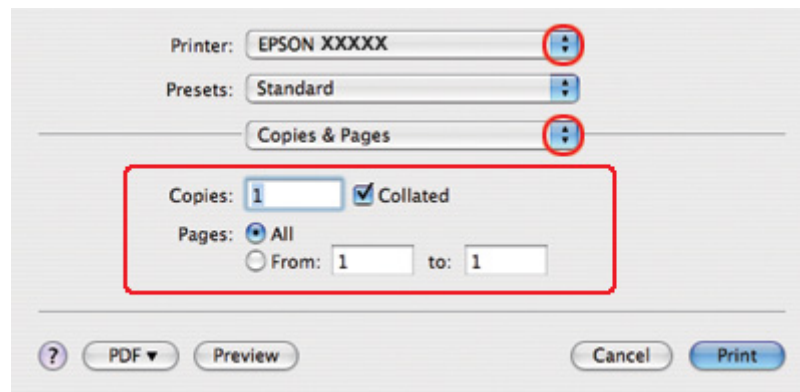


➔ See “Accessing the printer driver for Mac OS X” on page 17.



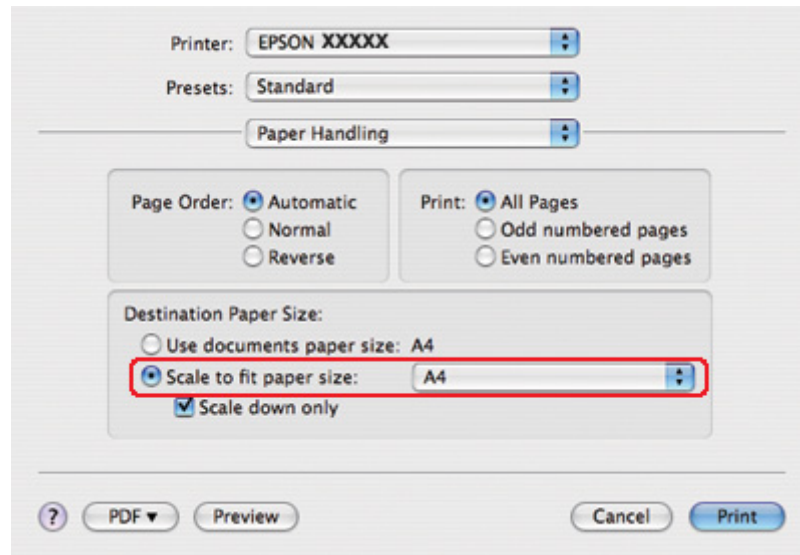
2. Select the printer you are using as the Format for setting and then make suitable settings.
3. Click **OK** to close the Page Setup dialog.
4. Access the Print dialog.

➔ See “Accessing the printer driver for Mac OS X” on page 17.



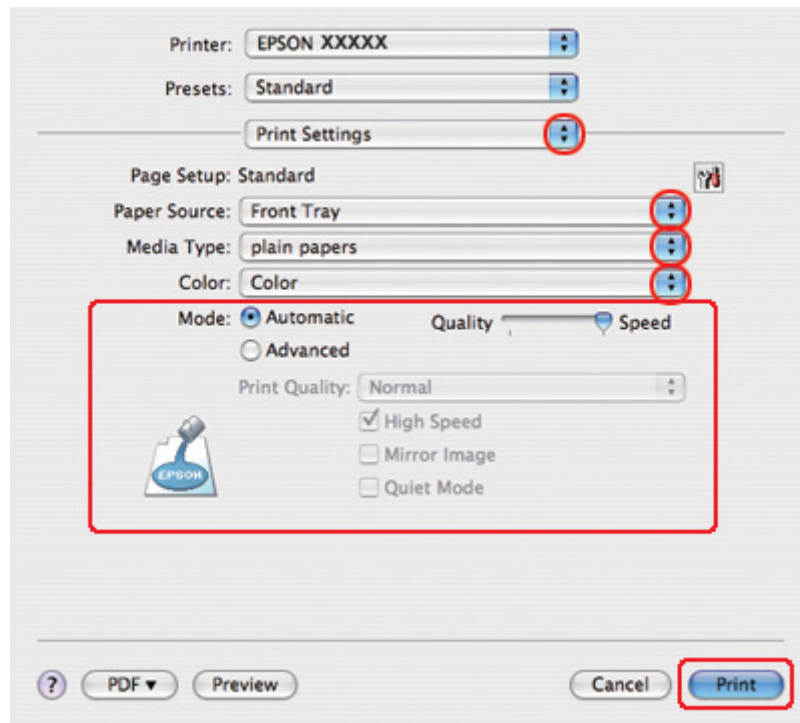
5. Select the printer you are using as the Printer setting, then make the Copies & Pages settings.

6. Select **Paper Handling** from the pop-up menu.



7. Select **Scale to fit paper size** as the Destination Paper Size.
8. Select the appropriate paper size from the pop-up menu.

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



10. Make the settings that you want to use to print. See online help for details of Print Settings.

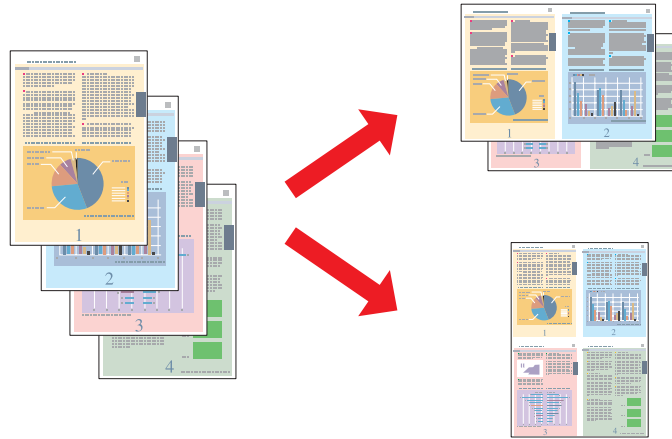
➔ See “Selecting the Correct Paper Type” on page 34.

After completing the steps above, print one test copy and examine the results before printing an entire job.

---

## ***Pages Per Sheet Printing***

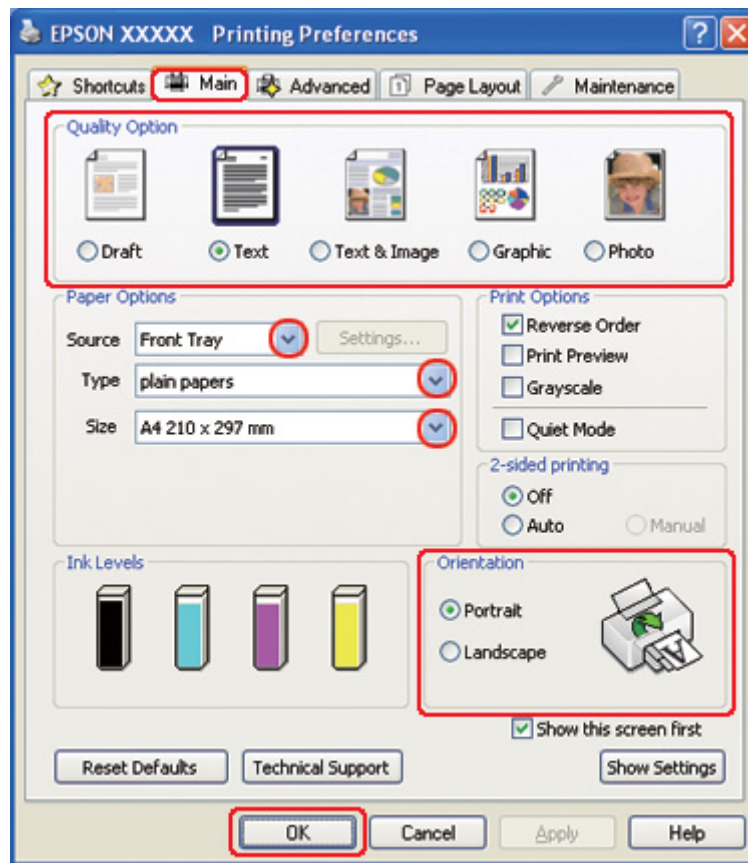
Pages Per Sheet printing allows you to print two or four pages on single sheets of paper.



## ***Printer settings for Windows***

1. Access the printer settings.

➔ See “Accessing the printer driver for Windows” on page 16.



2. Click the **Main** tab, then select one of the following Quality Option settings:

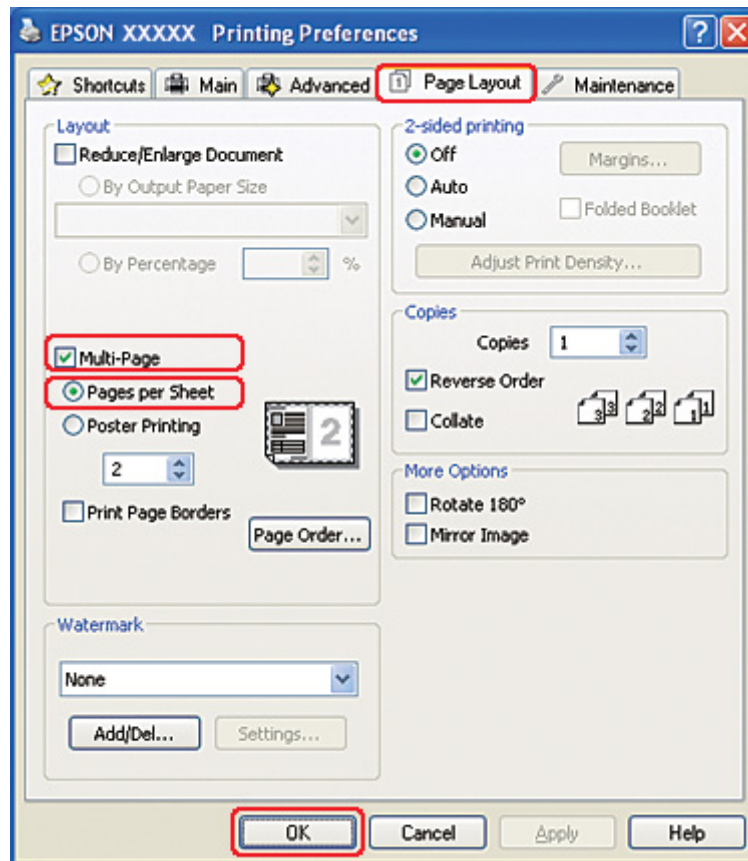
- Draft** for rough drafts with reduced print quality
- Text** for text-only pages
- Text & Image** for higher quality pages with text and images
- Graphic** for higher quality graphics
- Photo** for good quality and speed

3. Select the paper source as the Source setting.

4. Select the appropriate Type setting.

➔ See “Selecting the Correct Paper Type” on page 34.

5. Select the appropriate Size setting.
6. Select **Portrait** (tall) or **Landscape** (wide) to change the orientation of your printout.
7. Click the **Page Layout** tab, select **Multi-Page**, then select **Pages Per Sheet**.



8. Select from the following settings for Pages Per Sheet printing:

<b>2, 4</b>	Prints two or four pages of your document on a single piece of paper.
<b>Print Page Borders</b>	Prints frames around the pages printed on each sheet.
<b>Page Order</b>	Allows you to specify the order in which the pages will be printed on the sheet of paper. Some settings may be unavailable, depending on the Orientation setting on the Main window.

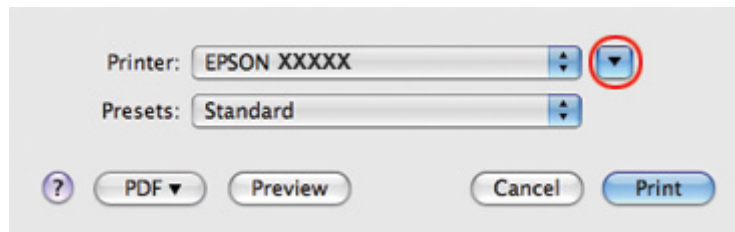
9. Click **OK** to close the printer settings window.

After completing the steps above, print one test copy and examine the results before printing an entire job.

## Printer settings for Mac OS X 10.5

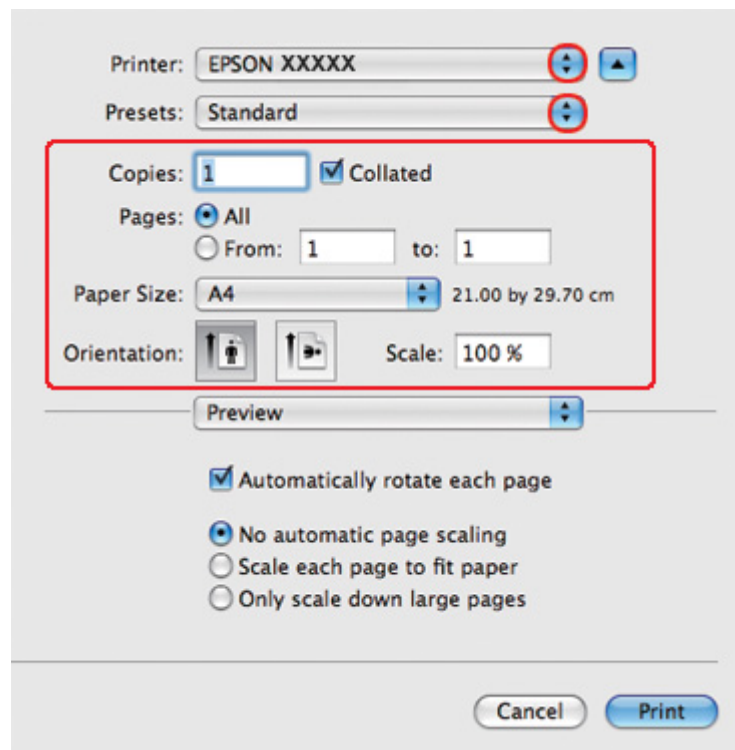
1. Access the Print dialog.

➔ See “Accessing the printer driver for Mac OS X” on page 17.



2. Click the ▼ button to extend this dialog.

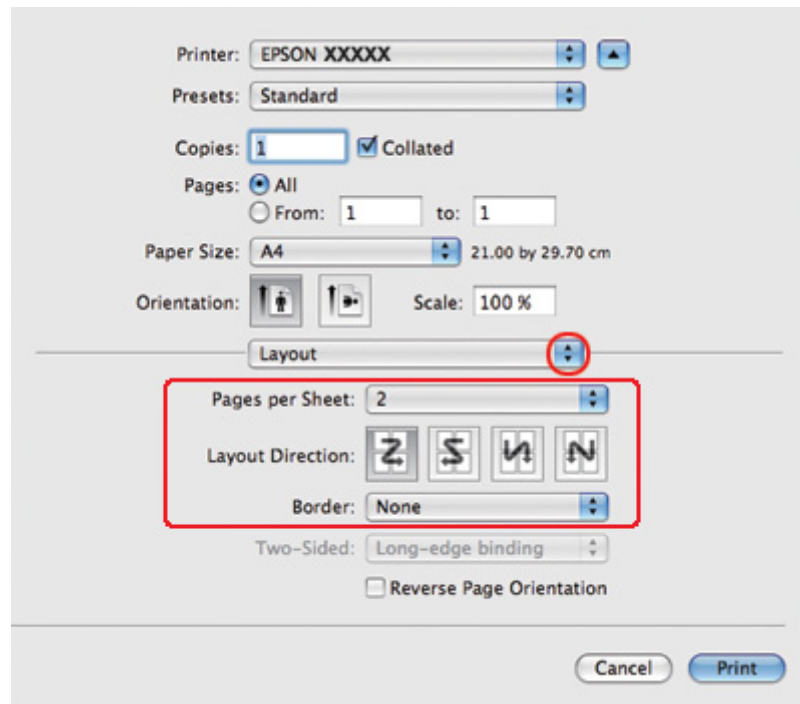
3. Select the printer you are using as the Printer setting, and then make suitable settings.



**Note:**

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

4. Select **Layout** from the pop-up menu.

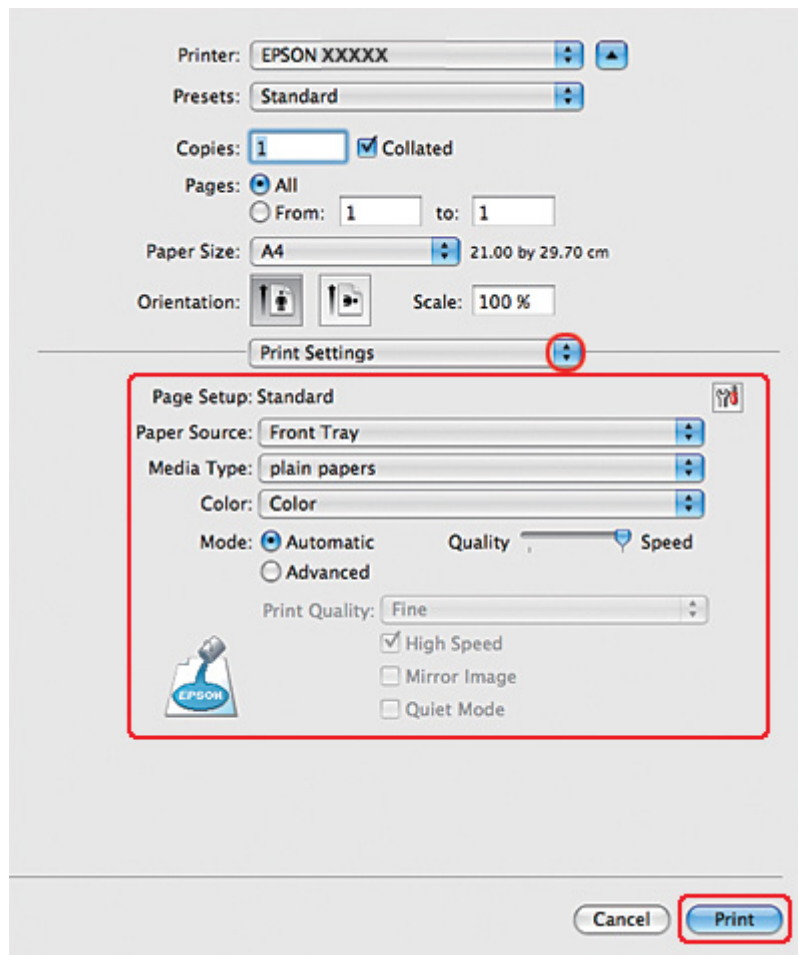


5. Select from the following settings:

<b>Pages per Sheet</b>	Prints multiple pages of your document on a single piece of paper. You can choose from <b>1, 2, 4, 6, 9, or 16</b> .
<b>Layout Direction</b>	Allows you to specify the order in which the pages will be printed on the sheet of paper.
<b>Border</b>	Prints a border around the pages printed on each sheet. You can choose from <b>None, Single Hairline, Single Thin Line, Double Hairline, or Double Thin Line</b> .



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



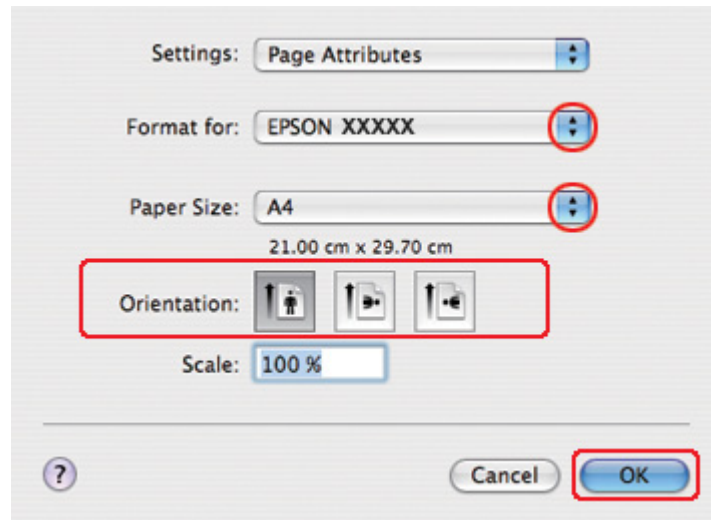
7. Make the settings that you want to use to print. See online help for details of Print Settings.
  - ➔ See “Selecting the Correct Paper Type” on page 34.

After completing the steps above, print one test copy and examine the results before printing an entire job.

## **Printer settings for Mac OS X 10.3 or 10.4**

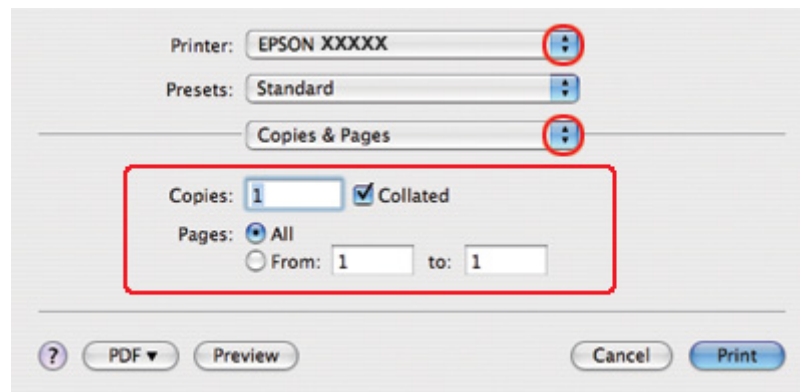
1. Access the Page Setup dialog.

➔ See “Accessing the printer driver for Mac OS X” on page 17.



