EPSON
EXCEED YOUR VISION

WF-M21000 Series

User's Guide

Printing

Copying

Scanning

Faxing (Fax-Capable Printers Only)

Maintaining the Printer

Solving Problems

NPD6658-10 EN

Contents

Guide to This Manual

Introduction to the Manuals. 9
Searching for Information. 9
Printing Only the Pages You Need. 10
About This Manual. 10
- Marks and Symbols. 10
- Notes on Screenshots and Illustrations. 11
- Operating System References. 11

Trademarks. 12
Copyright. 13

Important Instructions

Important Safety Instructions. 16
- Setting Up the Printer. 16
- Using the Printer. 17
- Handling the Consumable Products. 18
- Advisories and Warnings for Using the Touchscreen. 18
- Advisories and Warnings for Connecting to the Internet. 19
- Advisories and Warnings for Using the Printer with a Wireless Connection. 19

Notes on the Administrator Password. 19
- Default Value of the Administrator Password. . . . 19
- Administrator Password Has Not Been Set. 20
- Changing the Administrator Password. 20
- Operations that Require You to Enter the Administrator Password. 20
- Initializing the Administrator Password. 20

Protecting Your Personal Information. 21
Disposing of European Printer Models. 21

Part Names and Functions

Front. 23
Rear. 25

Guide to the Control Panel

Turning the Power On and Off. 27
Control Panel. 27
Home Screen Configuration. 28
- Guide to the Network Icon. 31

Menu Screen Configuration. 31
Job/Status Screen Configuration. 32
- Reserve Job. 33
- Entering Characters. 33
- Viewing Animations. 34

Loading Paper

Paper Handling Precautions. 36
Paper Size and Type Settings. 36
- Setting the Paper Type. 37
- List of Detected Paper Sizes. 38

Loading Paper. 38
- Loading Envelopes. 39
- Loading Pre-punched Paper. 39
- Loading Long Papers. 41

Placing Originals

Placing Originals. 43
Detecting the Original Size Automatically. 45
Originals that are not Supported by the ADF. 46

Inserting and Removing a Memory Device

Inserting an External USB Device. 48
Removing an External USB Device. 48

Printing

Printing Documents. 50
- Printing from a Computer - Windows. 50
- Printing a Document Using the PostScript Printer Driver (Windows). 92
- Printing from a Computer - Mac OS. 96
- Printing from the PostScript Printer Driver on Mac OS. 104
- Printing PDF Files from a Memory Device. . . . 107
- Printing Documents from Smart Devices (iOS) 109
- Printing Documents from Smart Devices (Android). 110

Printing on Envelopes. 111
- Printing on Envelopes from a Computer (Windows). 111
- Printing on Envelopes from a Computer (Mac OS). 112

Printing Photos. 112
- Printing JPEG Files from a Memory Device. . . . 112
- Printing TIFF Files from a Memory Device. . . . 114

Printing Web Pages. 116

Printing Web Pages from Smart Devices. 116
Printing Using a Cloud Service. 116
Registering to Epson Connect Service from the Control Panel. 117

Copying

Available Copying Methods. 119
Copying Originals. 119
Copying on 2-Sides. 119
Copying by Enlarging or Reducing. 120
Copying Multiple Originals onto One Sheet. . . . 120
Copying in Page Order. 122
Copying Originals Using Good Quality. 122
Copying ID card. 123
Copying Books. 123
Stacking Each Set of Copies by Alternately Rotating 90 Degrees or by Offsetting. 124
Copying Bar Codes Clearly. 124
Copying with Page Numbers. 125
Copying files and creating booklets. 126
Inserting Slip Sheets into Copies. 127
Copying Using Group Print. 127
Proof Copying. 127
Basic Menu Options for Copying. 128
Density:. 128
Paper Setting:. 128
Reduce/Enlarge:. 128
Original Type:. 129
2-Sided:. 129
Multi-Page:. 129
Finishing:. 129
Booklet:. 130
Advanced Menu Options for Copying. 130
Cover & Slip Sheet:. 130
Original Size:. 131
Mixed Size Originals:. 131
Orientation (Original):. 131
Book →2Pages:. 131
Continuous Scanning:. 131
Image Quality:. 132
Binding Margin:. 132
Reduce to Fit Paper:. 133
Remove Shadow:. 133
Remove Punch Holes:. 133
ID Card Copy:. 133
Proof Copy:. 133
Print Sets:. 133
Output Tray:. 133
Page Numbering:. 133
File Storing:. 133