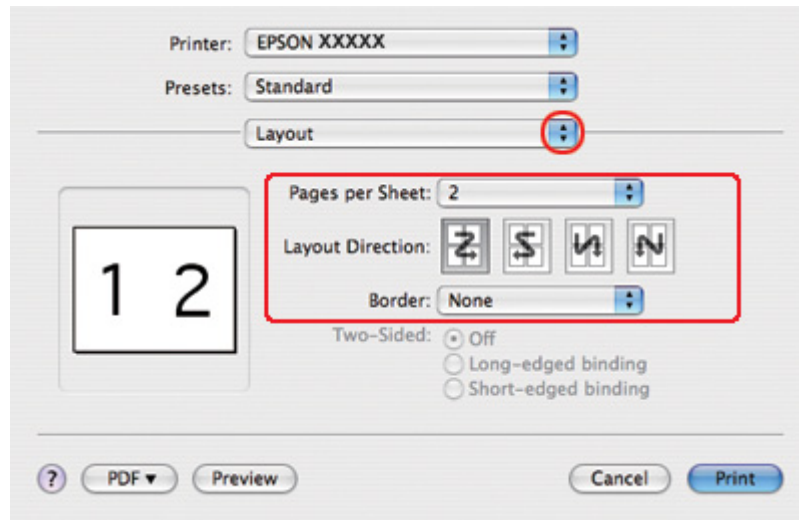
2. Select the printer you are using as the Format for setting, and then make suitable settings.
3. Click **OK** to close the Page Setup dialog.
4. Access the Print dialog.

➔ See “Accessing the printer driver for Mac OS X” on page 17.



5. Select the printer you are using as the Printer setting, then make the Copies & Pages settings.

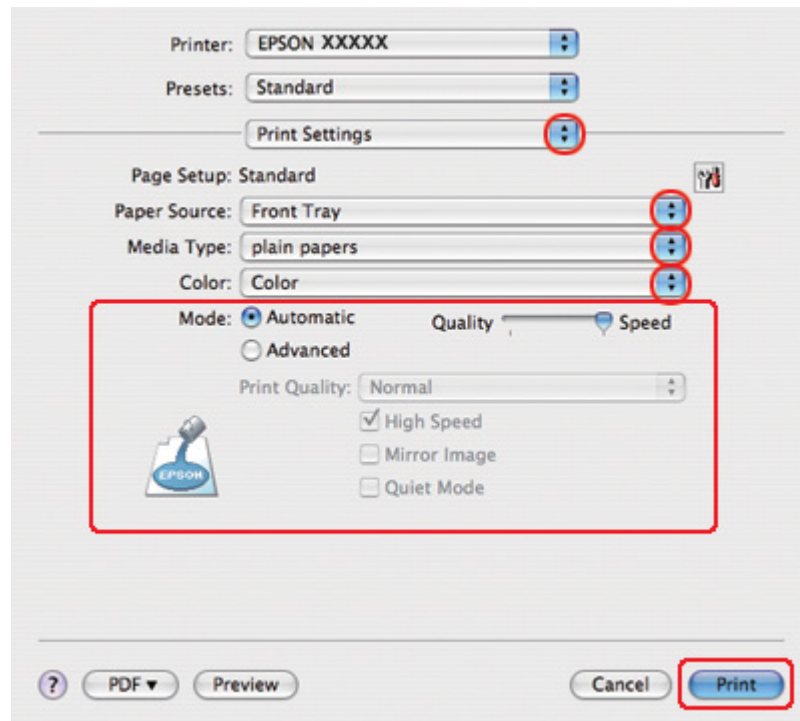
6. Select **Layout** from the pop-up menu.



7. Select from the following settings:

<b>Pages per Sheet</b>	Prints multiple pages of your document on a single piece of paper. You can choose from <b>1, 2, 4, 6, 9, or 16</b> .
<b>Layout Direction</b>	Allows you to specify the order in which the pages will be printed on the sheet of paper.
<b>Border</b>	Prints a border around the pages printed on each sheet. You can choose from <b>None, Single Hairline, Single Thin Line, Double Hairline, or Double Thin Line</b> .

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



9. Make the settings that you want to use to print. See online help for details of Print Settings.

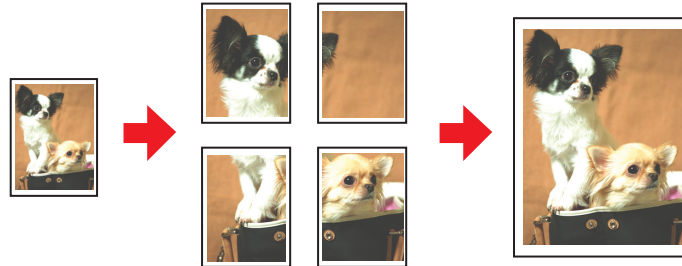
➔ See “Selecting the Correct Paper Type” on page 34.

After completing the steps above, print one test copy and examine the results before printing an entire job.

---

## ***Poster Printing (for Windows only)***

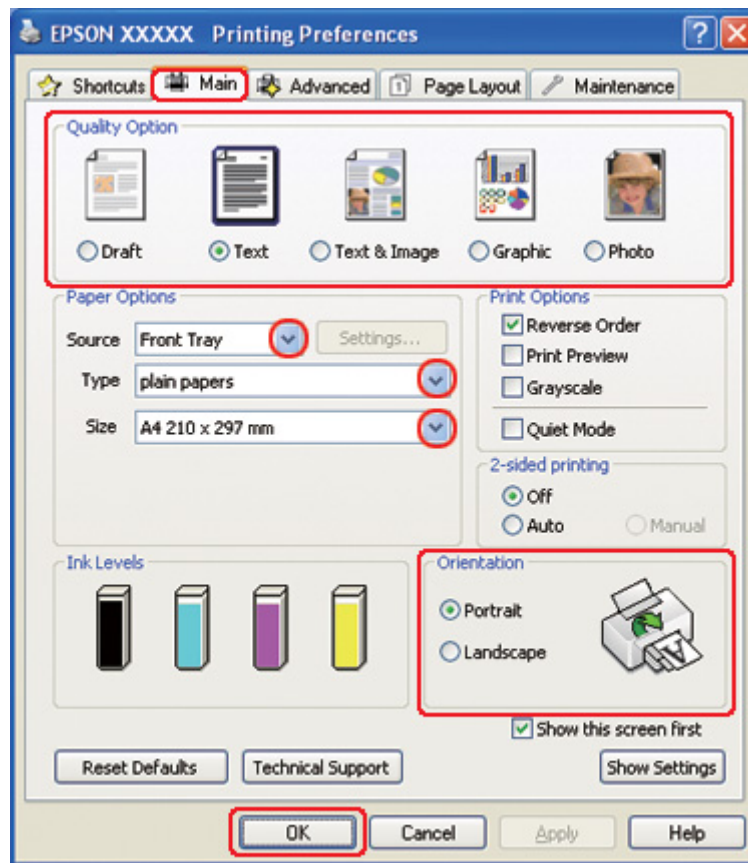
Poster printing allows you to print poster-size images by enlarging one page to cover several sheets of paper.



### ***Printer settings***

1. Access the printer settings.

➔ See “Accessing the printer driver for Windows” on page 16.



2. Click the **Main** tab, then select one of the following Quality Option settings:

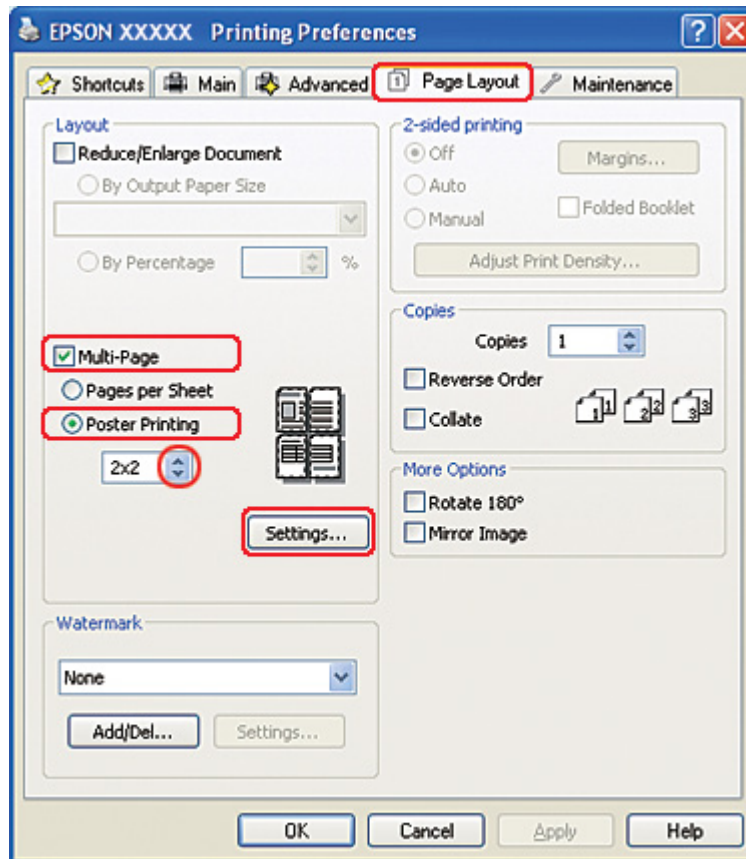
- Draft** for rough drafts with reduced print quality
- Text** for text-only documents
- Text & Image** for higher quality pages with text and images
- Graphic** for higher quality graphics
- Photo** for good quality and speed

3. Select the paper source as the Source setting.

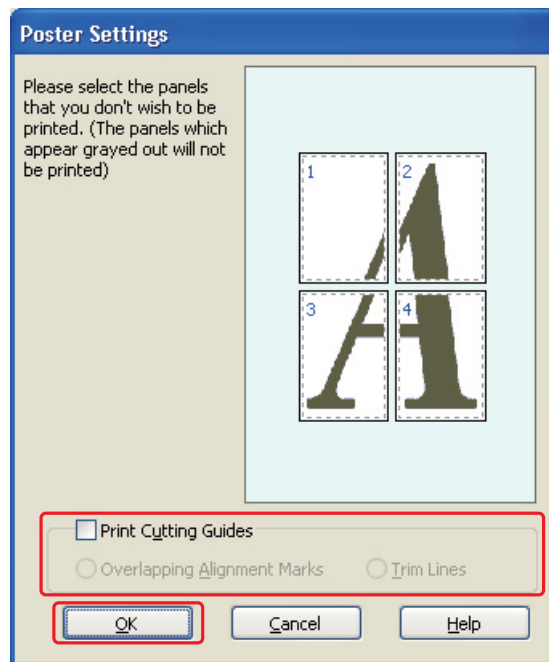
4. Select the appropriate Type setting.

➔ See “Selecting the Correct Paper Type” on page 34.

5. Select the appropriate Size setting.
6. Select **Portrait** (tall) or **Landscape** (wide) to change the orientation of your printout.
7. Click the **Page Layout** tab and select **Multi-Page**, then select **Poster Printing**. Click the up or down arrow to select **2x1**, **2x2**, **3x3**, or **4x4**.



8. Click **Settings** to adjust the way your poster will be printed. The Poster Settings window opens.



9. Make the following settings:

<b>Print Cutting Guides</b>	Prints guide lines for cutting.
<b>Overlapping Alignment Marks</b>	Slightly overlaps the panels and prints alignment markers so that the panels can be aligned more precisely.
<b>Trim Lines</b>	Prints border lines on the panels to guide you when trimming the pages.

**Note:**

*If you want to print only a few of the panels without printing the entire poster, click the panels that you do not want to print.*

10. Click **OK** to close the Poster Settings window.

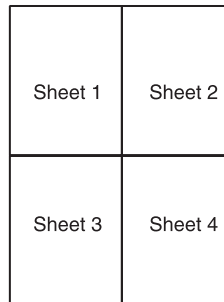
After completing the steps above, print one test copy and examine the results before printing an entire job. Then follow the instructions.

➔ See “How to make a poster from your printouts” on page 113.

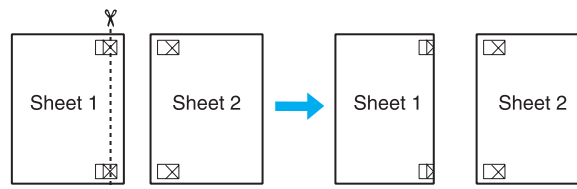


## How to make a poster from your printouts

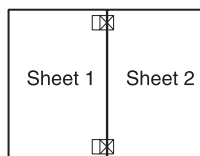
Here is an example of how to make a poster with **2x2** selected under Poster Printing and **Overlapping Alignment Marks** selected as the Print Cutting Guides.



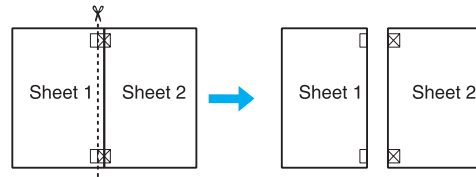
1. Cut off the margin of Sheet 1 along a vertical line through the center of the top and bottom cross marks:



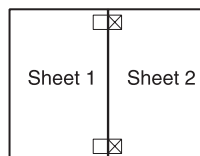
2. Place the edge of Sheet 1 on top of Sheet 2 and align the cross marks, then temporarily tape the two sheets together from the back:



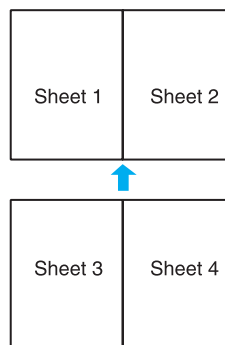
- Cut the taped sheets in two along a vertical line through the alignment markers (this time, a line to the left of the cross marks):



- Align the edges of the paper using the alignment markers and tape them together from the back:



- Repeat the instructions from step 1 to step 4 to tape Sheets 3 and 4 together.
- Repeat the instructions from step 1 to step 4 to tape the top and bottom edges of the paper:



- Cut off the remaining margins.

---

## ***Watermark Printing (for Windows only)***

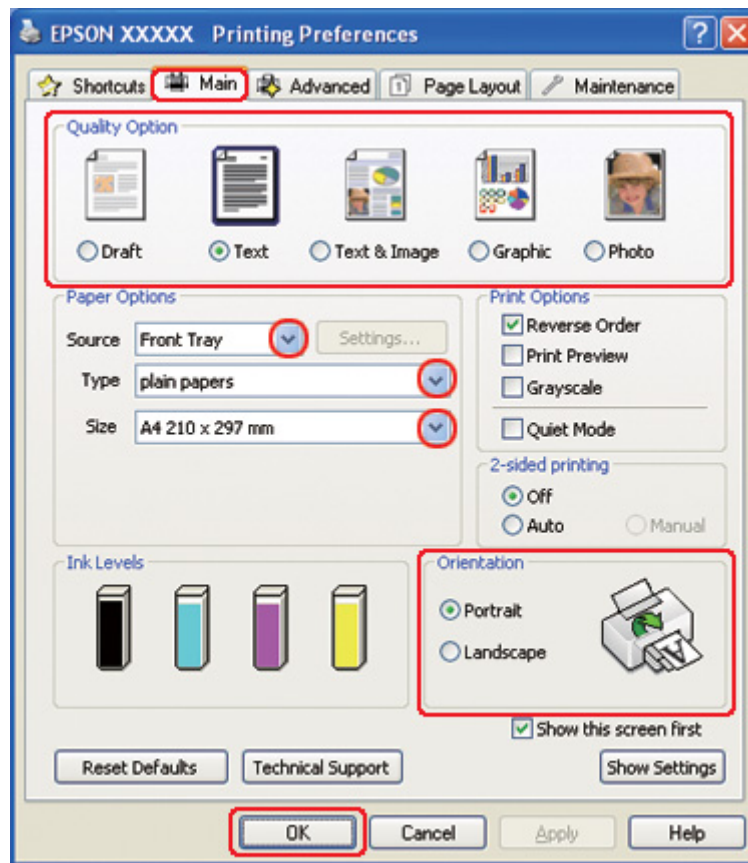
Watermark printing allows you to print a text-based or image-based watermark on your document.



### ***Printing the watermark***

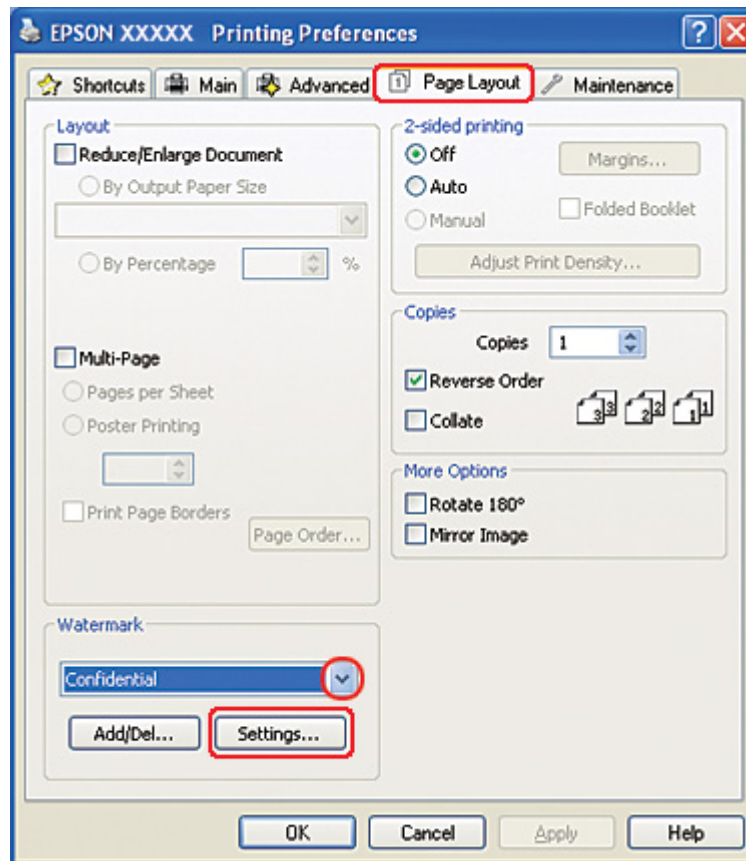
1. Access the printer settings.

➔ See “Accessing the printer driver for Windows” on page 16.



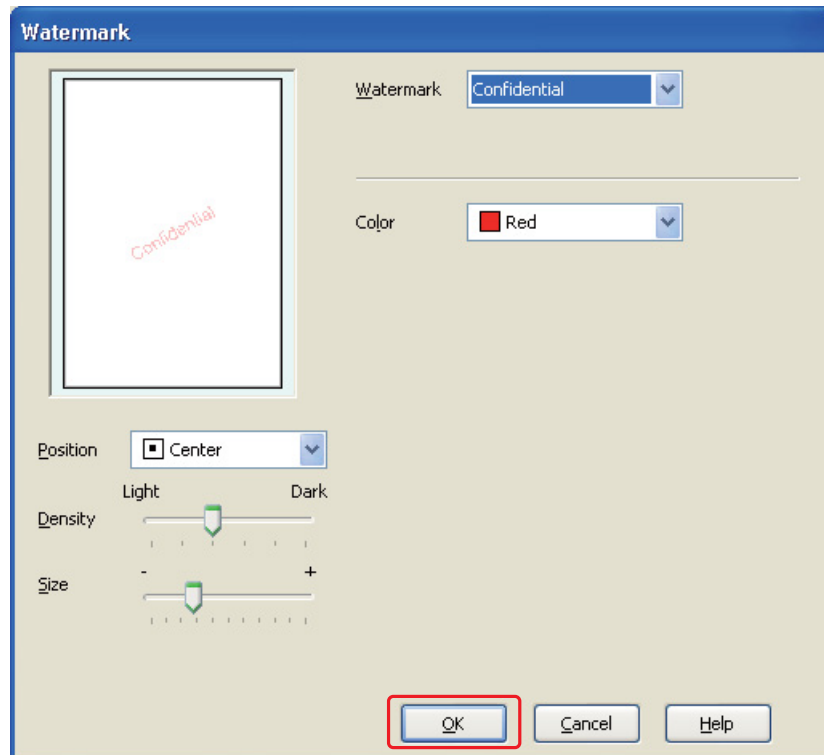
2. Click the **Main** tab, then select one of the following Quality Option settings:
  - Draft** for rough drafts with reduced print quality
  - Text** for text-only documents with higher text quality
  - Text & Image** for higher quality documents with text and images
3. Select the paper source as the Source setting.
4. Select the appropriate Type setting.
  - ➔ See “Selecting the Correct Paper Type” on page 34.
5. Select the appropriate Size setting.
6. Select **Portrait** (tall) or **Landscape** (wide) to change the orientation of your printout.

7. Click the **Page Layout** tab, choose the desired watermark from the Watermark list, then click **Settings**.



If you want to create your own watermark, see the following instructions.  
➔ See “Creating your own watermark” on page 118.

- Specify the settings you want for the watermark. You can change the position and size of the watermark by dragging the image within the preview window.



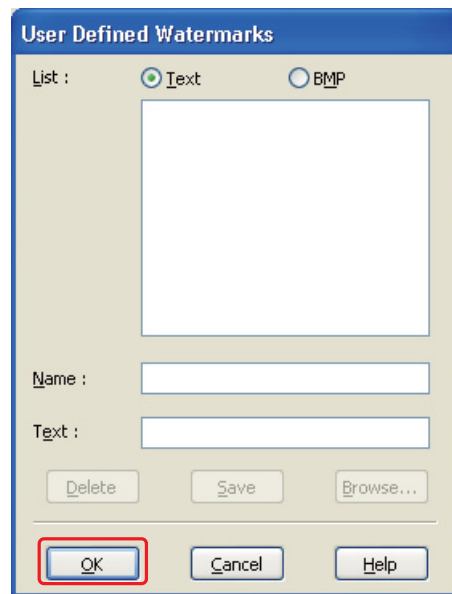
- Click **OK** to return to the Page Layout window.
- Click **OK** to close the printer settings window.

After completing the steps above, print one test copy and examine the results before printing an entire job.