Scanning

Available Scanning Methods. 136
Scanning Originals to a Network Folder. 136
Menu Options for Scanning to a Folder. 137
Scanning Originals to an Email. 140
Menu Options for Scanning to an Email. 141
Scanning Originals to a Computer. 144
Scanning Originals to a Memory Device. 145
Menu Options for Scanning to a Memory Device. 145
Scanning Originals to the Cloud. 148
Menu Options for Scanning to the Cloud. 148
Scanning Originals to Storage. 150
Menu Options for Scanning to Storage. 150
Scanning Using WSD. 152
Setting Up a WSD Port. 152
Scanning Originals to a Smart Device. 154

Faxing (Fax-Capable Printers Only)

Before Using Fax Features. 157
Overview of this Printer's Fax Features. 157
Feature: Sending Faxes. 157
Feature: Receiving Faxes. 158
Feature: PC-FAX Send/Receive (Windows/Mac OS). 159
Features: Various Fax Reports. 160
Feature: Status or Logs for Fax Jobs. 160
Feature: Fax Box. 161
Feature: Security when Sending and Receiving Faxes. 161
Features: Other Useful Features. 162
Sending Faxes Using the Printer. 162
Selecting Recipients. 163
Various Ways of Sending Faxes. 164
Receiving Faxes on the Printer. 170
Receiving Incoming Faxes. 171
Receiving Faxes by Making a Phone Call. 172
Saving and Forwarding Received Faxes. 174
Viewing Received Faxes on the Printer's LCD Screen. 175
Menu Options for Faxing. 176
Frequent. 176
Recipient. 177
Fax Settings. 177
Menu. 180
Menu Options for Fax Box. 181
Inbox/Confidential. 181

Stored Documents:. 184
Polling Send/Board. 187
Checking the Status or Logs for Fax Jobs. 191
Displaying Information when Received Faxes are Unprocessed (Unread/Not Printed/Not Saved/Not Forwarded). 191
Checking Fax Jobs in Progress. 192
Checking the Fax Job History. 193
Reprinting Received Documents. 193
Sending a Fax from a Computer. 193
Sending Documents Created Using an Application (Windows). 194
Sending Documents Created Using an Application (Mac OS). 197
Receiving Faxes on a Computer. 198
Checking for New Faxes (Windows). 198
Checking for New Faxes (Mac OS). 200
Canceling the Feature that Saves Incoming Faxes to the Computer. 200

Using Storage

Overview of the Storage Feature. 203
About Storage. 203
Types of Folders. 204
Guide to the Folder Screen. 204
Creating Folders. 205
Saving Files to Storage. 206
Saving to Storage Original Data to be Copied. . .206
Saving Data on a Memory Device to Storage. . . 206
Saving Documents from a Computer to Storage (Windows). 207
Saving Documents from a Computer to Storage (Mac OS). 208
Using the Files in Storage. 208
Printing Data from Storage. 208
Saving Data in Storage to a Memory Device. . . .209
Sending Files in Storage by Email. 209
Saving Files in Storage to a Network Folder or Cloud Services (Backup). 210
Menu Options for Printing or Saving. 211
Managing Folders and Files. 215
Searching for Folders and Files. 215
Deleting Files Stored in the Folder. 215
Changing the Storage Period or Set to Never Delete. 215
Deleting Folders. 216
Restricting Shared Folder Operations. 216

Printing Using Saved Settings (Print Sets)

Overview of Print Sets. 218
What is Print Sets?. 218
Setting Copies and Sets. 218
Finishing Types. 219
Copying Using Saved Groups. 219
Saving Groups for Copying. 219
Copying Using Saved Groups. 220
Editing Groups for Copying Saved on the Printer. 221
Deleting Groups for Copying Saved on the Printer. 221
Printing Using Saved Groups (Storage). 221
Saving Groups for Storage. 221
Printing Using Saved Groups (Storage). 222
Editing Groups for Storage Saved on the Printer 223
Deleting Groups for Storage Saved on the Printer. 223
Printing Using Saved Groups (Computer). 224
Saving a Group for Printing from a Computer. . 224
Printing Using Saved Groups (Computer). 224
Editing Groups Saved to the Printer Driver. . . . 225
Deleting Groups Saved to the Printer Driver. . . 225

Maintaining the Printer

Checking the Consumables Status. 227
Checking the Ink Levels. 227
Checking the Available Space in the Maintenance Box. 227
Improving Print, Copy, Scan, and Fax Quality. . . . 227
Checking the Clogged Nozzles. 227
Preventing nozzle clogging. 228
Cleaning the Scanner Glass. 228
Cleaning the ADF. 230
Saving Power. 233
Saving Power (Control Panel). 233
Installing or Uninstalling Applications Separately. 233
Installing the Applications Separately. 233
Installing a PostScript Printer Driver. 236
Adding the Printer (for Mac OS Only). 237
Uninstalling Applications. 237
Updating Applications and Firmware. 239
Replacing Maintenance Rollers. 241

Solving Problems

The Printer Does Not Work as Expected. 243

The Printer Does Not Turn On or Off. 243
Paper Does Not Feed or Eject Correctly. 243
Cannot Print. 248
Cannot Copy. 265
Cannot Start Scanning. 265
Cannot Send or Receive Faxes. 277
Error Code is Displayed on the Status Menu. . . 292
Cannot Operate the Printer as Expected. 299
A Message is Displayed on the LCD Screen. 304
Paper Gets Jammed. 306
Preventing Paper Jams. 306
It is Time to Replace the Ink Cartridges. 307
Ink Cartridge Handling Precautions. 307
Replacing Ink Cartridge. 308
It is Time to Replace the Maintenance Box. 308
Maintenance Box Handling Precautions. 308
Replacing a Maintenance Box. 309
Printing, Copying, Scanning, and Faxing Quality is Poor. 310
Print Quality is Poor. 310
Copy Quality is Poor. 315
Scanned Image Problems. 320
The Quality of the Sent Fax is Poor. 323
Received Fax Quality is Poor. 325
Cannot Solve Problem After Trying All Solutions. .325
Cannot Solve Printing or Copying Problems. . . 325

Adding or Replacing the Computer or Devices

Connecting to a Printer that has been Connected to the Network. 328
Using a Network Printer from a Second Computer. 328
Using a Network Printer from a Smart Device. . 329
Re-setting the Network Connection. 329
When Replacing the Wireless Router. 329
When Changing the Computer. 330
Changing the Connection Method to the Computer. 330
Making Wi-Fi Settings from the Control Panel. .331
Connecting a Smart Device and Printer Directly (Wi-Fi Direct). 334
About Wi-Fi Direct. 334
Connecting to an iPhone, iPad or iPod touch using Wi-Fi Direct. 335
Connecting to Android Devices using Wi-Fi Direct. 337
Connecting to Devices other than iOS and Android using Wi-Fi Direct. 339
Disconnecting Wi-Fi Direct (Simple AP) Connection. 341
Changing the Wi-Fi Direct (Simple AP) Settings Such as the SSID. 342
Checking the Network Connection Status. 343
Checking the Network Connection Status from the Control Panel. 343
Printing a Network Connection Report. 344
Printing a Network Status Sheet. 350
Checking the Network of the Computer (Windows only). 350

Using Optional Items

List of Optional Items. 353
Access Point. 357
High Capacity Tray. 358
Setting the High Capacity Tray in the Printer Driver. 358
Loading Paper in the High Capacity Tray. 359
Problems with the High Capacity Tray. 359
High Capacity Tray Specification. 360
Staple Finisher. 360
Staple Finisher Part Names. 360
Setting the Staple Finisher in the Printer Driver 361
Printer Settings When Using the Staple Finsher 361
Using the Staple Finisher. 362
Problems with the Staple Finisher. 371
Menu Options for Printing from a Computer (When Staple Finisher Installed). 373
Menu Options for Printing from Memory Devices or Storage (When Staple Finisher Installed). 375
Menu Options for Copying (When Staple Finisher Installed). 375
Staple Finisher Specifications. 376
Staple Finisher-P2. 377
Staple Finisher-P2 Part Names. 378
Setting the Staple Finisher-P2 in the Printer Driver. 378
Printer Settings When Using the Staple Finisher-P2. 378
Using Staple Finisher-P2. 379
Problems with the Staple Finisher-P2. 385
Menu Options for Printing from a Computer (When Staple Finisher-P2 Installed). 388
Menu Options for Printing from Memory Devices or Storage (When Staple Finisher-P2 Installed). 389
Menu Options for Copying (When Staple Finisher-P2 Installed). 390