## ***Creating your own watermark***

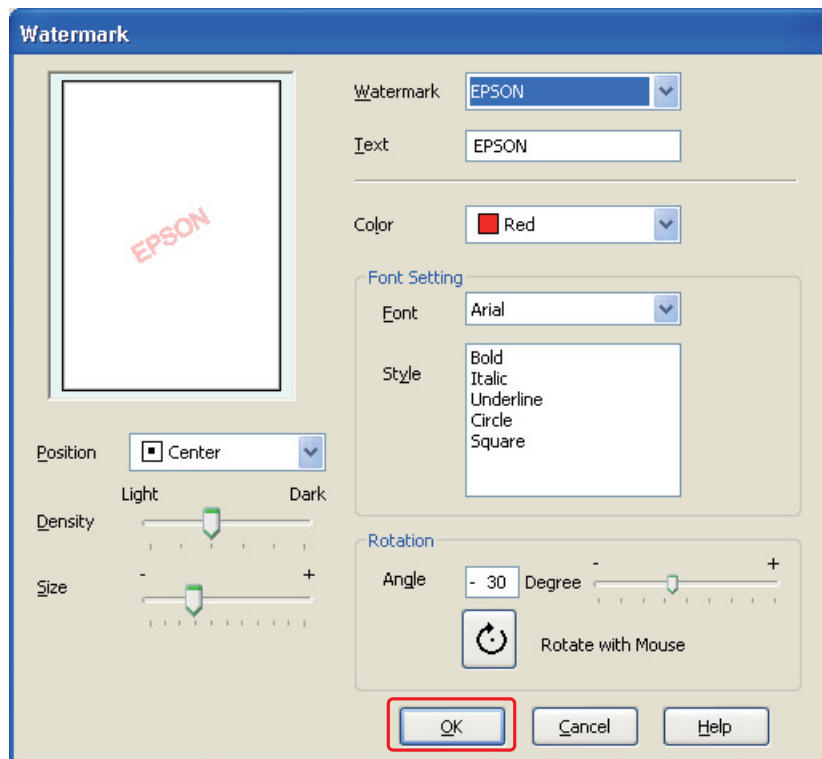
You can add your own text-based or image-based watermarks to the Watermark list.

1. Click **Add/Del** under Watermark on the Page Layout window. The following window appears.



2. Do one of the following:
  - To use an image file as a watermark, select **BMP**. Click **Browse** to locate the bitmap file you want to use, then click **Open**. Type a name for your watermark in the Name text box, then click **Save**.
  - To create a text-based watermark, select **Text**. Type your text in the Text box. This text will also be used as the watermark name. If you want to change the watermark name, type a new name in the Name text box, then click **Save**.
3. Click **OK** to return to the Page Layout window.

4. Click **Settings**. The following window appears:



5. Make sure that the appropriate watermark is selected in the Watermark list, then select Color, Position, Density, Size, Font, Style, and Angle settings. (For details, see the online help.) Your settings are reflected in the preview window.
6. When you finish making settings, click **OK**.



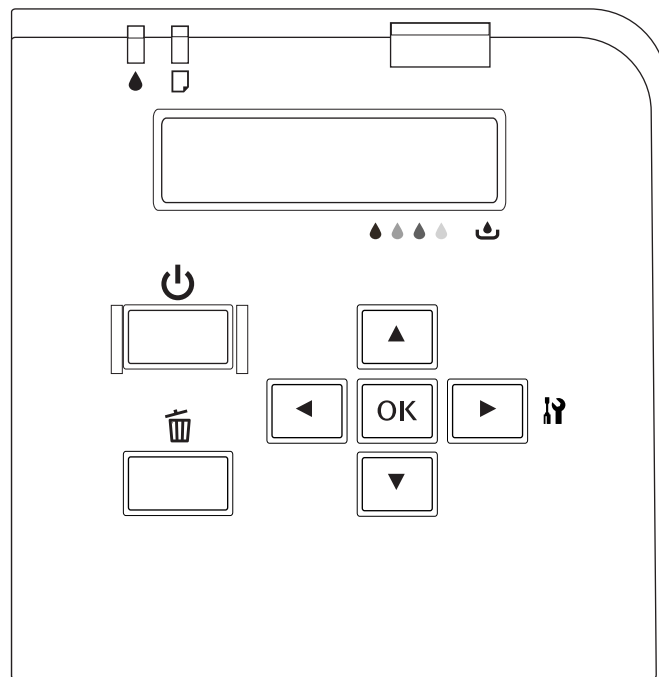
## Chapter 5

# Using the Control Panel

## Introduction








You can use the printer's control panel to access a variety of menus that allow you to check the status of consumable products, print status sheets, and make printer settings. This section describes how to use the control panel.

The control panel of the printer consists of 7 buttons, 3 lights, and a liquid crystal display (LCD).





## Buttons and lights

The table below describes the functions of the buttons on the control panel.

Button	Description
 Power button	Turns the printer on or off.
 Cancel button	Cancels the print job if pressed during printing. Returns to the Ready status when pressed in Menu mode.
 Left button	Returns to the previous level when pressed in Menu mode.
 Up button	Changes the parameter in the reverse order when selecting a desired parameter in Menu mode.
 Down button	Changes the parameters in forward order when selecting a desired parameter in Menu mode.
 Right button	Enters Menu mode when pressed in the Ready status. Selects a desired menu when pressed in Menu mode.
 OK button	Sets the selected parameter in the selected item in Menu mode. Executes the item if the selected item is for execution only. Feeds the paper when paper feed failed.


The table below describes the meanings of the lights on the control panel. The lights let you know the status of the printer and the type of an error when it occurs.




Light	Description
 Ink status light (orange)	<p><b>On:</b>            The installed ink cartridge is expended.            The ink cartridge is not installed.            The installed ink cartridges cannot be used with the printer.            The cartridge lock lever is in the unlocked position.            The installed maintenance box is at the end of its service life.            The maintenance box is not installed.            The installed maintenance box cannot be used with the printer.            The maintenance box cover is open.</p> <p><b>Flashing:</b>            The installed ink cartridge is nearly expended.            The maintenance box is nearing the end of its service life.</p>
 Paper status light (orange)	<p><b>On:</b>            No paper is loaded in the paper source.            The printer loads more than one sheet of paper at a time.</p> <p><b>Flashing:</b>            Paper is jammed.</p>
Power light (green)	<p><b>On:</b>            The printer is in the Ready status.</p> <p><b>Flashing:</b>            The printer is starting.            The printer is printing.            The printer is cleaning the print head.            The printer is charging the ink.            The printer is canceling printing.</p> <p><b>Off:</b>            The printer is off.</p>

## Icons on the LCD





This section describes the meaning of icons displayed on the LCD screen.

The table below describes the meaning of ink cartridge status icon.

Icon	Description
	The icon gives a rough estimate of the usable ink remaining in the ink cartridge.

Icon	Description
	The installed ink cartridge is nearly expended.
	The installed ink cartridge is expended.
	The ink cartridge is not installed. The installed ink cartridges cannot be used with the printer.




The table below describes the meaning of maintenance box status icon.

Icon	Description
	The icon gives a rough estimate of the remaining capacity of the maintenance box.
	The installed maintenance box is nearing the end of its service life.
	The installed maintenance box is at the end of its service life.
	The maintenance box is not installed. The installed maintenance box cannot be used with the printer.

## How to access the control panel menus

This section describes how to enter Menu mode and make settings with the buttons on the control panel.

### Note:

- Press the  **Cancel** button whenever you want to exit Menu mode and return to the Ready status.
  - Press the  **Left** button to return to the previous step.
1. Make sure that READY appears on the LCD screen, and then press the  **Right** button. The first menu appears on the LCD screen.

If ENTER PASSWORD appears on the LCD panel, enter the password. See “Entering the password” on page 133.

2. Press the ▼ **Down** or ▲ **Up** button to scroll through the menus.
3. Press the **OK** or ► **Right** button to select the desired menu. The first item appears on the LCD screen.
4. Press the ▼ **Down** or ▲ **Up** button to scroll through the items.
5. Press the **OK** or ► **Right** button to select the desired item. The first parameter appears on the LCD screen.
6. Press the ▼ **Down** or ▲ **Up** button to scroll through the parameters.
7. Press the **OK** button to store the selected parameter. If the parameter is for execution only, press the **OK** button to execute the function for the item.

After execution, the printer returns to the previous menu.

8. Press the ⏏ **Cancel** button. The printer returns to the Ready status.

---

## **Control panel menu list**

This section describes the parameter for each item in the menu.

### **Printer setting menu**

This menu allows you to configure the basic printer setting.

<b>Item</b>	<b>Parameter</b>
Language	English, French, Italian, German, Spanish, Portuguese, Dutch, Japanese
USB	Auto, ESC/P, PCL3
Network	Auto, ESC/P, PCL3

#### **Language**

You can select the language displayed on the LCD screen.

### **USB, Network**

You can select the printer control language for the port.

## ***Test print menu***

This menu allows you to make settings related to test print.

<b>Item</b>	<b>Parameter</b>
Nozzle check	-
Status sheet	-
Network sheet	-

### **Nozzle check**

You can print a print head nozzle check pattern for each ink cartridge. From the printing results, you can check whether the nozzles are delivering ink properly.

➔ See “Checking the Print Head Nozzles” on page 151.

### **Status sheet**

You can print the current printer status.

➔ See “Printing the status sheet” on page 132.

### **Network sheet**

You can print the current settings of the network interface.

## ***Printer status menu***

This menu allows you to check the current printer status.

Item	Parameter
Version	Sh xxxx, xxxxx
Maintenance box	xx%

### **Version**

You can check the firmware version.

### **Maintenance box**

You can get a rough estimate of the remaining capacity of the maintenance box.

## ***Maintenance menu***

This menu allows you to make settings related to maintenance.

Item	Parameter
Head alignment	-
Cleaning	-
Cleaning sheet	-
Contrast adj.	-10 - 10
Auto cleaning	On, Off
Low speed mode	On, Off

### **Head alignment**

You can print a head alignment test pattern. From the printing results, you can adjust the head alignment.

### **Cleaning**

You can clean the print head. You can also print nozzle check pattern before cleaning.

### **Cleaning sheet**

You can clean up the rollers inside the printer.

**Contrast adj.**

You can adjust the contrast of the LCD screen. Press the **▲ Up** or **▼ Down** button to adjust contrast.

**Auto Cleaning**

This printer automatically checks the print head nozzles without printing a pattern and cleans the nozzles if they are clogged. Some ink is consumed from all cartridges while checking the print head nozzles.

You can choose to turn this function Off or On.

**Low Speed Mode**

This function may prevent the print head nozzles from becoming clogged.

You can choose to turn this function Off or On.

**Network setting menu**

This menu allows you to make network settings.

Item		Parameter	
Network setup	Auto	-	
	Panel	IP address	000.000.000.000–255.255.255.255
		Subnet mask	000.000.000.000–255.255.255.255
		Default gateway	000.000.000.000–255.255.255.255
		Bonjour	On, Off
Init N/W set	-		

**Network setup**

You can select the method to configure the network settings.

When Auto is selected, the printer obtains the IP address, Subnet mask and Default gateway automatically. When Panel is selected, you can specify the IP address, Subnet mask, Default gateway and Bonjour settings using the control panel. When Init N/W set is selected, you can revert the network settings of the printer to the factory default value.



## IP address, Subnet mask, Default gateway

You can set the IP address, Subnet Mask, and Default Gateway to the printer. To change the parameter, press the ◀ **Left** or ▶ **Right** button to move cursor and the ▲ **Up** or ▼ **Down** button to change number.

## Bonjour

You can set the Bonjour settings of the printer.

## Password menu

This menu allows you to make settings related to the LCD panel lock.

Item	Parameter
Password setting	-
Lock setting	Off, On

### Password setting

You can set the password for the LCD panel lock by entering the current password once and the new password twice. To enter the password, see “Entering the password” on page 133.

#### Note:

- The password is set to "" (none) as the factory default.
- The password must be 1 to 8 characters.
- Alphanumeric characters are available for the password.
- If you forget the password, contact Epson Support.
  - ➔ See “Contacting Epson Support” on page 190.

### Lock setting

You can lock the LCD panel to make it childproof, or to prevent unexpected changes made by using the LCD panel.

When Ready appears on the LCD screen after you set this function On, you need to enter the password when you press the ▶ **Right** button to enter the Menu mode.

## Status and error messages

This section describes the meaning of messages displayed on the LCD screen.

The table below describes the status messages.

Message	Description
Cancel	The print job is canceled.
Charging ink	The printer is charging the ink.
Cleaning	The printer is cleaning the print head.
Please wait	The printer is starting.
	The printer is initializing the settings.
Printing	The printer is processing data.
Ready	The printer is ready to print.
Power save	The printer is in the power save mode.
Power off	The printer is shutting down.
Reset	The printer is resetting the settings.

The table below contains error messages, a brief description of each message and suggestions for correcting the problem.

Message	Problem	Solutions
Service call see guide	Service call error occurs.	Turn off the printer and then back on. If the error does not clear, contact Epson Service Center. ➡ See "Contacting Epson Support" on page 190.
Printer near end of service life	Parts inside the printer are at the end of their service life.	Contact Epson Service Center to replace them. ➡ See "Contacting Epson Support" on page 190.

Message	Problem	Solutions
Nozzle maint error see guide	Print head nozzles are clogged or misaligned.	<p>Perform the nozzle check and print head cleaning.</p> <p>➔ See "Checking the Print Head Nozzles" on page 151.</p> <p>➔ See "Cleaning the Print Head" on page 153.</p> <p>Press the <b>OK</b> button to recover from error status.</p>
Printer error restart printer	Printer error occurs.	<p>Note the error code and turn off the printer.</p> <p>If the error code is 0x01, 0x03, 0x04, 0x05, 0x08, or 0x0A, make sure no paper is jammed in the printer.</p> <p>➔ See "The Paper Jams" on page 172.</p> <p>Then turn back on the printer.</p> <p>If the error does not clear again, turn off the printer again and contact Epson Service Center.</p> <p>➔ See "Contacting Epson Support" on page 190.</p>
Close maint box cover	The maintenance box cover is open.	Close the maintenance box cover.
Set maint box	The maintenance box is not installed.	Install the maintenance box.
	The maintenance box is not correctly recognized by the printer.	Reinstall the maintenance box or replace it.
Replace maint box	The maintenance box is at the end of its service life.	<p>Replace the maintenance box.</p> <p>➔ See "Replacing a maintenance box" on page 149.</p>
Move ink lever down	The cartridge lever is in the unlocked position.	Move the cartridge lever to the locked position.
Set ink cartridge	The ink cartridge is not installed.	Install the ink cartridge.
Set ink then move ink lever down	The ink cartridge is not installed.	Install the ink cartridge and move the cartridge lever to the locked position.

Message	Problem	Solutions
Replace ink cartridge	The ink cartridge cannot be used with the printer.	Install the genuine ink cartridge.
	The ink cartridge is expended.	Replace the ink cartridge. ➔ See "Replacing an ink cartridge" on page 142.
Set paper in cassette	Paper is not loaded in the front paper cassette.	Load the paper in the front paper cassette.
Set paper in auto feeder	Paper is not loaded in the rear sheet feeder.	Load the paper in the rear sheet feeder.
Remove jammed paper	Paper is jammed in front paper cassette or rear sheet feeder.	Remove the jammed paper. ➔ See "The Paper Jams" on page 172.
Double feed jam remove paper	The printer feeds more than one sheet of paper at a time.	Remove the jammed paper, and then press the <b>OK</b> button.
Close printer cover	The printer cover is open during printing.	Close the printer cover.
Set duplex unit	The duplex unit is removed.	Attach the duplex unit.
Duplex unit jam remove paper	Paper is jammed in duplex unit.	Remove the jammed paper. ➔ See "The Paper Jams" on page 172.

## Printing the status sheet

While in Menu mode, you can print a status sheet to see the current default values. To print a status sheet, follow the steps below.

1. Make sure that A4 size paper is loaded in the front paper cassette.
2. Press the ► **Right** button to enter Menu mode.
3. Press the ▼ **Down** or ▲ **Up** button to display TEST PRINT, and then press the **OK** or ► **Right** button.
4. Press the ▼ **Down** or ▲ **Up** button to display STATUS SHEET, and then press the **OK** or ► **Right** button.
5. Press the **OK** button to start printing a status sheet.

After printing is finished, the printer returns to the Test print menu.

---

## ***Entering the password***

When you want to set or change the password from Password menu, or press the ► Right button to enter Menu mode after the LCD panel is locked, you need to enter the password.

Follow the instructions below to enter the password.

**Note:**

*If the current password is the factory default, just press the **OK** button to proceed.*

1. Press the ▼ **Down** or ▲ **Up** button to display the character you want to select.
2. Press the ► **Right** button to determine the character.
3. Repeat steps 1 and 2.
4. Once all characters are set, press the **OK** button.

## Chapter 6

### Installing Option

#### Duplex Unit (B-310N only)

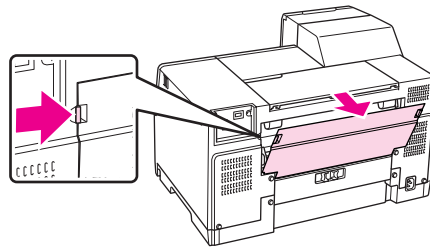
##### Installing the duplex unit

Follow the steps below to install the duplex unit.

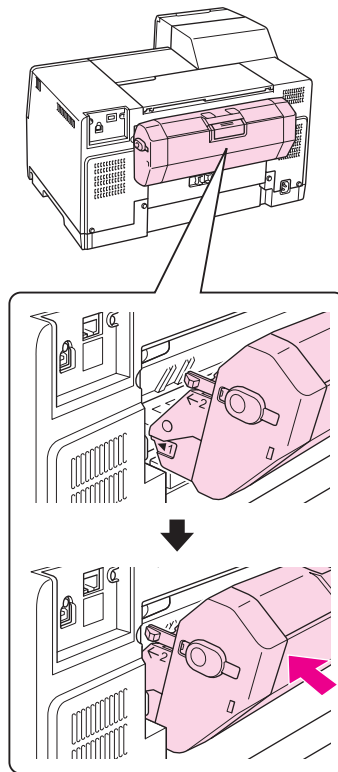
1. Turn off the printer
2. Press the hooks on both sides of the upper rear printer cover, and then remove the upper rear printer cover.

**Note:**

*The removed upper rear printer cover should be retained since it will be necessary when you remove the duplex unit.*



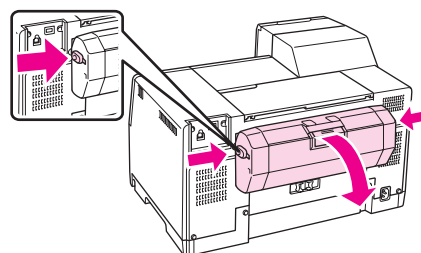
3. Insert the bottom side of the duplex unit first, and then attach the duplex unit.



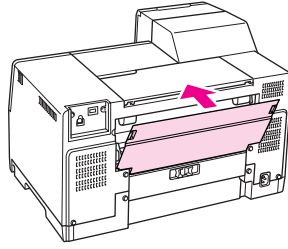
## ***Uninstalling the duplex unit***

Follow the steps below to uninstall the duplex unit.

1. Turn off the printer.
2. Remove the duplex unit by pulling it while holding down the buttons on both sides of the duplex unit.



3. Attach the upper rear printer cover.





## Chapter 7

# Replacing Consumables

## Ink Cartridges

### Checking the ink cartridge status

#### Using the control panel

To check the ink cartridge status, see “Icons on the LCD” on page 123.

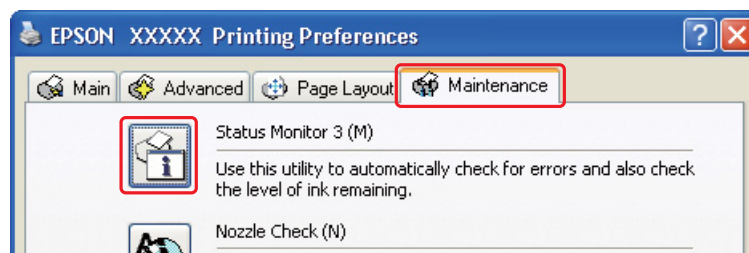
#### For Windows

**Note:**

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

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

- Double-click the printer shortcut icon on your Windows taskbar. To add a shortcut icon to the taskbar, refer to the following section.
  - ➔ See “From the shortcut icon on the taskbar” on page 17.
- Open the printer driver, click the **Maintenance** tab, then click the **EPSON Status Monitor 3** button.



A graphic displays the ink cartridge status.



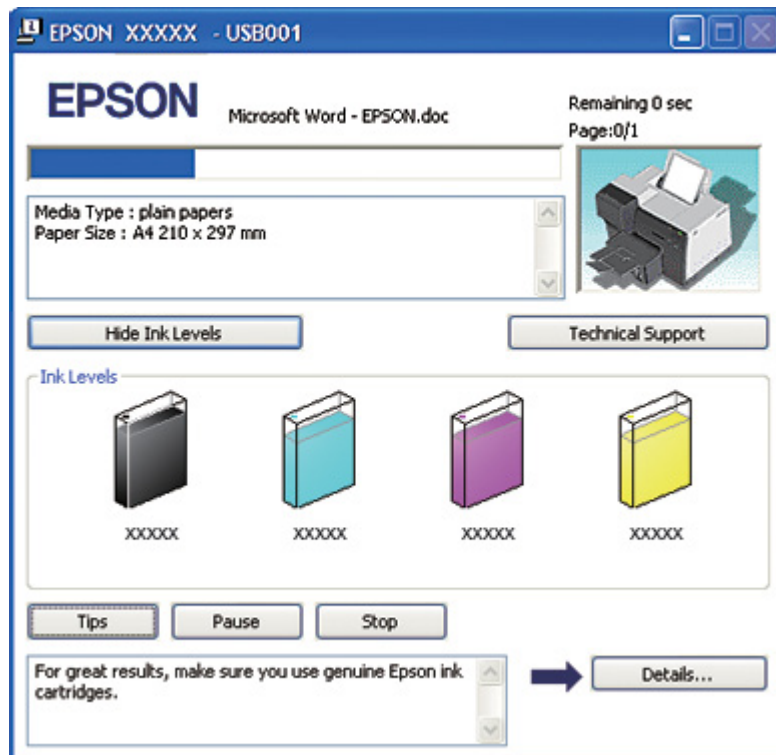
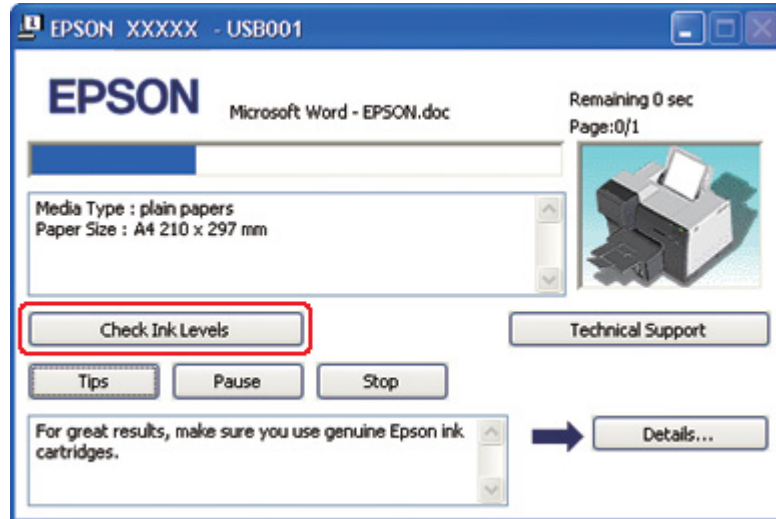
**Note:**

*If any of the ink cartridges installed in the printer is broken, incompatible with the printer model, or improperly installed, EPSON Status Monitor 3 will not display an accurate calculation of the ink cartridge status. Be sure to replace or reinstall any ink cartridge indicated by EPSON Status Monitor 3.*

- The progress meter appears automatically when you start a print job. Click the Check Ink Levels button, and then you can check the ink cartridge status from this window.

**Note:**

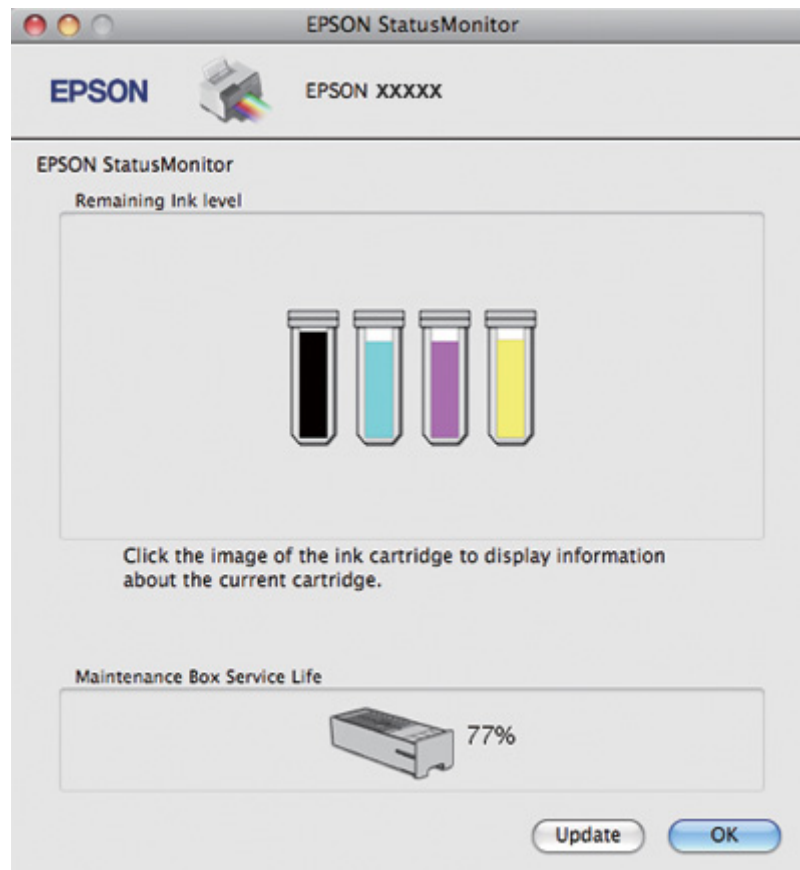
To display the progress meter automatically, click the **Maintenance** tab in the printer driver window, click **Speed & Progress**, and then select the **Show Progress Meter** check box.



## For Mac OS X

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

1. Access the EPSON Printer Utility3 dialog.
  - ➔ See “Accessing the printer driver for Mac OS X” on page 17.
2. Click the **EPSON StatusMonitor** button. The EPSON StatusMonitor appears.



### Note:

- ❑ *The graphic displays the ink cartridge status when EPSON StatusMonitor was first opened. To update the ink cartridge status, click **Update**.*
- ❑ *Epson cannot guarantee the quality or reliability of non-genuine ink. If non-genuine ink cartridges are installed, the ink cartridge status may not be displayed.*

- ❑ *If any of the ink cartridges installed in the printer is broken, incompatible with the printer model, or improperly installed, EPSON StatusMonitor will not display an accurate status of the ink cartridge. Be sure to replace or reinstall any ink cartridge indicated by the EPSON StatusMonitor.*

**Note for Mac OS X 10.5:**

*The printer monitor window appears automatically when you start a print job. You can check the ink cartridge status from this window.*

## **Handling precautions**

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

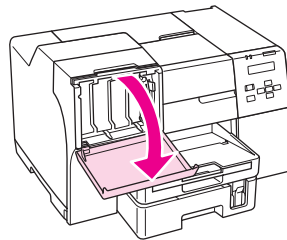
- ❑ This printer uses ink cartridges equipped with an IC chip that monitors the amount of ink used by each cartridge. Cartridges are usable even if they are removed and reinserted.
- ❑ If you need to remove an ink cartridge temporarily, be sure to protect the ink supply area from dirt and dust. Store the ink cartridge in the same environment as the printer. When storing the cartridge, be sure that its label identifying the color of the ink cartridge is facing upward. Do not store ink cartridges upside down.
- ❑ The valve in the ink supply port is designed to contain any excess ink that may be released. However, careful handling is recommended. Do not touch the supply port of the ink cartridge or its surrounding area.
- ❑ Some ink is consumed from all cartridges during the following operations: print head cleaning, initial ink charging, and nozzle maintaining.
- ❑ Never turn off the printer during initial ink charging. The ink may fail to be filled up and the printer may become unavailable to print.
- ❑ If you change the ink cartridge to Extra High Capacity Ink Cartridge, retain the default ink cartridge or Standard Capacity Ink Cartridge, or High Capacity Ink Cartridge. One of these cartridges is needed when you transport the printer.
- ❑ 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.
- ❑ Keep ink cartridges out of the reach of children. Do not allow children to drink the ink or handle the cartridges.
- ❑ Be careful when you handle used ink cartridges, as there may be some ink around the ink supply port or surrounding area. If ink gets on your skin, wash the area thoroughly with soap and water. If ink gets into your eyes, flush them immediately with water. If discomfort or vision problems continue after a thorough flushing, see a doctor immediately.

- ❑ 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. The ink cartridge status is not displayed when non-genuine ink is used.
- ❑ Leave the old cartridge installed in the printer until you have obtained a replacement; otherwise, ink remaining in the print head nozzles may dry out.
- ❑ You cannot continue printing with one ink cartridge expended, even if the other cartridges still contain ink. Before printing, replace the expended cartridge.
- ❑ Never turn off the printer while replacing the ink cartridge. Doing so may damage the IC chip on the ink cartridge and the printer may not print properly.
- ❑ To ensure you receive premium print quality and to help protect your print head, a variable ink safety reserve remains in the cartridge when your printer indicates to replace the cartridge. The yields quoted for you do not include this reserve.

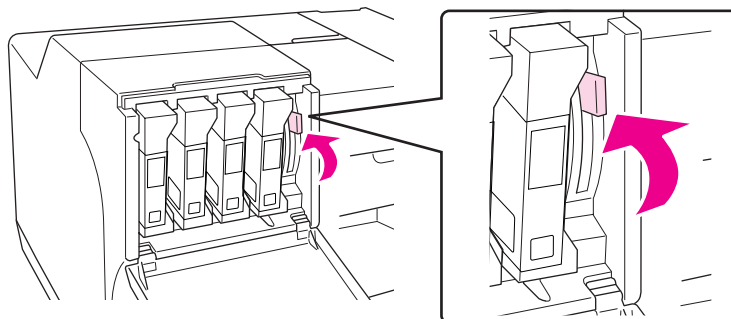
## Replacing an ink cartridge

To replace the ink cartridge, follow the steps below.

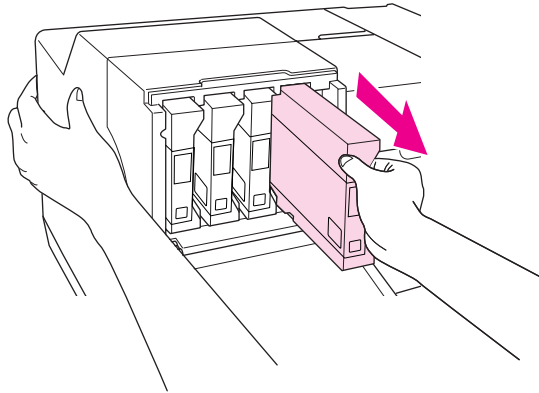
1. Open the cartridge cover.



2. Move the cartridge lever to the unlocked position.



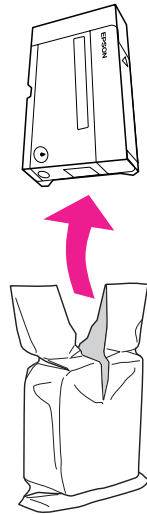
3. Remove the expended installed ink cartridge.



**Note:**

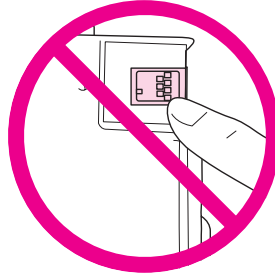
*Hold the printer with your hand when you remove the ink cartridge.*

4. Remove the new ink cartridge from the package.



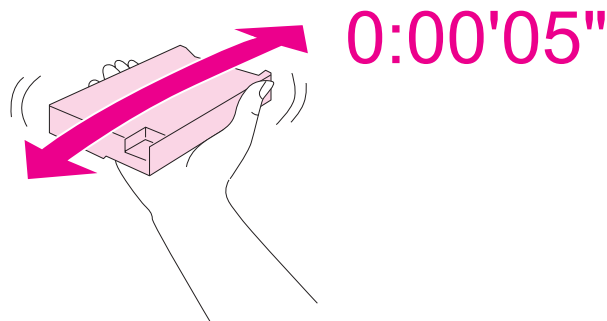
**Caution:**

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

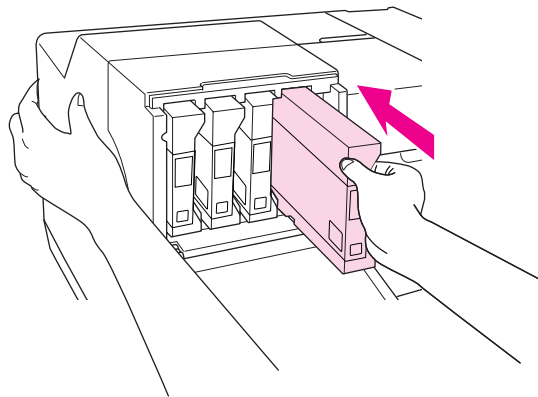


- ❑ Always install an ink cartridge immediately after removing the old cartridge. If the cartridge is not installed promptly, the print head may dry out and be unable to print.

5. For best results, shake the ink cartridge for about five seconds.



6. Hold the ink cartridge with the arrow mark facing up and pointing to the rear of the printer, and then insert it into the slot.





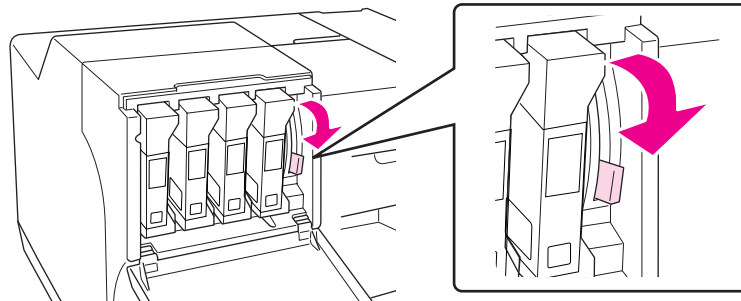
**Note:**

Hold the printer with your hand when you install the ink cartridge.

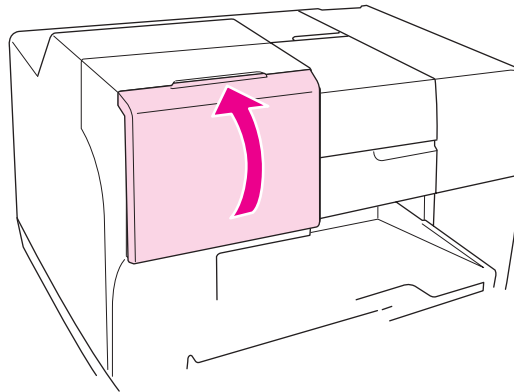
**Caution:**

Do not remove and reinsert cartridges more often than necessary. Doing so can compromise the needle valve seal and allow air to enter the ink tubes, causing nozzle loss.

7. Move the cartridge lever to the locked position.



8. Close the cartridge cover.

**Note:**

When you install the Extra High Capacity Ink Cartridge, use the printer with the cartridge cover opened.

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## Maintenance Box

### Checking the maintenance box status

#### Using the control panel

To check the maintenance box status using the control panel, follow the steps below.

1. Make sure that **READY** appears on the LCD screen, and then press the **▶ Right** button. **Menu** appears on the LCD screen.
2. Press the **▼ Down** or **▲ Up** button to select **PRINTER STATUS**, and then press the **OK** or **▶ Right** button.
3. Press the **▼ Down** or **▲ Up** button to select **MAINTENANCE BOX**, and then press the **OK** or **▶ Right** button.
4. A rough estimate of the remaining capacity of the maintenance box appears on the LCD screen.

**Note:**

*You can check the maintenance box status by the icon displayed on the lower right of the LCD screen as well.*

➔ See “Icons on the LCD” on page 123.

#### For Windows

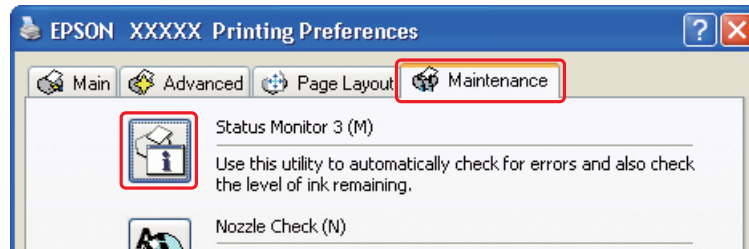
**Note:**

*Epson cannot guarantee the quality or reliability of non-genuine maintenance box.*

To check the maintenance box status, do one of the following:

- Double-click the printer shortcut icon on your Windows taskbar. To add a shortcut icon to the taskbar, refer to the following section.
  - ➔ See “From the shortcut icon on the taskbar” on page 17.

- ❑ Open the printer driver, click the **Maintenance** tab, then click the **EPSON Status Monitor 3** button.



A graphic displays the maintenance box status.



**Note:**

*If the maintenance box installed in the printer is broken, incompatible with the printer model, or improperly installed, EPSON Status Monitor 3 will not display an accurate calculation of the maintenance box status. Be sure to replace or reinstall any ink cartridge indicated by EPSON Status Monitor 3.*

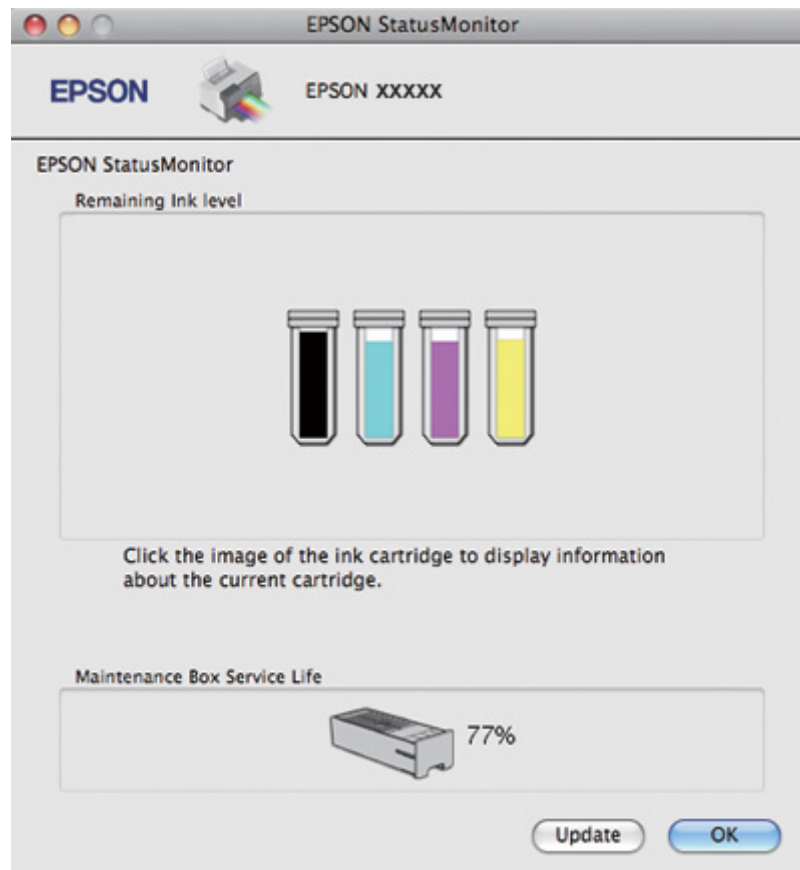
## For Mac OS X

You can check the maintenance box status using EPSON StatusMonitor. Follow the steps below.

1. Access the EPSON Printer Utility3 dialog.

➔ See “Accessing the printer driver for Mac OS X” on page 17.

2. Click the **EPSON StatusMonitor** button. The EPSON StatusMonitor appears.



### Note:

- ❑ *The graphic displays the maintenance box status when EPSON StatusMonitor was first opened. To update the maintenance box status, click **Update**.*
- ❑ *Epson cannot guarantee the quality or reliability of non-genuine maintenance box.*
- ❑ *If the maintenance box installed in the printer is broken, incompatible with the printer model, or improperly installed, EPSON StatusMonitor will not display an accurate status of the maintenance box. Be sure to replace or reinstall the maintenance box.*

## Handling precautions

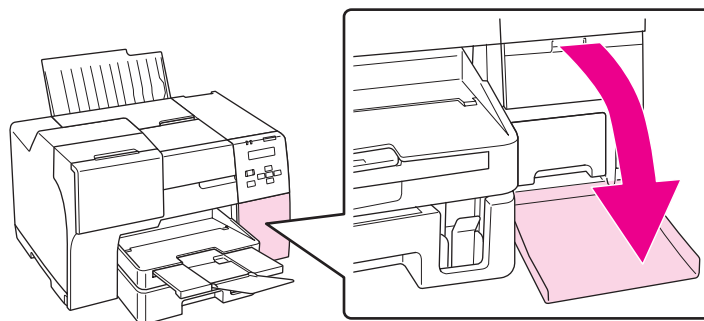
Read all of the instructions in this section before replacing the maintenance box.

- ❑ Epson recommends the use of genuine Epson maintenance box. The use of non-genuine maintenance box may cause damage that is not covered by Epson's warranties, and under certain circumstances, may cause erratic printer behavior. Epson cannot guarantee the quality of reliability of non-genuine maintenance box.
- ❑ Do not dismantle the maintenance box.
- ❑ Do not touch the green IC chip on the side of the maintenance box.
- ❑ Keep out of reach of children, and do not drink the ink.
- ❑ Do not peel off the film covering the maintenance box.
- ❑ Do not tilt the used maintenance box until it is placed in the plastic bag provided.
- ❑ Do not reuse a maintenance box which has been removed and left detached for a long period.

## Replacing a maintenance box

To replace the maintenance box, follow the steps below.

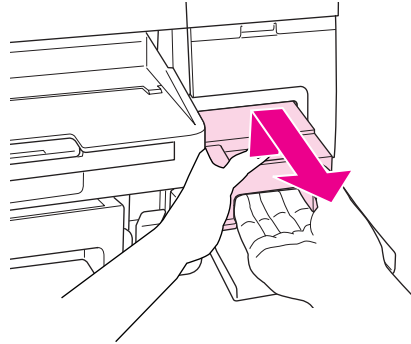
1. Confirm that the printer is not draining the ink.
2. Open the maintenance box cover.



3. Remove the new maintenance box from the package.
4. Lift up and pull the installed maintenance box outward.

**Note:**

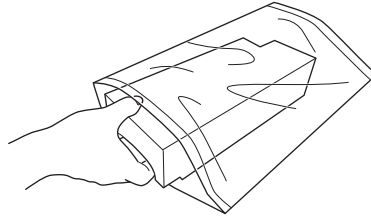
- ❑ Do not tilt the maintenance box when you uninstall the maintenance box.
- ❑ Hold the maintenance box with both hands when you handle the maintenance box.



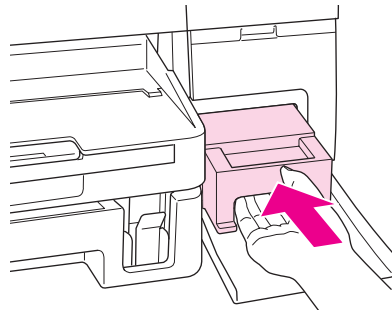
5. Put the used maintenance box into the plastic bag, and then seal off.

**Note:**

*The plastic bag is provided with the new maintenance box.*



6. Insert the new maintenance box into place as far as it will go.



7. Close the maintenance box cover.

## Chapter 8

# Maintaining Your Printer

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## Auto Head Maintenance

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This printer automatically checks the print head nozzles without printing a pattern and cleans the nozzles if they are clogged (Auto Head Maintenance). You can choose to turn this function on or off from the printer's control panel.

Automatic nozzle checking is performed at predefined times.