Staple Finisher-P2 Specifications. 390
Booklet Finisher. 392
Booklet Finisher Part Names. 392
Setting the Booklet Finisher in the Printer Driver. 393
Printer Settings When Using the Booklet Finsher. 393
Using the Booklet Finisher. 394
Ejecting Documents Continuously. 408
Problems with the Booklet Finisher. 408
Menu Options for Printing from a Computer (When Booklet Finisher Installed). 411
Menu Options for Printing from Memory Devices or Storage (When Staple Finisher Installed). 413
Menu Options for Printing from Storage (When Booklet Finisher Installed). 413
Menu Options for Copying (When Booklet Finisher Installed). 414
Booklet Finisher Specifications. 415
Settings Menu List (When Finisher is Installed). . . 418
Fax Board (Super G3/G3 Multi Fax Board). 419
Expansion Fax Ports. 419
Fax Settings Menu (When Optional Fax Boards Installed). 420
Registering a Recipient to the Contacts List (When Optional Fax Boards Installed). 422
Sending Faxes Using the Printer with Optional Fax Boards. 422
Sending Faxes From a Computer Using an Optional Fax Board. 423
Checking the Status of the Lines (When Optional Fax Boards Installed). 424
Solving Problems. 424
Specifications for Optional Super G3/G3 Multi Fax Board. 425
Ethernet Board (10/100/1000 Base-T, Ethernet). . . 425
Function List when Using an Additional Network. 425
Installing an Ethernet Board. 426
Settings when Using an Additional Network. . . 428
Solving Problems when Using an Additional Network. 433
Menu Options for Network Settings (When Using an Additional Network). 434
Paper Cassette Lock. 435
Using the Paper Cassette Lock. 435
Problems with the Paper Cassette Lock. 436

Product Information

Paper Information. 438
Available Paper and Capacities. 438
Consumable Products Information. 441
Ink Cartridge Codes. 441
Maintenance Box Code. 442
Maintenance Rollers Code. 442
Software Information. 442
Software for Printing. 443
Software for Scanning. 448
Software for Faxing. 450
Software for Package Creation. 451
Software for Making Settings or Managing Devices. 451
Software for Updating. 454
Settings Menu List. 454
General Settings. 454
Print Counter. 483
Supply Status. 483
Maintenance. 484
Language. 484
Printer Status/Print. 484
Contacts Manager. 485
User Settings. 485
Authentication System. 486
Product Specifications. 486
Printer Specifications. 486
Scanner Specifications. 487
ADF Specifications. 488
Fax Specifications (Fax-capable Printers Only). . 488
Using Port for the Printer. 489
Interface Specifications. 491
Network Specifications. 491
PostScript Level 3 Compatibility. 494
Supported Third Party Services. 494
Memory Device Specifications. 494
Supported Data Specifications. 495
Dimensions. 495
Electrical Specifications. 496
Environmental Specifications. 497
Installation Location and Space. 497
Installation Location and Space with Finishers Installed. 499
System Requirements. 501
Font Specifications. 501
Available Fonts for PostScript. 501
Available Fonts for PCL (URW). 502
List of Symbol Sets. 504
Epson BarCode Fonts (Windows Only). 506
Storage Specifications. 515
Regulatory Information. 515
Standards and Approvals. 515

German Blue Angel. 517
Restrictions on Copying. 517

Administrator Information

Connecting the Printer to the Network. 520
Before Making Network Connection. 520
Connecting to the Network from the Control Panel. 522
Settings to Use the Printer. 524
Using the Print Functions. 524
Setting Up AirPrint. 532
Configuring a Mail Server. 532
Setting a Shared Network Folder. 536
Making Contacts Available. 552
Preparing to Scan. 562
Making Fax Features Available (Fax-Capable Printers Only). 564
Making Basic Operation Settings for the Printer 580
Problems when Making Settings. 583
Managing the Printer. 585
Introduction of Product Security Features. 585
Administrator Settings. 586
Restricting Available Features. 596
Disabling the External Interface. 598
Making Settings for Processing Saved Data. . . . 599
Monitoring a Remote Printer. 600
Backing Up the Settings. 603
Advanced Security Settings. 604
Security Settings and Prevention of Danger. . . . 604
Making Settings for Password Encryption. 605
Controlling Using Protocols. 607
Using a Digital Certificate. 611
SSL/TLS Communication with the Printer. 619
Encrypted Communication Using IPsec/IP Filtering. 620
Connecting the Printer to an IEEE802.1X Network. 632
S/MIME Settings. 635
Solving Problems for Advanced Security. 637
Using Epson Open Platform. 643
Epson Remote Services Information. 645

Where to Get Help

Technical Support Web Site. 647
Contacting Epson Support. 647
Before Contacting Epson. 647
Help for Users in Europe. 647
Help for Users in Taiwan. 647
Help for Users in Australia. 648
Help for Users in New Zealand. 648
Help for Users in Singapore. 649
Help for Users in Thailand. 649
Help for Users in Vietnam. 650
Help for Users in Indonesia. 650
Help for Users in Hong Kong. 653
Help for Users in Malaysia. 654
Help for Users in India. 654
Help for Users in the Philippines. 654

Guide to This Manual

Introduction to the Manuals. 9

Searching for Information. 9

Printing Only the Pages You Need. 10

About This Manual. 10

Trademarks. 12

Copyright. 13

Introduction to the Manuals

The following manuals are supplied with your Epson printer. As well as the manuals, check the various types of help information available from the printer itself or from the Epson software applications.

❏ Important Safety Instructions (paper manual)

Provides you with instructions to ensure the safe use of this printer.

❏ Pin-up Manuals (digital manual)

Provides you with a single sheet outlining the procedures for commonly used functions. Since this can be printed as a poster, you can put it up on a wall near the printer for quick and easy reference.

❏ User's Guide (digital manual)

This manual. This manual is available as PDF and Web manuals. Provides overall information and instructions on using the printer, on network settings when using the printer on a network, and on solving problems.

You can obtain the latest versions of the above manuals with the following methods.

❏ Paper manual

Visit the Epson Europe support website at http://www.epson.eu/support, or the Epson worldwide support website at http://support.epson.net/.

❏ Digital manual

To view the Web manual, visit the following website, enter the product name, and then go to **Support**.

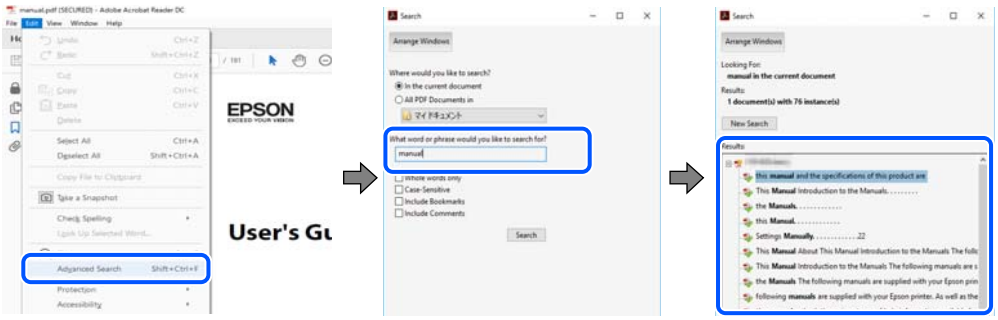
http://epson.sn

Searching for Information

The PDF manual allows you to search for information you are looking for by keyword, or jump directly to specific sections using the bookmarks. This section explains how to use a PDF manual that has been opened in Adobe Acrobat Reader DC on your computer.

Searching by keyword

Click **Edit** > **Advanced Search**. Enter the keyword (text) for information you want to find in the search window, and then click **Search**. Hits are displayed as a list. Click one of the displayed hits to jump to that page.

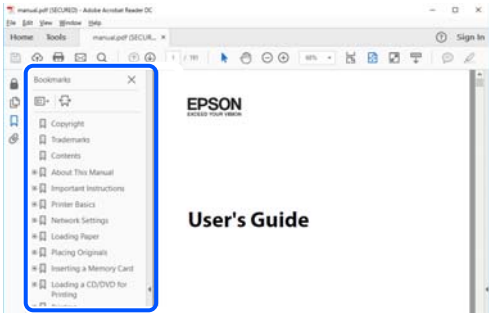


Jumping directly from bookmarks

Click a title to jump to that page. Click + or > to view the lower level titles in that section. To return to the previous page, perform the following operation on your keyboard.

❏ Windows: Hold down **Alt**. and then press ←.

❏ Mac OS: Hold down the command key, and then press ←.