**Note:**

- Depending on the circumstances, Auto Head Maintenance may not completely clean the print head nozzles.*
- Some ink is consumed from all cartridges while checking the print head nozzles and cleaning the print head.*

---

## Checking the Print Head Nozzles

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

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

**Note:**

*This printer checks the print head on a regular basis to keep the print head clean and to ensure you receive premium print quality. If the print head nozzles are clogged, the printer automatically cleans the print head. Normally, you do not need to perform the nozzle check and print head cleaning, however, the self-cleaning function cannot completely prevent the occurrence of missing dots.*

## Using the Nozzle Check utility for Windows

Follow the steps below to use the Nozzle Check utility.

1. Make sure that no lights are indicating errors.

2. Make sure that A4 size paper is loaded in the front paper cassette.
3. Right-click the printer icon on the taskbar, then select **Nozzle Check**.

If the printer icon does not appear, refer to the following section to add the icon.

➔ See “From the shortcut icon on the taskbar” on page 17.

4. Follow the on-screen instructions.

### ***Using the Nozzle Check utility for Mac OS X***

Follow the steps below to use the Nozzle Check utility.

1. Make sure that no lights are indicating errors.
2. Make sure that A4 size paper is loaded in the sheet feeder.
3. Access the EPSON Printer Utility<sup>3</sup> dialog.  
➔ See “Accessing the printer driver for Mac OS X” on page 17.
4. Click the **Nozzle Check** button in the Utility dialog.
5. Follow the on-screen instructions.

### ***Using the control panel***

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

1. Make sure that A4 size paper is loaded in the front paper cassette.
2. Make sure that READY or POWEAR SAVE appears on the LCD screen, and then press the **▶ Right** button. Menu appears on the LCD screen.
3. Press the **▼ Down** or **▲ Up** button to select TEST PRINT, and then press the **OK** or **▶ Right** button.
4. Press the **▼ Down** or **▲ Up** button to select NOZZLE CHECK, and then press the **OK** or **▶ Right** button.

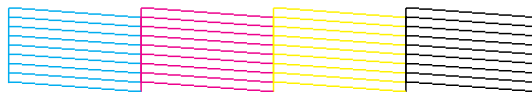


5. Press the **OK** button to print nozzle check pattern.

After printing, the cleaning menu appears. If you find a print quality problem, press the **OK** button to clean the print head.

Below are two sample nozzle check patterns.

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



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



- ➔ See “Cleaning the Print Head” on page 153.
- ➔ See “Aligning the Print Head” on page 156.

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## ***Cleaning the Print Head***

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

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

### ***Note:***

- Because print head cleaning uses ink from all cartridges, clean the print head only if print quality declines; for example, if the printout is blurry, the color is incorrect or missing, or the vertical lines are pronouncedly misaligned.*
- Use the Nozzle Check utility first to confirm that the print head needs to be cleaned. This saves ink.*

- ❑ *When ink is low you may not be able to clean the print head. When ink is expended you cannot clean the print head. Replace the appropriate ink cartridge first.*
- ➔ *See “Replacing an ink cartridge” on page 142.*

## Using the Head Cleaning utility for Windows


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

1. Make sure the printer is turned on.
2. Make sure that no lights are indicating errors.
3. Make sure that A4 size paper is loaded in the front paper cassette.
4. Right-click the printer icon on the taskbar, then select **Head Cleaning**.

If the printer icon does not appear, refer to the following section to add the icon.


- ➔ See “From the shortcut icon on the taskbar” on page 17.

5. Follow the on-screen instructions.

The  Power light flashes while the printer performs the cleaning cycle.



### **Caution:**

*Never turn off the printer while the  Power light is flashing. Doing so may damage the printer.*

### **Note:**


- ❑ *If print quality has not improved after repeating this procedure, turn off the printer and wait for at least six hours. Then run the nozzle check again and repeat the head cleaning if necessary.*
- ❑ *If print quality remains a problem, contact Epson Service Center.*
- ➔ *See “Contacting Epson Support” on page 190.*
- ❑ *To maintain print quality, we recommend printing a few pages on a regular basis.*

## Using the Head Cleaning utility for Mac OS X

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


1. Make sure the printer is turned on.

2. Make sure that no lights are indicating errors.
3. Make sure that A4 size paper is loaded in the sheet feeder.
4. Access the EPSON Printer Utility<sup>3</sup>.
  - ➔ See “Accessing the printer driver for Mac OS X” on page 17.
5. Click the **Head Cleaning** button in the Utility dialog.
6. Follow the on-screen instructions.

The  power light flashes while the printer performs the cleaning cycle.



**Caution:**


*Never turn off the printer while the  power light is flashing. Doing so may damage the printer.*

**Note:**


- If print quality has not improved after repeating this procedure about four times, turn the printer off and wait for at least six hours. Then run the nozzle check again and repeat the head cleaning if necessary. If print quality has still not improved, contact your dealer.*
- To maintain print quality, we recommend printing a few pages on a regular basis.*


## Using the control panel

Follow the steps below to clean the print head using the control panel.

1. Make sure that A4 size paper is loaded in the front paper cassette.
2. Make sure that READY or POWEAR SAVE appears on the LCD screen, and then press the **▶ Right** button. Menu appears on the LCD screen.
3. Press the **▼ Down** or **▲ Up** button to select MAINTENANCE, and then press the **OK** or **▶ Right** button.
4. Press the **▼ Down** or **▲ Up** button to select CLEANING, and then press the **OK** or **▶ Right** button.
5. Press the **OK** button to start cleaning and the  Power light begins flashing.

**Caution:**

Never turn off the printer while the  Power light is flashing. Doing so may damage the printer.

6. When the  Power light stops flashing, the printer returns to the nozzle check menu. Press the **OK** button to print a nozzle check pattern to confirm that the head is clean.
  - ➔ See “Checking the Print Head Nozzles” on page 151.

**Note:**

- If print quality has not improved after repeating this procedure, turn off the printer and wait for at least six hours. Then run the nozzle check again and repeat the head cleaning if necessary.
- If print quality remains a problem, contact Epson Service Center.
  - ➔ See “Contacting Epson Support” on page 190.
- To maintain print quality, we recommend printing a few pages on a regular basis.

---

## Aligning the Print Head

If you notice a misalignment of vertical lines or horizontal banding, you may be able to solve this problem by using the Print Head Alignment utility in your printer driver or from the printer by using the buttons.


**Note:**

If you notice a pronounced misalignment of vertical lines, be sure to clean the print head first.

➔ See “Cleaning the Print Head” on page 153.

Refer to the appropriate section below.

**Note:**

Do not press the  **Cancel** button to cancel printing while printing a test pattern with the Print Head Alignment utility.

## Using the Print Head Alignment utility for Windows

Follow the steps below to align the print head using the Print Head Alignment utility.

1. Make sure that no lights are indicating errors.

2. Make sure A4 size plain paper is loaded in the front paper cassette.
3. Right-click the printer icon on the taskbar, then select **Print Head Alignment**.

If the printer icon does not appear, refer to the following section to add the icon.

➔ See “From the shortcut icon on the taskbar” on page 17.

4. Follow the on-screen instructions to align the print head.

### ***Using the Print Head Alignment utility for Mac OS X***

Follow the steps below to align the print head using the Print Head Alignment utility.

1. Make sure that no lights are indicating errors.
2. Make sure A4 size paper is loaded in the sheet feeder.
3. Access the EPSON Printer Utility<sup>3</sup> dialog.  
➔ See “Accessing the printer driver for Mac OS X” on page 17.
4. Click the **Print Head Alignment** button in the Utility dialog.
5. Follow the on-screen instructions to align the print head.

### ***Using the control panel***

Follow the steps below to align the print head using the control panel.

1. Make sure that A4 size plain paper is loaded in the front paper cassette.
2. Make sure that READY appears on the LCD screen, and then press the ► **Right** button. Menu appears on the LCD screen.
3. Press the ▼ **Down** or ▲ **Up** button to select MAINTENANCE, and then press the **OK** or ► **Right** button.
4. Press the ▼ **Down** or ▲ **Up** button to select HEAD ALIGNMENT, and then press the **OK** or ► **Right** button.

5. Press the **OK** button to print the alignment pattern.
6. Look at the alignment patterns and find the square without any visible bands in sets #1 through #5.
7. Press the **▼ Down** or **▲ Up** button to select the number that corresponds to the square for sets #1 through #5.
8. Press the **OK** button to register your selection.

---

## **Cleaning Your Printer**

To keep your printer operating at its best, clean it thoroughly several times a year.



**Warning:**

*Be careful not to touch the parts inside the printer.*



**Caution:**

- Never use alcohol or thinner to clean the printer. These chemicals can damage the printer.*
- Do not apply grease to the metal parts under the print head.*
- Be careful to keep water away from the electronic components.*
- Do not spray the inside of the printer with lubricants.*
- Unsuitable oils can damage the mechanism. Contact Epson Service Center or a qualified service person if lubrication is needed.*

**Note:**

*After using the printer, close the paper support and the output tray to protect the printer from dust.*

---

## **Cleaning Inside of Your Printer**

Ink and paper build up from the rollers may affect the print quality or may prevent the paper from feeding smoothly. You can clean the inside of your printer using the control panel.



**Caution:**

*Do not use cloths to wipe inside the printer. Little pieces of thread may be built up.*

## Using the control panel

Follow the steps below to align the print head using the control panel.

1. Make sure that A4 size paper is loaded in the front paper cassette.
2. Make sure that READY appears on the LCD screen, and then press the ► **Right** button. Menu appears on the LCD screen.
3. Press the ▼ **Down** or ▲ **Up** button to select MAINTENANCE, and then press the **OK** or ► **Right** button.
4. Press the ▼ **Down** or ▲ **Up** button to select CLEANING SHEET, and then press the **OK** or ► **Right** button.
5. Press the **OK** button. The printer feeds and ejects paper.

Repeat these steps until no ink gets on the paper.

---

## Transporting Your Printer

If you need to transport your printer some distance, carefully prepare and repack it as described below. Use the original box and packing materials, or a similar box that holds the printer snugly.



**Caution:**

*When storing or transporting the printer, do not tilt it, stand it up vertically, or turn it upside down. Otherwise, ink may leak inside the printer.*

1. Plug in the printer and turn it on. Wait until the print head returns to the home position.
2. Turn off the printer and unplug its power cord.



**Caution:**

*Do not unplug the power cord during the print head is moving since the print head does not return to the home position.*

3. Disconnect the interface cable.
4. Remove all paper from the printer.

5. Confirm that the cartridge lever is in the locked position and the cartridge cover is closed.

**Caution:**

*Leave the ink cartridges and maintenance box installed to prevent the ink from leaking.*

**Note:**

*If you use the Extra High Capacity Ink Cartridge, install the default ink cartridge or Standard Capacity Ink Cartridge, or High Capacity Ink Cartridge instead when you transport the printer.*

6. Close the output tray and paper support.
7. Attach the protective materials to both sides of the printer.
8. Repack the printer and power cord in the original box.

**Note:**

- Keep the printer level during transport.*
- Be sure to remove the protective materials from the printer before using it again.*
- Do not hold the duplex unit when you lift the printer to prevent the duplex unit from becoming detached. Also, make sure that the duplex unit is attached correctly after setting up the printer.*



## Chapter 9

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# Using the Printer on a Network

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## Setting Up the Printer on a Network

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This printer can connect anywhere on your network using 10Base-T or 100Base-TX because it has a built-in Ethernet interface that supports the TCP/IP protocol.

You can make the network interface settings such as IP address by using the printer's control panel, or the applications for your computer.

### Using the printer's control panel

- ➔ See "Network setting menu" on page 128.
- ➔ See also "How to access the control panel menus" on page 124.

### Using the utilities for your computer

- ➔ See the network guide in the CD-ROM.

#### **Note:**

- To find the supported OS versions for the printer, see the following section.*
  - ➔ See "Operating System Versions" on page 10.
- Be aware that NetWare is not supported.*
- Be aware that the protocols AppleTalk, NetBEUI, WSD, and LLTD are not supported.*
- To find the bundled utilities, see the CD-ROM shipped with your printer.*
- To get more information, see the following section.*
  - ➔ See "Where To Get Help" on page 190.

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## Setting Up the Printer as the Shared Printer for Windows

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These instructions tell you how to set up your printer so users on the network can share it.

First you will set up the printer as a shared printer on the computer directly connected to it. This computer is the print server. Then you will add the printer to each network computer that will access it. Then each computer is the print server's client.

**Note:**

- ❑ *These instructions are for small networks only. To share the printer on a large network, consult your network administrator.*
- ❑ *To uninstall programs in Windows 7, Vista and Server 2008, you need an administrator account and the password if you log on as a standard user.*
- ❑ *You must log on to a Computer Administrator account to install software on Windows XP and Server 2003.*
- ❑ *You must log on to Windows 2000 as a user with administrative privileges (belonging to the Administrators group) to install software.*
- ❑ *The illustrations in the following section are from Windows XP.*

## **Setting up the print server**

Follow the steps below on the print server computer that is connected directly to the printer:

1. **Windows 7:**

Click the start button, select **Devices and Printers**.

**Windows Vista and Server 2008:**

Click the start button, select **Control Panel**, and then select **Printer** from the **Hardware and Sound** category. (If the Control Panel is in Classic View, click **Printers**.)

**Windows XP and Server 2003:**

Click **Start** and select **Control Panel**, then double-click **Printers and Faxes**. (If the Control Panel is in Category View, click **Printers and Other Hardware**, then click **Printers and Faxes**.)

**Windows 2000:**

Click **Start**, point to **Settings**, and click **Printers**.

2. **Windows 7:**

Right-click the icon for your printer, click **Printer properties**, and then click **Sharing** tab.

**Windows Vista and Server 2008:**

Right-click the icon for your printer, then click the **Change sharing options** button, and then click **Continue**.

**Windows XP, 2000 and Server 2003:**

Right-click the icon for your printer, then click **Sharing**.

3. **Windows 7, Vista, XP, Server 2008, Server 2003:**

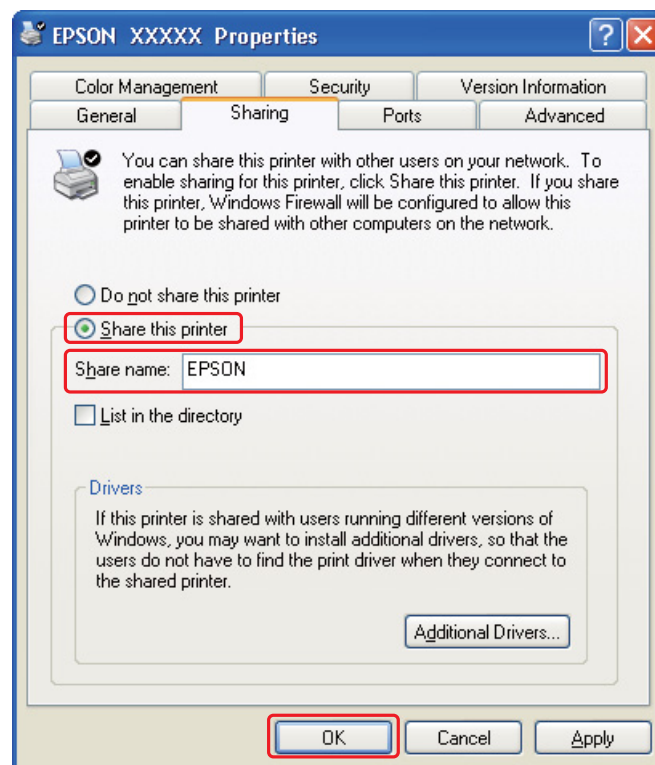
Select **Share this printer**, then type a Share name.

**Windows 2000:**

Select **Shared as**, then type a name for the shared printer.

**Note:**

*Do not use spaces or hyphens in the share name.*



If you want to setup a print server computer to allow client computers running different versions of Windows to automatically download printer drivers from the print server, click **Additional Drivers** and select the environment and the operating systems of the other computers. Click **OK**, then insert the printer software CD into the CD-ROM drive.

4. Click **OK** or **Close** (if you installed additional drivers).

## Setting up each client

Follow these steps for each client computer on the network.

### Note:

*Your printer must be set up as a shared printer on the computer to which it is connected before you can access it from another computer.*

➔ See “Setting up the print server” on page 162.

1. **Windows 7:**

Click the start button, select **Devices and Printers**.

### Windows Vista:

Click the start button, select **Control Panel**, and then select **Printer** from the **Hardware and Sound** category. (If the Control Panel is in Classic View, click **Printers**.)

### Windows XP:

Click **Start** and select **Control Panel**, then double-click **Printers and Faxes**. (If the Control Panel is in Category View, click **Printers and Other Hardware**, then click **Printers and Faxes**.)

### Windows 2000:

Click **Start**, point to **Settings**, and click **Printers**.

2. **Windows 7 and Vista:**

Click the **Add a printer** button.

### Windows XP and 2000:

Double-click the **Add Printer** icon. The Add Printer Wizard appears. Click the **Next** button.

3. **Windows 7 and Vista:**

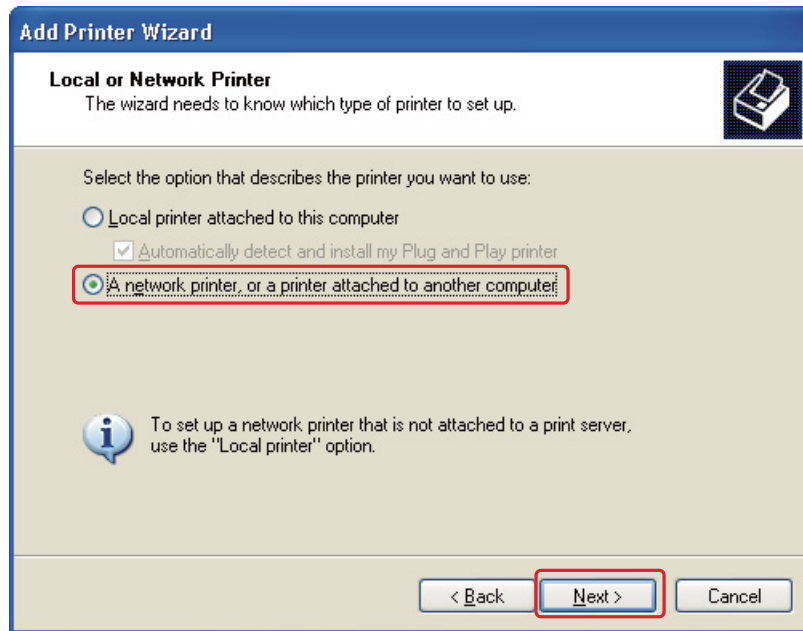
Click **Add a network, wireless or Bluetooth printer**, and then click **Next**.

### Windows XP:

Select **A network printer, or a printer attached to another computer**, then click **Next**.

**Windows 2000:**

Select **Network printer**, then click **Next**.



4. Follow the on-screen instructions to select the printer you want to use.

**Note:**


- ❑ Depending on the operating system and the configuration of the computer to which the printer is connected, the Add Printer Wizard may prompt you to install the printer driver from the printer software CD-ROM. Click the **Have Disk** button and follow the on-screen instructions.
- ❑ To monitor the status of a shared printer, EPSON Status Monitor 3 must be installed on each computer. EPSON Status Monitor 3 is automatically installed when you install the printer software from the CD-ROM by using the **Easy Install** function.

---

## Setting Up the Printer as the Shared Printer for Mac OS X

To set up your printer on a Mac OS X network, use the Printer Sharing setting. See your Macintosh documentation for details.

**Note:**

When your printer is shared on a Mac OS X network, the  EPSON Printer Utility3 icon does not appear in the Print window.

## Chapter 10

# Troubleshooting

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## Diagnosing the Problem

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Troubleshooting printer problems is best handled in two steps: first diagnose the problem, then apply likely solutions until the problem is fixed.

The information that you need to diagnose and solve most common problems is provided by online problem solving, the control panel, the status monitor utility, or by running a printer operation check. Refer to the appropriate section below.

If you have a specific problem relating to print quality, a printout problem not related to print quality, or a paper feeding problem, or if the printer does not print at all, refer to the appropriate section.

To solve a problem, you may need to cancel printing.

➔ See “Canceling Printing” on page 58.

## Error indicators

You can diagnose and solve most problems by checking the error messages on the LCD screen. If the printer stops working and displays a message on the LCD screen, refer to the section below to diagnose the problem, and then follow the recommended corrective measures.

➔ See “Status and error messages” on page 130.

## Running a printer operation check

If you are unable to determine the source of the problem, run a printer operation check to help you determine whether the problem comes from the printer or your computer.

To run a printer operation check, follow these steps.

1. Make sure both the printer and computer are turned off.
2. Disconnect the cable from the interface connector of the printer.

3. Make sure that A4 size paper is loaded in the front paper cassette.
4. Turn on the printer and make sure that READY appears on the LCD screen.
5. Press the ► **Right** button to enter Menu mode.
6. Press the ▼ **Down** or ▲ **Up** button to display TEST PRINT, and then press the **OK** or ► **Right** button.
7. Press the ▼ **Down** or ▲ **Up** button to display NOZZLE CHECK, and then press the **OK** or ► **Right** button.
8. Press the **OK** button to start printing a nozzle check pattern.

A test page prints showing a nozzle check pattern. If the pattern has gaps, you need to clean the print head.

➔ See “Cleaning the Print Head” on page 153.

- If the test page prints, the problem probably lies in your software settings, the cable, or your computer. It is also possible that your software may not be installed correctly. Try uninstalling your software and reinstalling it.
  - ➔ See “Uninstalling the Printer Software” on page 20.
- If the test page does not print, you may have a problem with your printer. Try the suggestions in the following section.
  - ➔ See “The Printer Does Not Print” on page 185.

---

## Checking Printer Status

### For Windows

**Note:**

*When you use your printer as a shared printer on a network with the following combinations of computers, the client operating systems are not able to communicate with the printer, so that some functions are not available for that particular client.*

Server	Client
Windows Vista/XP	Windows 2000

Server	Client
Windows 2000	Windows Vista/XP

### Using the progress meter

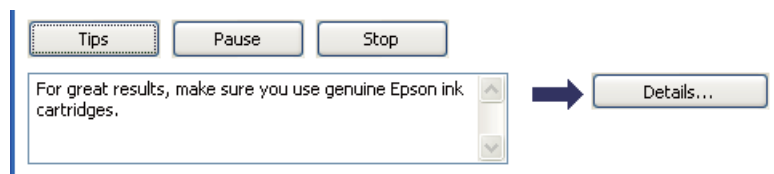
When you send a print job to the printer, the progress meter appears, as shown in the illustration below.



The progress meter indicates the progress of the current print job and provides printer status information. This window also displays error messages as well as helpful tips for better printing. Refer to the appropriate section below.

### Tips

Tips for getting the most out of your Epson printer driver appear in the text box of the progress meter window. A new tip appears every 15 seconds. For more details on the tip displayed in the window, click the **Details** button.





## Error messages

If a problem occurs during printing, an error message appears in the text box of the progress meter window. For more detailed information, click **Technical Support** to access the online User's Guide.



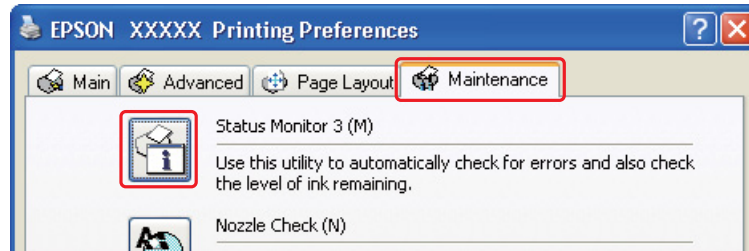
## Using EPSON Status Monitor 3

EPSON Status Monitor 3 displays detailed information on the printer status.

There are two ways to access EPSON Status Monitor 3:

- ❑ Double-click the printer shortcut icon on the Windows taskbar. If the printer icon does not appear, refer to the following section to add the icon.
  - ➔ See “From the shortcut icon on the taskbar” on page 17.

- ❑ Open the printer driver, click the **Maintenance** tab, then click the **Status Monitor 3** button.



When you access EPSON Status Monitor 3, the following window appears:



EPSON Status Monitor 3 provides the following information:

- ❑ **Ink Status:**  
EPSON Status Monitor 3 provides a graphic display of the ink status. To see the detailed information on ink cartridge, click **Information** in the Ink Levels.

- ❑ **Maintenance box Status:**  
EPSON Status Monitor 3 provides a graphic display of the maintenance box status.
- ❑ **Technical Support:**  
You can access the online User's Guide from EPSON Status Monitor 3. If you encounter a problem, click **Technical Support** in the EPSON Status Monitor 3 window.

## ***For Mac OS X***

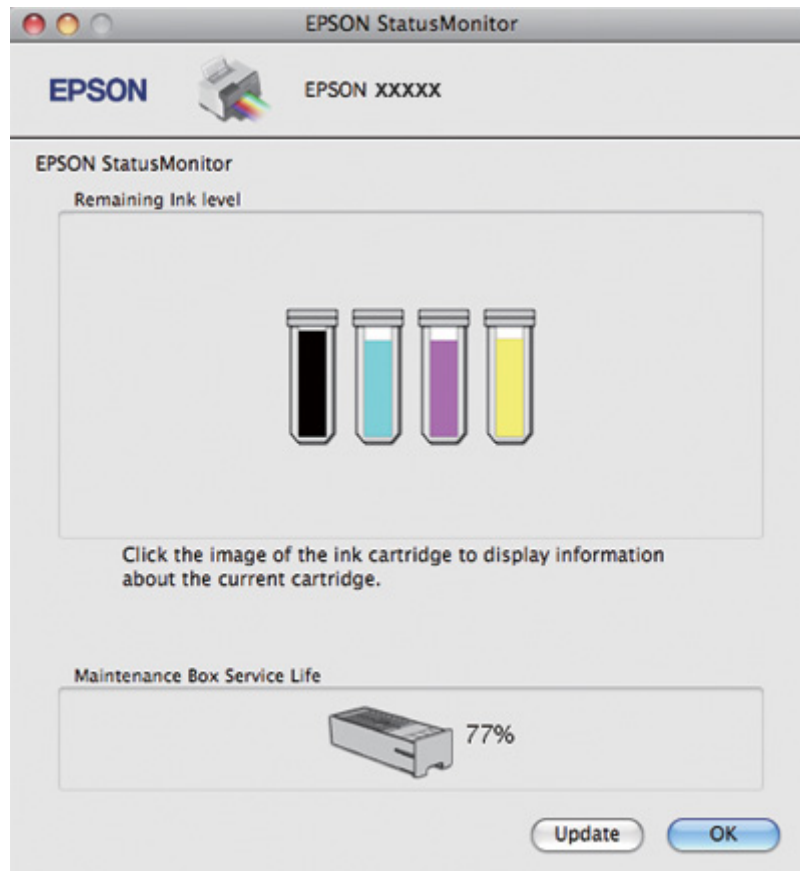
### ***Using EPSON StatusMonitor***

If EPSON StatusMonitor detects a printer problem, it will inform you with an error message.

Follow these steps to access EPSON StatusMonitor.

1. Access the EPSON Printer Utility3.
  - ➔ See “Accessing the printer driver for Mac OS X” on page 17.

2. Click the **EPSON StatusMonitor** button. The EPSON StatusMonitor appears.



## The Paper Jams



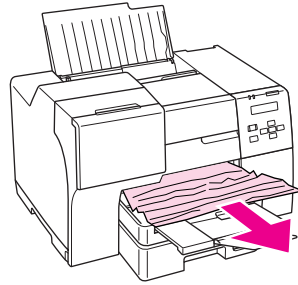
### Caution:

*Pull out the jammed paper gently. If you remove the jammed paper with force, torn pieces may stay inside the printer or the printer may be damaged.*

1. Press the **OK** button to eject the jammed paper.
2. If the error does not clear, turn off the printer and remove all of the paper inside, including any torn pieces. Refer to the appropriate section below.

**In the output tray:**

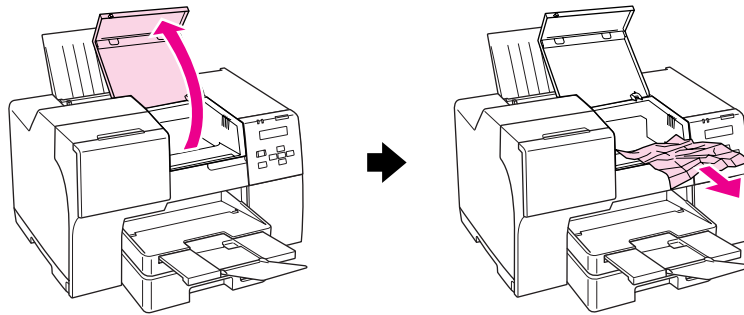
Gently pull out the jammed paper forward.

**Inside the printer:**

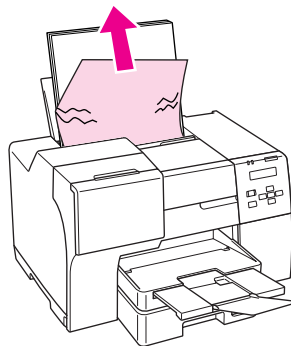
Open the front printer cover, and then gently pull out the jammed paper forward.

**Caution:**

*Be careful not to touch the components indicated on the label inside the printer.*

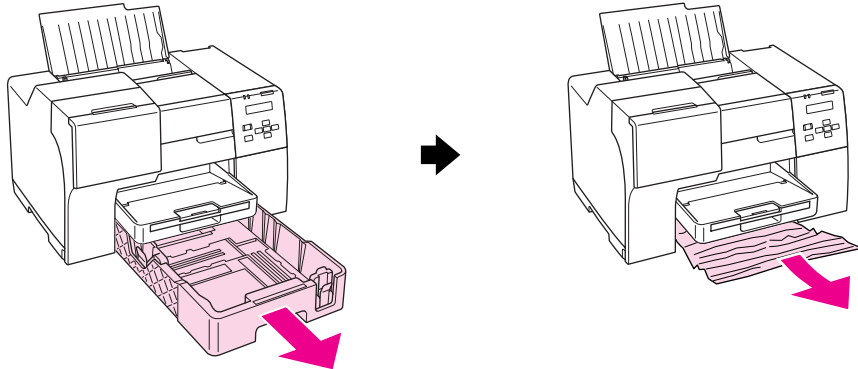
**In the rear sheet feeder:**

Gently pull out the jammed paper upward.

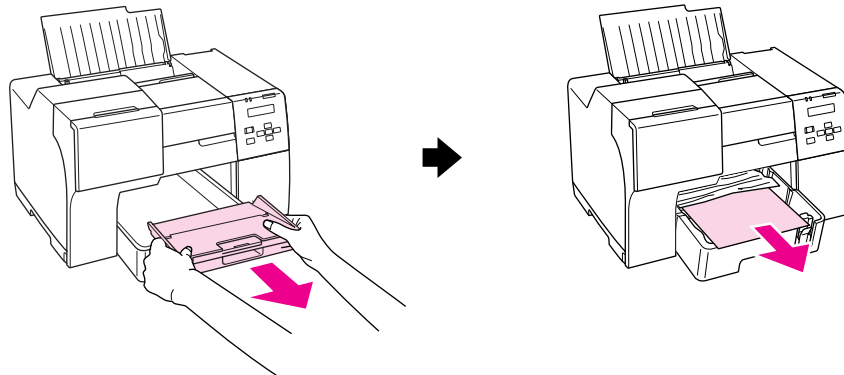


**In the front paper cassette:**

Close the output tray and pull out the front paper cassette. Then gently pull out the jammed paper forward.

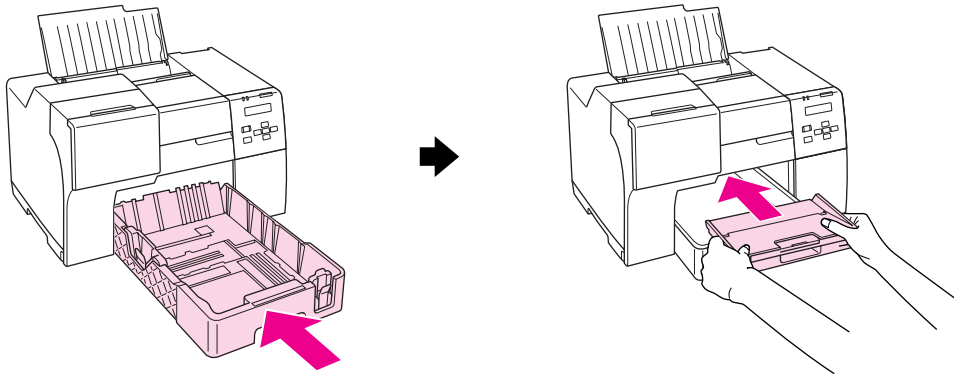
**Note:**

- ❑ *If you cannot pull out the front paper cassette, pull out the output tray first and remove all paper that is set in the front paper cassette.*



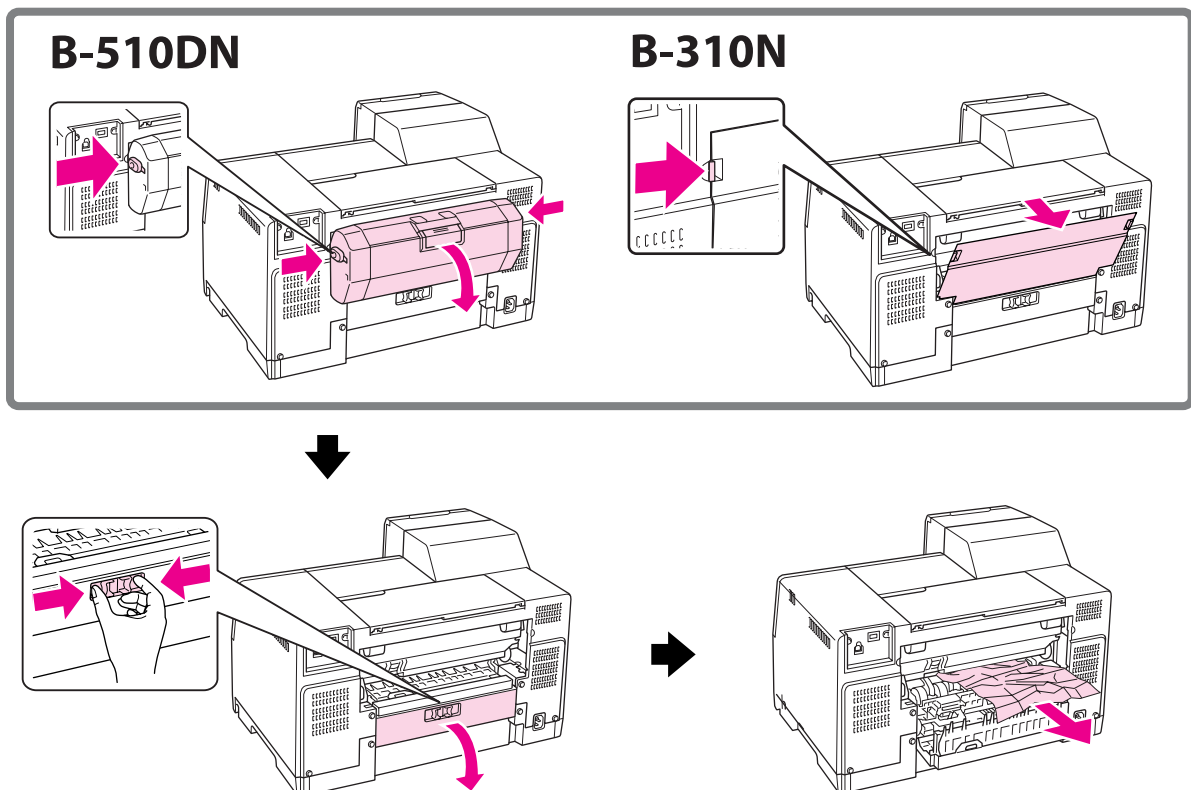
*Then pull out the front paper cassette and gently pull out the jammed paper forward.*

- ❑ After you remove the jammed paper and insert the front paper cassette, reinsert the output tray into the printer.



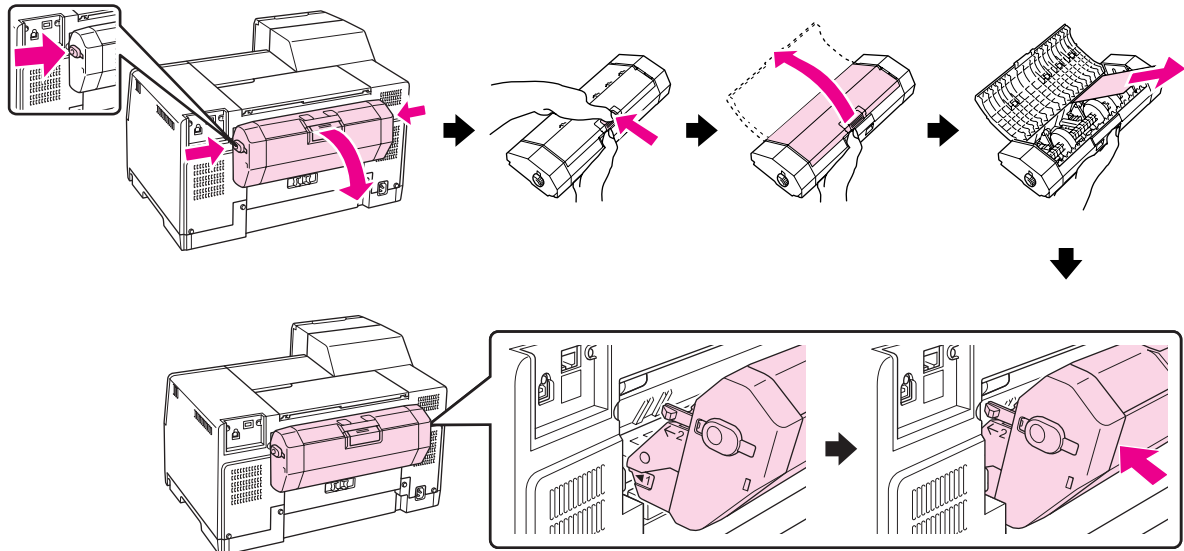
**In the back of the printer:**

Remove the duplex unit (B-510DN) or the upper rear printer cover (B-310N) and open the lower rear printer cover. Then gently pull out the jammed paper.



**In the duplex unit:**

Remove the duplex unit and open the cover of the duplex unit. Then, gently remove the jammed paper.



3. Close the printer cover and turn on the printer.
4. Reload the paper and press the **OK** button to resume printing.

**Note:**

*If you cannot easily remove a foreign object, do not use force and do not disassemble the printer. Contact Epson Service Center for assistance.*

➔ See “Contacting Epson Support” on page 190.

If your paper jams frequently, make sure of the following:




- The paper is smooth, not curled or wrinkled.
- You are using high quality paper.
- The printable side of the paper is face up in the rear sheet feeder and face down in the front paper cassette.
- The paper stack was fanned before loading.
- The paper is not loaded above the  $\equiv$  arrow mark inside the edge guide.



- ❑ The number of sheets in the paper stack does not exceed the limit specified for that paper.
  - ➔ See “Loading capacities for Epson special media” on page 24.
- ❑ The left edge guide is snug against the left edge of the paper.
- ❑ The printer is on a flat, stable surface that extends beyond the base in all directions. The printer will not operate properly if it is tilted.

## Print Quality Problems

If you are having print quality problems, then compare it with the illustrations below. Click the caption under the illustration that best resembles your printout.

<p>enthalten alle Aufdruck. W J 5008 "Regel</p> <p>Good sample</p>	 <p>Good sample</p>
<p>enthalten alle Aufdruck. W J 5008 "Regel</p> <p>"Horizontal banding" on page 178</p>	<p>enthalten alle Aufdruck. W J 5008 "Regel</p> <p>"Vertical misalignment or banding" on page 178</p>
 <p>"Horizontal banding" on page 178</p>	 <p>"Vertical misalignment or banding" on page 178</p>



"Incorrect or missing colors" on page 179



"Blurry or smeared printout" on page 179

## **Horizontal banding**

- Make sure the printable side of the paper is face up in the rear sheet feeder and face down in the front paper cassette.
- Run the Head Cleaning utility to clear any clogged ink nozzles.
  - ➔ See "Cleaning the Print Head" on page 153.
- Use up ink cartridges within six months of opening vacuum package.
- Try to use genuine Epson ink cartridges.
- Check the ink cartridge status.
  - ➔ See "Checking the ink cartridge status" on page 137.

If the graphic displays the ink is low or expended, replace the appropriate ink cartridge.

➔ See "Replacing an ink cartridge" on page 142.

- Make sure the paper type selected in the printer driver is appropriate for the type of paper loaded in the printer.
  - ➔ See "Selecting the Correct Paper Type" on page 34.

## **Vertical misalignment or banding**

- Make sure the printable side of the paper is face up in the rear sheet feeder and face down in the front paper cassette.
- Run the Head Cleaning utility to clear any clogged ink nozzles.
  - ➔ See "Cleaning the Print Head" on page 153.
- Run the Print Head Alignment utility.
  - ➔ See "Aligning the Print Head" on page 156.

- ❑ Clear the **High Speed** check box from the Advanced window in your printer driver (Windows). See the printer driver online help for details.
- ❑ Make sure the paper type selected in the printer driver is appropriate for the type of paper loaded in the printer.
  - ➔ See “Selecting the Correct Paper Type” on page 34.

### ***Incorrect or missing colors***

- ❑ For Windows, clear the **Grayscale** setting in the Main or Advanced window in your printer driver.

For Mac OS X, change the Color setting to **Color** in Print Settings dialog in the Print dialog of your printer driver.

See the printer driver online help for details.
- ❑ Adjust the color settings in your application or in your printer driver settings.

For Windows, confirm the settings in the Advanced window.

For Mac OS X, confirm the settings in the Print Settings dialog from the Print dialog.

See the printer driver online help for details.
- ❑ Run the Head Cleaning utility.
  - ➔ See “Cleaning the Print Head” on page 153.
- ❑ Check the ink cartridge status.
  - ➔ See “Checking the ink cartridge status” on page 137.

If the graphic displays the ink is low or expended, replace the appropriate ink cartridge.

  - ➔ See “Replacing an ink cartridge” on page 142.
- ❑ If your paper runs out, replace it as soon as possible. If the printer is left without paper for a long period of time, the colors of your next print job may be incorrect.

### ***Blurry or smeared printout***

- ❑ Use only paper recommended by Epson.
  - ➔ See “Paper, Consumables, and Options” on page 203.

- ❑ Make sure the printer is on a flat, stable surface that extends beyond the base in all directions. The printer will not operate properly if it is tilted.
- ❑ Make sure your paper is not damaged, dirty, or too old.
- ❑ Make sure your paper is dry and the printable side is facing up in the rear sheet feeder and facing down in the front paper cassette.
- ❑ If the paper is curled toward the printable side, flatten it or curl it slightly in the opposite direction.
- ❑ Make sure the paper type selected in the printer driver is appropriate for the type of paper loaded in the printer.
  - ➔ See “Selecting the Correct Paper Type” on page 34.
- ❑ Remove each sheet from the output tray as it is printed.
- ❑ If you are printing on glossy media, place a support sheet (or a sheet of plain paper) beneath the stack, or load only one sheet at a time.
- ❑ Do not touch or allow anything to come into contact with the printed side of paper with a shiny finish. To handle your printouts, follow the instructions on the sheet packed with the paper.
- ❑ Adjust the print density for the automatic 2-sided printing.
  - ➔ See “2-Sided Printing” on page 61.
- ❑ (For Windows)  
Adjust the print density for manual 2-sided printing or 1-sided printing. Access the printer driver, click the **Maintenance** tab, click the **Extended Settings** button, and move the **Print Density** slider to the left.
- ❑ Run the Head Cleaning utility.
  - ➔ See “Cleaning the Print Head” on page 153.
- ❑ If the paper is smeared with ink after printing, clean the interior of the printer.
  - ➔ See “Cleaning Inside of Your Printer” on page 158.