Printing Only the Pages You Need

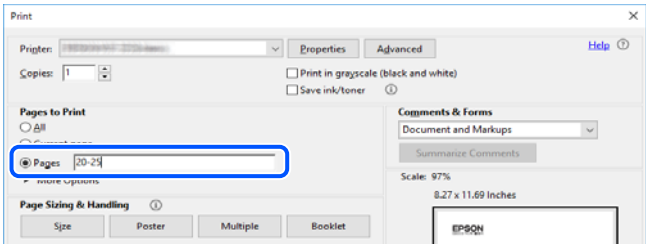
You can extract and print only the pages you need. Click **Print** in the **File** menu, and then specify the pages you want to print in **Pages** in **Pages to Print**.

❏ To specify a series of pages, enter a hyphen between the start page and the end page.

Example: 20-25

❏ To specify pages that are not in series, divide the pages with commas.

Example: 5, 10, 15



About This Manual

This section explains the meaning of marks and symbols, notes on descriptions, and operating system reference information used in this manual.

Marks and Symbols

> ***Caution:***
> *Instructions that must be followed carefully to avoid bodily injury.*

> ***Important:***
> *Instructions that must be observed to avoid damage to your equipment.*

Note:
Provides complementary and reference information.

Related Information

➡ Links to related sections.

Notes on Screenshots and Illustrations

❏ Screenshots of the printer driver are from Windows 10 or macOS High Sierra. The content displayed on the screens varies depending on the model and situation.

❏ Illustrations used in this manual are examples only. Although there may be slight differences depending on the model, the method of operation is the same.

❏ Some of the menu items on the LCD screen vary depending on the model and settings.

❏ You can read the QR code using dedicated app.

Operating System References

Windows

In this manual, terms such as "Windows 10", "Windows 8.1", "Windows 8", "Windows 7", "Windows Vista", "Windows XP", "Windows Server 2019", "Windows Server 2016", "Windows Server 2012 R2", "Windows Server 2012", "Windows Server 2008 R2", "Windows Server 2008", "Windows Server 2003 R2", and "Windows Server 2003" refer to the following operating systems. Additionally, "Windows" is used to refer to all versions.

❏ Microsoft® Windows® 10 operating system

❏ Microsoft® Windows® 8.1 operating system

❏ Microsoft® Windows® 8 operating system

❏ Microsoft® Windows® 7 operating system

❏ Microsoft® Windows Vista® operating system

❏ Microsoft® Windows® XP operating system

❏ Microsoft® Windows® XP Professional x64 Edition operating system

❏ Microsoft® Windows Server® 2019 operating system

❏ Microsoft® Windows Server® 2016 operating system

❏ Microsoft® Windows Server® 2012 R2 operating system

❏ Microsoft® Windows Server® 2012 operating system

❏ Microsoft® Windows Server® 2008 R2 operating system

❏ Microsoft® Windows Server® 2008 operating system

❏ Microsoft® Windows Server® 2003 R2 operating system

❏ Microsoft® Windows Server® 2003 operating system

Mac OS

In this manual, "Mac OS" is used to refer to Mac OS X v10.6.8 or later.

Trademarks

- ❏ EPSON® is a registered trademark, and EPSON EXCEED YOUR VISION or EXCEED YOUR VISION is a trademark of Seiko Epson Corporation.
- ❏ Epson Scan 2 software is based in part on the work of the Independent JPEG Group.
- ❏ libtiff

  Copyright © 1988-1997 Sam Leffler

  Copyright © 1991-1997 Silicon Graphics, Inc.

  Permission to use, copy, modify, distribute, and sell this software and its documentation for any purpose is hereby granted without fee, provided that (i) the above copyright notices and this permission notice appear in all copies of the software and related documentation, and (ii) the names of Sam Leffler and Silicon Graphics may not be used in any advertising or publicity relating to the software without the specific, prior written permission of Sam Leffler and Silicon Graphics.