---

## ***Miscellaneous Printout Problems***

### ***Incorrect or garbled characters***

- ❑ Turn off the printer and computer. Make sure the printer's interface cable is securely plugged in.

- ❑ Uninstall the printer driver, then reinstall it.
  - ➔ See “Uninstalling the Printer Software” on page 20.

### ***Print position is incorrect***

- ❑ Confirm the margin settings in your application. Make sure that the margins are within the printable area of the page.
  - ➔ See “Printable area” on page 207.

- ❑ Make sure the printer driver settings are appropriate for the paper size you are using.

For Windows, confirm the settings in the Main Window.

For Mac OS X, confirm the settings in the Page Setup dialog or Print dialog.

See the printer driver online help for details.

- ❑ (For Windows)  
Adjust the offset settings for manual 2-sided printing or 1-sided printing. To adjust the settings, access the printer driver, click the **Maintenance** tab, click the **Extended Settings** button, and move the **Top** and **Left** slider in the **Offset** to the appropriate position.
- ❑ Uninstall the printer driver, then reinstall it.
  - ➔ See “Uninstalling the Printer Software” on page 20.

### ***Printout has a slight slant***

Make sure that the paper is loaded into the front paper cassette or the rear sheet feeder correctly.

- ➔ See “Loading Paper” on page 25.

### ***Inverted image***

- ❑ Clear the **Mirror Image** check box in the settings from your printer driver, or turn off the Mirror Image setting in your application.

For Windows, confirm the settings in the Page Layout window.

For Mac OS X, confirm the settings in the Print Settings dialog in the Print dialog.

For instructions, see the online help for your printer driver or for your application.

- ❑ Uninstall the printer driver, then reinstall it.
  - ➔ See “Uninstalling the Printer Software” on page 20.

### ***Blank pages print***

- ❑ Make sure the printer driver settings are appropriate for the paper size you are using.
  - For Windows, confirm the settings in the Main window.
  - For Mac OS X, confirm the settings in the Page Setup dialog or Print dialog.
  - See the printer driver online help for details.
- ❑ Confirm the **Skip Blank Page** setting from your printer driver.
  - For Windows, click the **Speed & Progress** button on the Maintenance window.
  - For Mac OS X, confirm the Extension Settings in the Print dialog.
  - If it is selected, blank pages in your data are not printed.
- ❑ Uninstall the printer driver, then reinstall it.
  - ➔ See “Uninstalling the Printer Software” on page 20.

After trying one or more of these solutions, run a printer operation check to check your results.  
➔ See “Running a printer operation check” on page 166.

### ***Printed side is smeared or scuffed***

- ❑ If the paper is curled toward the printable side, flatten it or curl it slightly in the opposite direction.
- ❑ Clear the **High Speed** check box in the settings from your printer driver.
  - For Windows, confirm the settings in the Advanced window.
  - For Mac OS X, confirm the settings in the Print Settings dialog in the Print dialog.
  - See the printer driver online help for details.
- ❑ Uninstall the printer driver, then reinstall it.
  - ➔ See “Uninstalling the Printer Software” on page 20.

## ***Printing is too slow***

- ❑ Make sure the paper type selected in the printer driver is appropriate for the type of paper loaded in the printer.
  - ➔ See “Selecting the Correct Paper Type” on page 34.

- ❑ For Windows, clear all customized settings and select **Text** as the Quality Option from your printer driver's Main window.

For Mac OS X, clear all customized settings and select **Automatic** as the Mode and move the slider to **Speed** in the Print Settings dialog in the Print dialog of your printer driver. See the printer driver online help for details.

- ➔ See “Accessing the printer driver for Windows” on page 16.
- ➔ See “Accessing the printer driver for Mac OS X” on page 17.

- ❑ Close any unnecessary applications.
- ❑ If you print continuously for an extended period, printing may become extremely slow. This is to prevent the printer mechanism from overheating and being damaged. If this happens, you can continue to print, but we recommend stopping and leaving the printer idle for at least thirty minutes with the power on. (The printer does not recover with the power off.) After you restart, the printer will print at normal speed.
- ❑ This printer checks the print head on a regular basis to keep the print head clean and to ensure you receive premium print quality. If the print head nozzles are clogged, the printer automatically cleans the print head. During self-checking, and during self-cleaning operation, the print speed may decrease.
- ❑ Uninstall the printer driver, then reinstall it.
  - ➔ See “Uninstalling the Printer Software” on page 20.

If you try all of the methods above and cannot solve the problem, see the following:

- ➔ See “Increasing the Print Speed (for Windows only)” on page 187.

---

## ***Paper Does Not Feed Correctly***

### ***Paper does not feed***

Remove the stack of paper and make sure of the following:

- The paper is not curled or creased.
- The paper is not too old. See the instructions that came with the paper for more information.
- The paper fits under the  $\cong$  arrow mark inside the edge guide.
- The number of sheets in the paper stack does not exceed the limit specified for the media.  
➔ See “Loading capacities for Epson special media” on page 24.
- Paper is not jammed inside the printer. If it is, remove the jammed paper.  
➔ See “The Paper Jams” on page 172.
- The  $\blacklozenge$  Ink status light is not on.
- You have followed any special loading instructions that came with your paper. Load the paper again.  
➔ See “Loading Paper” on page 25.

### ***Multiple pages feed***

- Make sure the paper stack fits under the  $\cong$  arrow mark inside the edge guide.
- Make sure the left edge guide is snug against the left edge of the paper.
- Make sure the paper is not curled or folded. If so, flatten it or curl it slightly toward the opposite side before loading.
- Remove the stack of paper and make sure that the paper is not too thin.  
➔ See “Paper” on page 206.
- Fan the edges of the stack to separate the sheets, then reload the paper.
- If too many copies of a file are being printed, confirm the Copies setting in your printer driver as follows, and also confirm in your application.

For Windows, confirm the Copies setting on the Page Layout window.

For Mac OS X 10.3 and 10.4, confirm the Copies setting in the Copies & Pages setting in the Print dialog.

For Mac OS X 10.5, confirm the Copies setting in the Print dialog.

See the printer driver online help for details.



## ***Paper is improperly loaded***

If you have loaded the paper too far into the printer, the printer cannot feed the paper correctly. Turn off the printer and gently remove the paper. Then turn on the printer and reload the paper correctly.

## ***Paper is not ejected fully or is wrinkled***

- Clear the jammed paper as explained in “The Paper Jams” on page 172. Also, confirm the Paper Size setting in your application or printer settings. See the online help for details.
- If the paper is wrinkled when it comes out, it may be damp or too thin. Load a new stack of paper.


**Note:**

*Store any unused paper in its original packaging in a dry area.*

---

## ***The Printer Does Not Print***

### ***All lights are off***

- Press the  **Power** button to make sure the printer is on.
- Turn off the printer and make sure that the power cord is securely plugged in.
- Make sure that your outlet works and is not controlled by a wall switch or timer.

### ***Lights came on and then went out***

The printer's voltage may not match the outlet rating. Turn off the printer and unplug it immediately. Then check the label on the back of the printer.





**Caution:**

*If the voltage does not match, DO NOT PLUG YOUR PRINTER BACK IN. Contact Epson Service Center.*

➔ *See “Contacting Epson Support” on page 190.*

## ***The Power light is on***

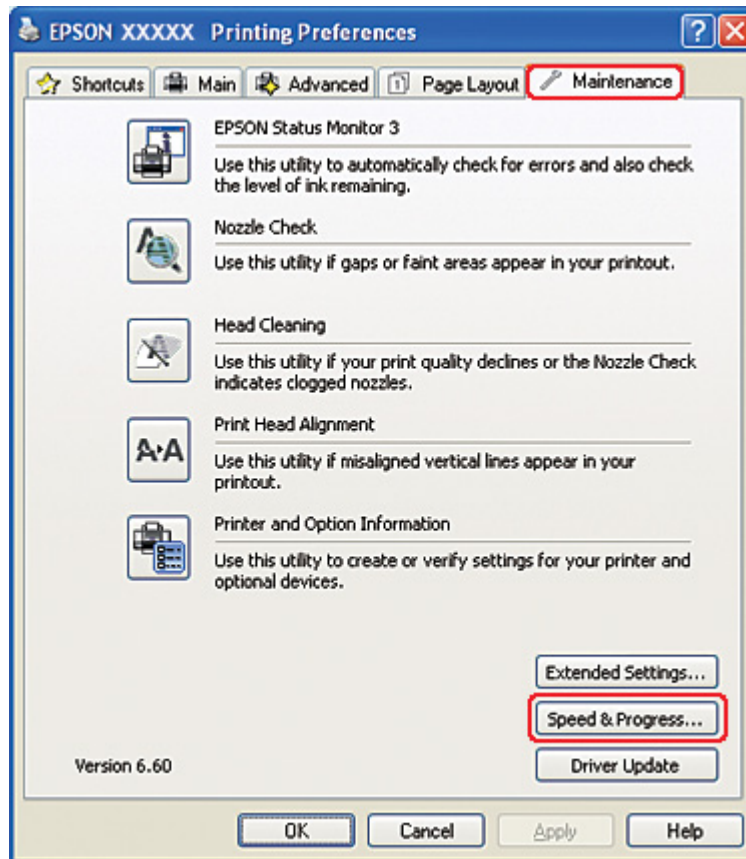
- ❑ If no buttons are pressed for 3 minutes, all lights other than the  Power light automatically turn off to save energy. Press any button (except the  Power button) to return the control panel to its previous state.
- ❑ Turn off the printer and computer. Make sure the printer's interface cable is securely plugged in.
- ❑ If you are using the USB interface, make sure your cable meets the USB 1.1 or 2.0 standards.
- ❑ If you are connecting the printer to your computer via a USB hub, connect the printer to the first-tier hub from your computer. If the printer driver is still not recognized on your computer, try to directly connect the printer to your computer without the USB hub.
- ❑ If you are connecting the printer to your computer via a USB hub, make sure the USB hub device is recognized by your computer.
- ❑ Turn off the printer and the computer, disconnect the printer's interface cable, then print an operation check page.
  - ➔ See "Running a printer operation check" on page 166.

If the check page prints correctly, make sure the printer driver and your application are installed correctly.

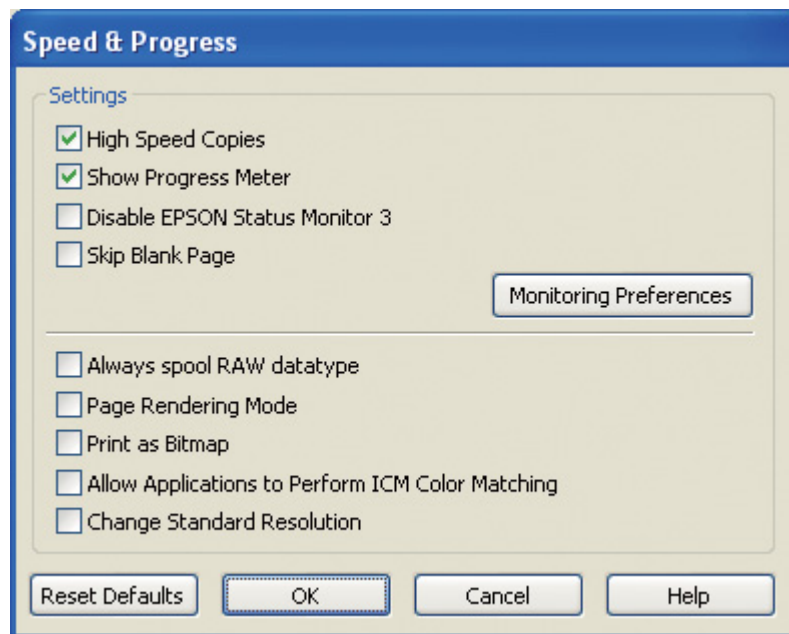
- ❑ If you are trying to print a large image, your computer may not have enough memory. Try reducing the resolution of your image or printing the image at a smaller size. You may need to install more memory in your computer.
- ❑ Uninstall the printer driver, then reinstall it.
  - ➔ See "Uninstalling the Printer Software" on page 20.

## Increasing the Print Speed (for Windows only)

Print speed may be increased by selecting certain settings in the Speed & Progress window when the printing speed is slow. Click the **Speed & Progress** button on your printer driver's Maintenance window.



The following dialog box appears.



The table below lists the factors affecting print speed.

<b>Print speed</b>	<b>Faster</b>	<b>Slower</b>
High Speed Copies	On	Off
Always spool RAW datatype	On	Off
Page Rendering Mode	On	Off
Print as Bitmap	On	Off

For more details on each item, see the online help.

---

## **Other Problems**

### **Print head cleaning does not start**

- ❑ Make sure that no lights are indicating errors. If any error occurs, recover from the error status.
  - ➔ See “Error indicators” on page 166.
- ❑ Make sure that sufficient ink remains for printing. If the ink cartridge is expended, replace the cartridge.
  - ➔ See “Replacing an ink cartridge” on page 142.

### **The color ink is consumed even when printing in black ink only**

Not only the black ink but also the color ink are consumed during the following operations: print head cleaning, print head self-check, and self-cleaning.

### **Printing plain paper quietly**

When **plain papers** is selected as the Paper Type setting and **Normal** or **Fine** is selected as the Print Quality setting in the printer driver, the printer prints at high speed. Try choosing **Quiet Mode** for quieter operation which will reduce the print speed.

For Windows, select the **Quiet Mode** check box in the Main or Advanced window of your printer driver.

For Mac OS X, select **Print Settings** in the Print dialog box of your printer driver. Then select the **Quiet Mode** check box in Advanced mode.

### **Feel a slight electric shock when you touch the printer (short-circuit)**

If you use the outlet on the same circuit as other peripheral devices, you may feel a slight electric shock when you touch the printer. In this case, it is recommended to ground from the computer that the printer connects to.

## Appendix A

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### **Where To Get Help**

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#### **Technical Support Web Site**

Epson's Technical Support Web Site provides help with problems that cannot be solved using the troubleshooting information in your product documentation. If you have a Web browser and can connect to the Internet, access the site at:

<http://support.epson.net/>

If you need the latest drivers, FAQs, manuals, or other downloadables, access the site at:

<http://www.epson.com>

Then, select the support section of your local Epson Web site.

---

#### **Contacting Epson Support**

##### **Before Contacting Epson**

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

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

- Product serial number  
(The serial number label is usually on the back of the product.)
- Product model
- Product software version  
(Click **About**, **Version Info**, or similar button in the product software.)
- Brand and model of your computer

- Your computer operating system name and version
- Names and versions of the software applications you normally use with your product

## **Help for Users in North America**

Epson provides the technical support services listed below.

### **Internet Support**

Visit Epson's support website at <http://epson.com/support> and select your product for solutions to common problems. You can download drivers and documentation, get FAQs and troubleshooting advice, or e-mail Epson with your questions.

### **Speak to a Support Representative**

Dial: (562) 276-1300 (U.S.), or (905) 709-9475 (Canada), 6 am to 6 pm, Pacific Time, Monday through Friday. Days and hours of support are subject to change without notice. Toll or long distance charges may apply.

Before you call Epson for support, please have the following information ready:

- Product name
- Product serial number
- Proof of purchase (such as a store receipt) and date of purchase
- Computer configuration
- Description of the problem

**Note:**

*For help using any other software on your system, see the documentation for that software for technical support information.*

### **Purchase Supplies and Accessories**

You can purchase genuine Epson ink cartridges, ribbon cartridges, paper, and accessories from an Epson authorized reseller. To find the nearest reseller, call 800-GO-EPSON (800-463-7766). Or you can purchase online at <http://www.epsonstore.com> (U.S. sales) or <http://www.epson.ca> (Canadian sales).

## ***Help for Users in Europe***

Check your **Pan-European Warranty Document** for information on how to contact Epson support.

## ***Help for Users in Australia***

Epson Australia wishes to provide you with a high level of customer service. In addition to your product documentation, we provide the following sources for obtaining information:

### ***Your Dealer***

Don't forget that your dealer can often help identify and resolve problems. The dealer should always be the first call for advice on problems; they can often solve problems quickly and easily as well as give advice on the next step to take.

### ***Internet URL <http://www.epson.com.au>***

Access the Epson Australia World Wide Web pages. Worth taking your modem here for the occasional surf! The site provides a download area for drivers, Epson contact points, new product information and technical support (e-mail).

### ***Epson Helpdesk***

Epson Helpdesk is provided as a final backup to make sure our clients have access to advice. Operators on the Helpdesk can aid you in installing, configuring and operating your Epson product. Our Pre-sales Helpdesk staff can provide literature on new Epson products and advise where the nearest dealer or service agent is located. Many types of queries are answered here.

The Helpdesk numbers are:

Phone: 1300 361 054

Fax: (02) 8899 3789

We encourage you to have all the relevant information on hand when you ring. The more information you prepare, the faster we can help solve the problem. This information includes your Epson product documentation, type of computer, operating system, application programs, and any information you feel is required.



## ***Help for Users in Singapore***

Sources of information, support, and services available from Epson Singapore are:

### ***World Wide Web (<http://www.epson.com.sg>)***

Information on product specifications, drivers for download, Frequently Asked Questions (FAQ), Sales Enquiries, and Technical Support via e-mail are available.

### ***Epson HelpDesk (Phone: (65) 6586 3111)***

Our HelpDesk team can help you with the following over the phone:

- Sales enquiries and product information
- Product usage questions or problems
- Enquiries on repair service and warranty

## ***Help for Users in Thailand***

Contacts for information, support, and services are:

### ***World Wide Web (<http://www.epson.co.th>)***

Information on product specifications, drivers for download, Frequently Asked Questions (FAQ), and e-mail are available.

### ***Epson Hotline (Phone: (66)2685-9899)***

Our Hotline team can help you with the following over the phone:

- Sales enquiries and product information
- Product usage questions or problems
- Enquiries on repair service and warranty

## ***Help for Users in Vietnam***

Contacts for information, support, and services are:

Epson Hotline  
(Phone): 84-8-823-9239

Service Center: 80 Truong Dinh Street, District 1, Hochiminh City  
Vietnam

## ***Help for Users in Indonesia***

Contacts for information, support, and services are:

### ***World Wide Web (<http://www.epson.co.id>)***

- Information on product specifications, drivers for download
- Frequently Asked Questions (FAQ), Sales Enquiries, questions through e-mail

### ***Epson Hotline***

- Sales enquiries and product information
- Technical support

Phone (62) 21-572 4350

Fax (62) 21-572 4357

### ***Epson Service Center***

Jakarta Mangga Dua Mall 3rd floor No 3A/B  
Jl. Arteri Mangga Dua,  
Jakarta

Phone/Fax: (62) 21-62301104

Bandung Lippo Center 8th floor  
Jl. Gatot Subroto No.2  
Bandung

Phone/Fax: (62) 22-7303766

Surabaya	Hitech Mall It IIB No. 12 Jl. Kusuma Bangsa 116 – 118 Surabaya  Phone: (62) 31-5355035 Fax: (62)31-5477837
Yogyakarta	Hotel Natour Garuda Jl. Malioboro No. 60 Yogyakarta  Phone: (62) 274-565478
Medan	Wisma HSBC 4th floor Jl. Diponegoro No. 11 Medan  Phone/Fax: (62) 61-4516173
Makassar	MTC Karebosi Lt. III Kav. P7-8 Jl. Ahmad Yani No.49 Makassar  Phone: (62)411-350147/411-350148

## ***Help for Users in Hong Kong***

To obtain technical support as well as other after-sales services, users are welcome to contact Epson Hong Kong Limited.

### ***Internet Home Page***

Epson Hong Kong has established a local home page in both Chinese and English on the Internet to provide users with the following information:

- Product information
- Answers to Frequently Asked Questions (FAQs)
- Latest versions of Epson product drivers

Users can access our World Wide Web home page at:

<http://www.epson.com.hk>

### **Technical Support Hotline**

You can also contact our technical staff at the following telephone and fax numbers:

Phone: (852) 2827-8911

Fax: (852) 2827-4383

### **Help for Users in Malaysia**

Contacts for information, support, and services are:

#### **World Wide Web (<http://www.epson.com.my>)**

- Information on product specifications, drivers for download
- Frequently Asked Questions (FAQ), Sales Enquiries, questions through e-mail

#### **Epson Trading (M) Sdn. Bhd.**

Head Office.

Phone: 603-56288288

Fax: 603-56288388/399

#### **Epson Helpdesk**

- Sales enquiries and product information (Infoline)

Phone: 603-56288222

- Enquiries on repair services & warranty, product usage and technical support (Techline)

Phone: 603-56288333

## Help for Users in India

Contacts for information, support, and services are:

### World Wide Web (<http://www.epson.co.in>)

Information on product specifications, drivers for download, and products enquiry are available.

### Epson India Head Office - Bangalore

Phone: 080-30515000

Fax: 30515005

### Epson India Regional Offices:

Location	Telephone number	Fax number
Mumbai	022-28261515 /16/17	022-28257287
Delhi	011-30615000	011-30615005
Chennai	044-30277500	044-30277575
Kolkata	033-22831589 / 90	033-22831591
Hyderabad	040-66331738/ 39	040-66328633
Cochin	0484-2357950	0484-2357950
Coimbatore	0422-2380002	NA
Pune	020-30286000 /30286001/30286002	020-30286000
Ahmedabad	079-26407176 / 77	079-26407347

### Helpline

For Service, Product info or to order a cartridge - 18004250011 (9AM - 9PM) - This is a Toll-free number.

For Service (CDMA & Mobile Users) - 3900 1600 (9AM - 6PM) Prefix local STD code

## ***Help for Users in the Philippines***

To obtain technical support as well as other after sales services, users are welcome to contact the Epson Philippines Corporation at the telephone and fax numbers and e-mail address below:

Trunk Line:	(63-2) 706 2609
Fax:	(63-2) 706 2665
Helpdesk Direct Line:	(63-2) 706 2625
E-mail:	epchelpdesk@epc.epson.com.ph

**World Wide Web** (<http://www.epson.com.ph>)

Information on product specifications, drivers for download, Frequently Asked Questions (FAQ), and E-mail Enquiries are available.