  THE SOFTWARE IS PROVIDED "AS-IS" AND WITHOUT WARRANTY OF ANY KIND, EXPRESS, IMPLIED OR OTHERWISE, INCLUDING WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

  IN NO EVENT SHALL SAM LEFFLER OR SILICON GRAPHICS BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES OF ANY KIND, OR ANY DAMAGES WHATSOEVER RESULTING FROM LOSS OF USE, DATA OR PROFITS, WHETHER OR NOT ADVISED OF THE POSSIBILITY OF DAMAGE, AND ON ANY THEORY OF LIABILITY, ARISING OUT OF OR IN CONNECTION WITH THE USE OR PERFORMANCE OF THIS SOFTWARE.
- ❏ Microsoft®, Windows®, Windows Server®, and Windows Vista® are registered trademarks of Microsoft Corporation.
- ❏ Apple, Mac, macOS, OS X, Bonjour, ColorSync, Safari, AirPrint, iPad, iPhone, iPod touch, and TrueType are trademarks of Apple Inc., registered in the U.S. and other countries.
- ❏ Use of the Works with Apple badge means that an accessory has been designed to work specifically with the technology identified in the badge and has been certified by the developer to meet Apple performance standards.
- ❏ Chrome, Google Play, and Android are trademarks of Google LLC.
- ❏ Albertus, Arial, Coronet, Gill Sans, Joanna and Times New Roman are trademarks of The Monotype Corporation registered in the United States Patent and Trademark Office and may be registered in certain jurisdictions.
- ❏ ITC Avant Garde Gothic, ITC Bookman, Lubalin Graph, Mona Lisa, ITC Symbol, Zapf Chancery and Zapf Dingbats are trademarks of International Typeface Corporation registered in the U.S. Patent and Trademark Office and may be registered in certain other jurisdictions.
- ❏ Clarendon, Eurostile and New Century Schoolbook are trademarks of Linotype GmbH registered in the U.S. Patent and Trademark Office and may be registered in certain other jurisdictions.
- ❏ Wingdings is a registered trademark of Microsoft Corporation in the United States and other countries.
- ❏ CG Omega, CG Times, Garamond Antiqua, Garamond Halbfett, Garamond Kursiv, Garamond Halbfett Kursiv are trademarks of Monotype Imaging, Inc. and may be registered in certain jurisdictions.
- ❏ Antique Olive is a trademark of M. Olive.
- ❏ Marigold and Oxford are trademarks of AlphaOmega Typography.
- ❏ Helvetica, Optima, Palatino, Times and Univers are trademarks of Linotype Corp. registered in the U.S. Patent and Trademark Office and may be registered in certain other jurisdictions in the name of Linotype Corp. or its licensee Linotype GmbH.

- ITC Avant Garde Gothic, Bookman, Zapf Chancery and Zapf Dingbats are trademarks of International Typeface Corporation registered in the United States Patent and Trademark Office and may be registered in certain jurisdictions.
- PCL is the registered trademark of Hewlett-Packard Company.
- Adobe, Acrobat, Photoshop, PostScript® 3™, and Reader are either registered trademarks or trademarks of Adobe in the United States and/or other countries.
- Arcfour

  This code illustrates a sample implementation of the Arcfour algorithm.

  Copyright © April 29, 1997 Kalle Kaukonen. All Rights Reserved.

  Redistribution and use in source and binary forms, with or without modification, are permitted provided that this copyright notice and disclaimer are retained.

  THIS SOFTWARE IS PROVIDED BY KALLE KAUKONEN AND CONTRIBUTORS "AS IS" AND ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL KALLE KAUKONEN OR CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.
- QR Code is a registered trademark of DENSO WAVE INCORPORATED in Japan and other countries.
- The SuperSpeed USB Trident Logo is a registered trademark of USB Implementers Forum, Inc.
- Firefox is a trademark of the Mozilla Foundation in the U.S. and other countries.
- Mopria® and the Mopria® Logo are registered and/or unregistered trademarks and service marks of Mopria Alliance, Inc. in the United States and other countries. Unauthorized use is strictly prohibited.
- General Notice: Other product names used herein are for identification purposes only and may be trademarks of their respective owners. Epson disclaims any and all rights in those marks.

Copyright

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of Seiko Epson Corporation. No patent liability is assumed with respect to the use of the information contained herein. Neither is any liability assumed for damages resulting from the use of the information herein. The information contained herein is designed only for use with this Epson product. Epson is not responsible for any use of this information as applied to other products.

Neither Seiko Epson Corporation nor its affiliates shall be liable to the purchaser of this product or third parties for damages, losses, costs, or expenses incurred by the purchaser or third parties as a result of accident, misuse, or abuse of this product or unauthorized modifications, repairs, or alterations to this product, or (excluding the U.S.) failure to strictly comply with Seiko Epson Corporation's operating and maintenance instructions.

Seiko Epson Corporation and its affiliates shall not be liable for any damages or problems arising from the use of any options or any consumable products other than those designated as Original Epson Products or Epson Approved Products by Seiko Epson Corporation.