**Toll-Free No. 1800-1069-EPSON(37766)**

Our Hotline team can help you with the following over the phone:

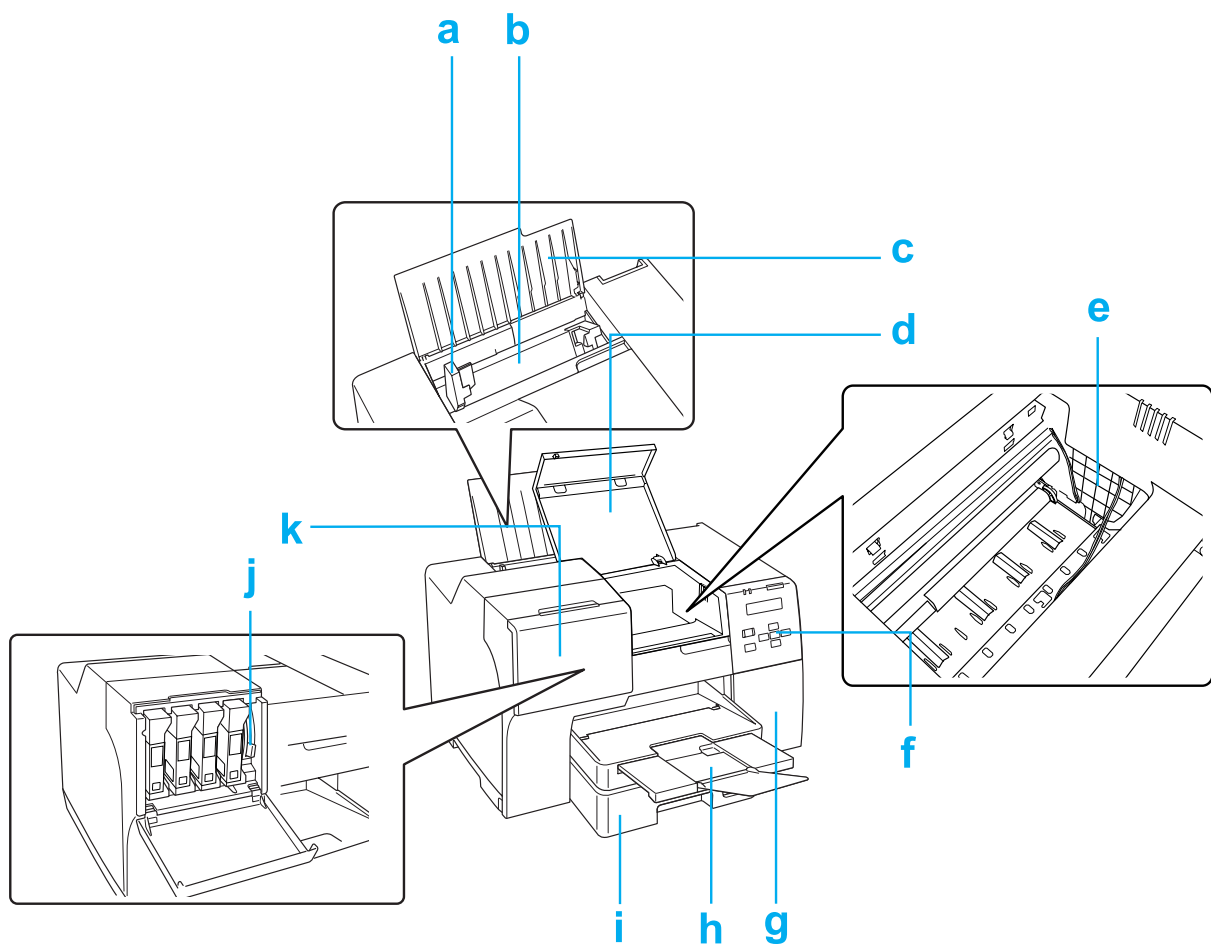
- Sales enquiries and product information
- Product usage questions or problems
- Enquiries on repair service and warranty

## Appendix B

### Product Information

#### Printer Parts

##### Front view



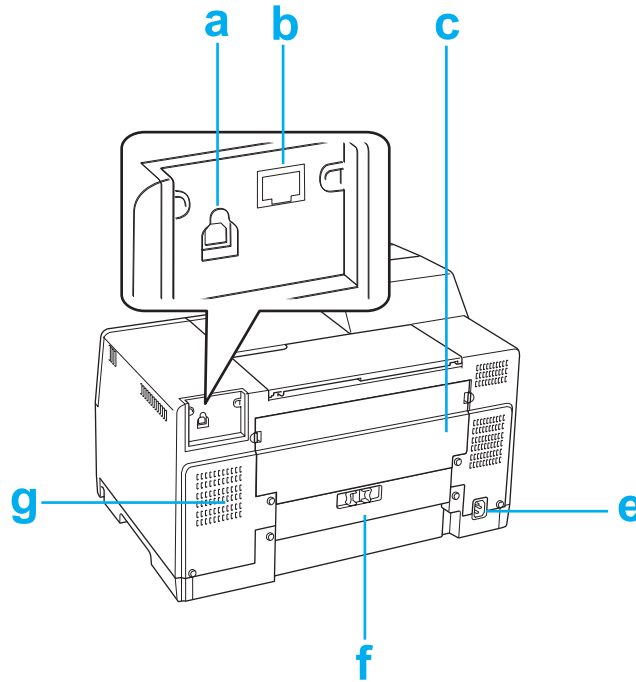
- a. Edge guide: Holds your paper straight in the rear sheet feeder. Move it to the edge of your paper.
- b. Rear sheet feeder: Holds your paper and feeds it for printing.

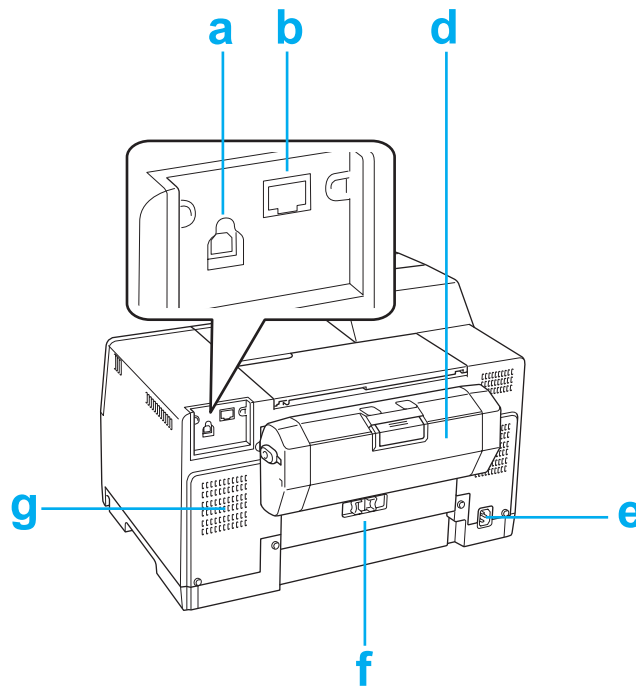
- c. Paper support: Supports the paper loaded in the rear sheet feeder.
- d. Front printer cover: Covers the printing mechanism. Open only when the paper jams.
- e. Print Head: Prints ink on your paper.
- f. Control panel: Use the buttons and monitor the LCD screen and lights to control your printer.  
➔ See “Using the Control Panel” on page 121.
- g. Maintenance box cover: Covers the maintenance box. Open only when replacing the maintenance box.
- h. Output tray: Holds the ejected paper.
- i. Front paper cassette (Front Tray): Holds your paper and feeds it for printing.
- j. Cartridge lever: Locks the installed ink cartridges.
- k. Cartridge cover: Covers the ink cartridges. Open when replacing the ink cartridges. When using the extra high capacity ink cartridge, leave opened.



**Rear view**

**B-310N**



**B-510DN**

- a. USB connector: Connects the USB cable from your computer to the printer.
- b. Ethernet connector: Connects the 10Base-T/100Base-TX cable from your computer to the printer.
- c. Upper rear printer cover: Covers the printing mechanism. Open when attaching the duplex unit and when the paper jams in the back of the printer.
- d. Duplex unit (Duplexer): Prints 2-sided printing automatically.
- e. AC inlet: Connects the power cord.
- f. Rear printer cover: Covers the printing mechanism. Open only when the paper jams.
- g. Vent hole: Ejects the heated air from the printer.

## Paper, Consumables, and Options

### Paper

Epson offers specially-designed paper and other print media for all your printing needs.

**Note:**

You can find the part numbers for the following Epson special papers on the Epson support Web site.

➔ See “Technical Support Web Site” on page 190.

Paper	Size
Epson Bright White Ink Jet Paper	A4
Epson Matte Paper-Heavyweight	A4
Epson Double-Sided Matte Paper	A4
Epson Photo Quality Ink Jet Paper	A4
Epson Photo Quality Self Adhesive Sheet	A4
Epson Professional Flyer Paper	A4
Epson Photo Paper	A4

**Note:**

The availability of paper varies by location.

### Ink cartridges

You can use the following ink cartridges with this printer:

Ink cartridge	Part numbers			
	B-510DN			B-310N
	Standard capacity	High capacity	Extra High capacity	
Black	T6161	T6171	T6181	T6161
Cyan	T6162	T6172	–	T6162

Ink cartridge	Part numbers			
	B-510DN			B-310N
	Standard capacity	High capacity	Extra High capacity	
Magenta	T6163	T6173	–	T6163
Yellow	T6164	T6174	–	T6164

**Note:**

*Ink cartridge part numbers vary by location.*

## **Maintenance box**

You can use the following maintenance box with this printer:

	Part number
Maintenance Box	T6190

## **Duplex unit (B-310N users only)**

You can use the following duplex unit with B-310N.

	Part number
Duplex unit	C802531

## **Legal-size paper support**

You can use the following legal-size paper support.

	Part number
Legal-size paper support	C815341

## Legal-size paper cassette

You can use the following legal-size paper cassette.

	Part number
Legal-size paper cassette	C817001

**Note:**

*This option is not available in some areas. Contact your local Epson dealer or representative to check on availability.*

---

## System Requirements

### For using the printer

#### Windows requirements

To use this printer, you must have any of the following Windows operating systems installed. For details on interfaces and operating systems, refer to the following table.

System	PC Interface
Windows 7, Vista, XP, 2000, Server 2008, and Server 2003. USB 2.0 Host Driver by Microsoft must be used.	USB 2.0 Ethernet 100Base-TX/10Base-T (Compatible with 1000Base-T)

#### Macintosh requirements

To connect this printer to a Macintosh computer, you must have any of the following Macintosh operating systems installed. For details on interfaces and operating systems, refer to the following table.

System	PC Interface
PowerPC-based or Intel-based Macintosh computers running Mac OS X 10.3.9 or later	USB 2.0 Ethernet 100Base-TX/10Base-T (Compatible with 1000Base-T)

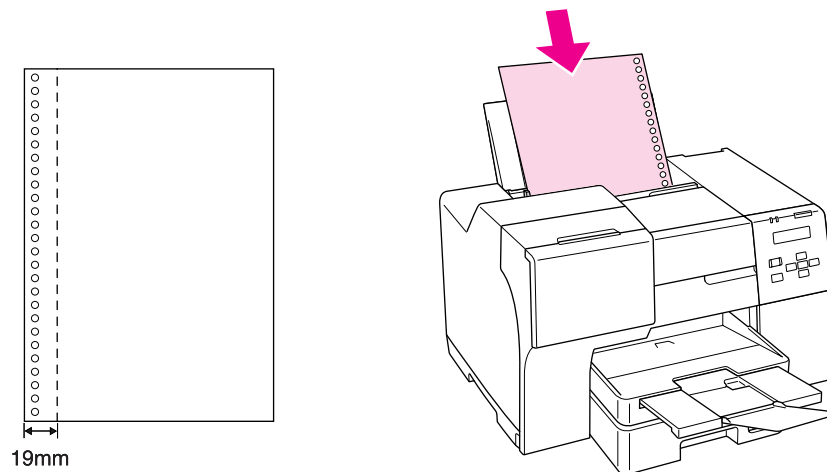
## Technical Specifications

### Paper

**Note:**

- ❑ *Since the quality of any particular brand or type of paper may be changed by the manufacturer at any time, Epson cannot attest to the quality of any non-Epson brand or type of paper. Always test samples of paper stock before purchasing large quantities or printing large jobs.*
- ❑ *Poor quality paper may reduce print quality and cause paper jams or other problems. If you encounter problems, switch to a higher grade of paper.*
- ❑ *Use paper under normal conditions:  
Temperature 15 to 25 °C (59 to 77 °F)  
Humidity 40 to 60% RH*
- ❑ *If all the conditions below are met, pre-punched paper with binding holes can be used for this printer:*

<b>Paper source</b>	rear sheet feeder
<b>Paper size</b>	A4, A5, A6, B5, Letter, Legal
<b>Hole position</b>	Within 19 mm (0.74 in) from the left side of paper facing the printing surface. See the illustration below.



*Single sheets:*

Size		1-sided printing	manual 2-sided printing	automatic 2-sided printing
	A4 210 × 297 mm	✓	✓	✓
	10 × 15 cm (4 × 6 in.)	✓	✓	-
	A6 105 × 148 mm	✓	✓	-
	A5 148 × 210 mm	✓	✓	-
	B5 182 × 257 mm	✓	✓	✓
	13 × 20 cm (5 × 8 in.)	✓	✓	-
	20 × 25 cm (8 × 10 in.)	✓	✓	-
	16:9 wide size (102 × 181 mm)	✓	✓	-
	100 × 148 mm	✓	✓	-
	Letter 8 1/2 × 11 in.	✓	✓	✓
	Legal 8 1/2 × 14 in.	✓*	✓*	✓*
<b>Paper types</b>	Plain bond paper or special paper distributed by Epson			
<b>Weight</b>	Plain bond paper: 64 g/m <sup>2</sup> to 90 g/m <sup>2</sup> Thick plain bond paper: 91 g/m <sup>2</sup> to 256 g/m <sup>2</sup>			

\* When you print from the front tray, use the optional Legal-size paper cassette

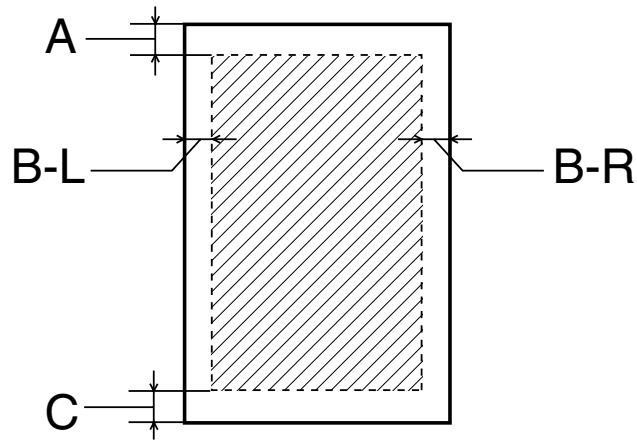
### Envelopes:

<b>Size</b>	Envelope #10 4 1/8 × 9 1/2 in. Envelope DL 110 × 220 mm Envelope C6 114 × 162 mm
<b>Paper types</b>	Plain bond paper
<b>Weight</b>	75 g/m <sup>2</sup> to 90 g/m <sup>2</sup>

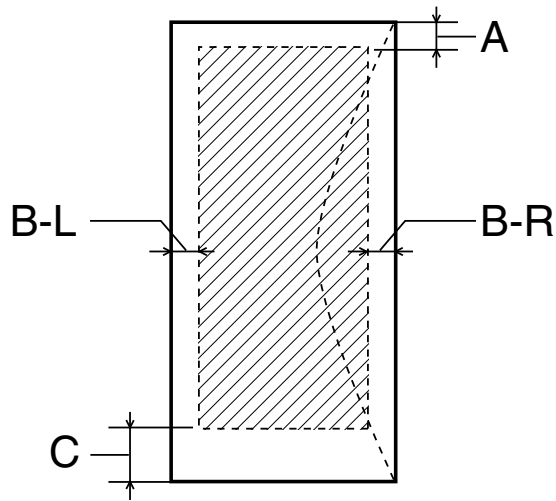
### Printable area

Diagonal lines show printable area.

Single sheets:



Envelopes:



Media type	Minimum margin	
	Single sheets	Envelopes
A	3.0 mm (0.12 in.) * <sup>1</sup>	3.0 mm (0.12 in.)
B-L, B-R	3.0 mm (0.12 in.)	5.0 mm (0.20 in.)
C	3.0 mm (0.12 in.) * <sup>1</sup>	3.0 mm (0.12 in.)

\*<sup>1</sup> 16mm (0.630 in.) when printing folded booklet using the duplex unit



**Note:**

- Depending on the type of paper, print quality may decline in the top and bottom areas of the printout, or the area may be smeared.
- Automatic 2-sided printing supports plain paper only. Thick plain paper is not supported. Minimum margin for C is 16 mm (0.63 in.) when you use automatic 2-sided printing.

**Ink cartridges**

Color	Yellow, Magenta, Cyan, Black
Cartridge life	Use within 6 months of opening the package.
Temperature	Storage: -20 to 40 °C (-4 to 104 °F) 1 month at 40 °C (104 °F)  Freezing: * -13 °C (8.6 °F)

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

**Caution:**

- Epson recommends the use of genuine Epson ink cartridges. 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.
- Use the ink cartridge before the date printed on its package.

**Note:**

- The ink cartridges packaged with your printer are partly used during initial setup. In order to produce high quality printouts, the print head in your printer will be fully charged with ink. This one-off process consumes a quantity of ink and therefore these cartridges may print fewer pages compared to subsequent ink cartridges.
- Yields vary considerably based on images printed, print settings, paper type, frequency of use and temperature.
- To ensure you receive premium print quality and to help protect your print head, a variable ink safety reserve remains in the cartridge when your printer indicates to replace the cartridge. The yields quoted for you do not include this reserve.
- Although the ink cartridge may contain recycled materials, this does not affect product function or performance.

## Mechanical

<b>Paper path</b>	Front paper cassette, rear sheet feeder
<b>Loading capacity</b>	Front paper cassette About 500 sheets at 75 g/m <sup>2</sup> paper * Rear sheet feeder About 100 sheets at 75 g/m <sup>2</sup> paper *
<b>Dimensions</b>	<p>B-510DN</p> <p>Storage</p> <p>Width: 480 mm (18.9 in.)</p> <p>Depth: 489 mm (19.3 in.)</p> <p>Height: 312 mm (12.3 in.)</p> <p>Printing</p> <p>Width: 480 mm (18.9 in.)</p> <p>Depth: 656 mm (25.8 in.)</p> <p>Height: 372 mm (14.6 in.)</p> <hr/> <p>B-310N</p> <p>Storage</p> <p>Width: 480 mm (18.9 in.)</p> <p>Depth: 420 mm (16.5 in.)</p> <p>Height: 312 mm (12.3 in.)</p> <p>Printing</p> <p>Width: 480 mm (18.9 in.)</p> <p>Depth: 625 mm (24.6 in.)</p> <p>Height: 372 mm (14.6 in.)</p>
<b>Weight</b>	<p>B-510DN</p> <p>Approx. 10.7 kg (23.6 lb) (without the ink cartridges and power cord)</p> <p>B-310N</p> <p>Approx. 10.0 kg (22.0 lb) (without the ink cartridges and power cord)</p>

\* Loading capacity may decrease if the paper is curled.

## Electrical

		100-120 V Model	220-240 V Model
<b>Input voltage range</b>		AC 90 to 132 V	AC 198 to 264 V
<b>Rated frequency range</b>		50 to 60 Hz	
<b>Input frequency range</b>		49.5 to 60.5 Hz	
<b>Rated current</b>		0.7 A	0.4 A
<b>Power consumption</b>	<b>Printing</b>	Approx. 30.0 W (ISO/IEC24712 Pattern)	Approx. 30.0 W (ISO/IEC24712 Pattern)
	<b>Ready mode</b>	Approx. 6.5 W	Approx. 7.0 W
	<b>Sleep mode</b>	Approx. 3.5 W	Approx. 3.5 W
	<b>Power off</b>	Approx. 0.2 W	Approx. 0.4 W

**Note:**

Check the label on the back of the printer for its voltage.

## Environmental

<b>Temperature</b>	Operation: *1 10 to 35 °C (50 to 95 °F)  Storage: -20 to 40 °C (-4 to 104 °F)  1 month at 40 °C (104 °F)
<b>Humidity</b>	Operation: *2 20 to 80% RH  Storage: * 5 to 85% RH

\*1 Printing may slow down depending on the environment

\*2 Without condensation

## Standards and approvals

U.S. model:

<b>Safety</b>	UL60950-1 CAN/CSA-C22.2 No.60950-1
<b>EMC</b>	FCC Part 15 Subpart B Class B CAN/CSA-CEI/IEC CISPR 22 Class B

European model:

<b>Low voltage directive 2006/95/EC</b>	EN60950-1
<b>EMC directive 2004/108/EC</b>	EN55022 Class B EN61000-3-2 EN61000-3-3 EN55024

Australian model:

<b>EMC</b>	AS/NZS CISPR22 Class B
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## Interface

USB 2.0 Hi-Speed (Device Class for computers)
Ethernet 100BASE-TX/10 BASE-T

## Option

<b>Duplex unit (B-310N only)</b>	Width: 313 mm (12.3 in.) Depth: 163 mm (6.4 in.) Height: 92 mm (3.6 in.) Weight: Approx. 0.9 kg (1.98 lb)
<b>Legal-size paper support</b>	Width: 176 mm (6.9 in.) Depth: 7.4 mm (0.3 in.) Height: 110 mm (4.3 in.) Weight: Approx. 42 g (0.09 lb)

<b>Legal-size paper cassette</b>	Width: 250 mm (9.8 in.) Depth: 430 mm (16.9 in.) Height: 71 mm (2.8 in.) Weight: Approx. 0.7 kg (1.5 lb)
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