Seiko Epson Corporation shall not be held liable for any damage resulting from electromagnetic interference that occurs from the use of any interface cables other than those designated as Epson Approved Products by Seiko Epson Corporation.

© 2022 Seiko Epson Corporation

The contents of this manual and the specifications of this product are subject to change without notice.

Important Instructions

Important Safety Instructions. 16

Notes on the Administrator Password. 19

Protecting Your Personal Information. 21

Disposing of European Printer Models. 21

Important Safety Instructions

Read and follow these instructions to ensure safe use of this printer. Make sure you keep this manual for future reference. Also, be sure to follow all warnings and instructions marked on the printer.

Some of the symbols used on your printer are to ensure safety and proper use of the printer. Visit the following Web site to learn the meaning of the symbols.

http://support.epson.net/symbols

Setting Up the Printer

- ❏ Do not move the printer by yourself.
- ❏ Do not place or store the printer outdoors, near excessive dirt or dust, water, heat sources, or in locations subject to shocks, vibrations, high temperature or humidity.
- ❏ Place the printer on a flat, stable surface that extends beyond the base of the printer in all directions. The printer will not operate properly if it is tilted at an angle.
- ❏ Avoid places subject to rapid changes in temperature and humidity. Also, keep the printer away from direct sunlight, strong light, or heat sources.
- ❏ Do not block or cover the vents and openings in the printer.
- ❏ Allow space above the printer so that you can fully raise the ADF Unit (Automatic Document Feeder Unit).
- ❏ Leave enough space in front of the printer and to the left and right to perform printing and maintenance.
- ❏ Be sure the AC power cord meets the relevant local safety standards. Use only the power cord that comes with this product. Use of another cord may result in fire or electric shock. This product's power cord is for use with this product only. Use with other equipment may result in fire or electric shock.
- ❏ Use only the type of power source indicated on the printer's label.
- ❏ Place the printer near a wall outlet where the plug can be easily unplugged.
- ❏ Avoid using outlets on the same circuit as photocopiers or air control systems that regularly switch on and off.
- ❏ Avoid electrical outlets controlled by wall switches or automatic timers.
- ❏ Keep the entire computer system away from potential sources of electromagnetic interference, such as loudspeakers or the base units of cordless telephones.
- ❏ The power-supply cords should be placed to avoid abrasions, cuts, fraying, crimping, and kinking. Do not place objects on top of the power-supply cords and do not allow the power-supply cords to be stepped on or run over. Be particularly careful to keep all the power-supply cords straight at the ends and the points where they enter and leave the transformer.
- ❏ If you use an extension cord with the printer, make sure that the total ampere rating of the devices plugged into the extension cord does not exceed the cord's ampere rating. Also, make sure that the total ampere rating of all devices plugged into the wall outlet does not exceed the wall outlet's ampere rating.
- ❏ If you plan to use the 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 using the optional booklet finisher, use a power cord for the printer and another power cord for the booklet finisher. The rated current of the printer is 9 A, and the booklet finisher is 10 A. Connect the power cords to a power supply with a capacity larger than the total rated current. If the total rated current exceeds the power capacity, connect each power cord to a separate power source with an independent switchboard breaker.

Related Information

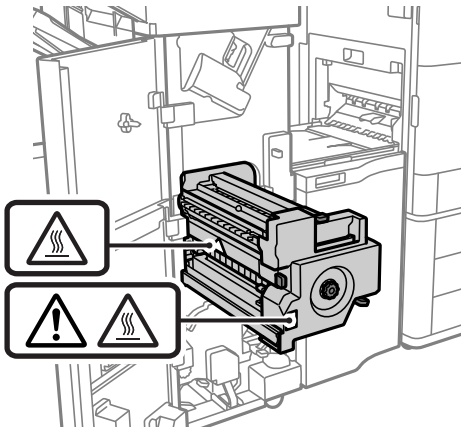
➡ "Installation Location and Space" on page 497

Using the Printer

- ❏ Never disassemble, modify, or attempt to repair the power cord, plug, printer unit, scanner unit, or options by yourself, except as specifically explained in the printer's manuals.
- ❏ 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. Do not adjust controls that are not covered by the operating instructions.
- ❏ Take care not to spill liquid on the printer and not to handle the printer with wet hands.
- ❏ If the LCD screen is damaged, contact your dealer. If the liquid crystal solution gets on your hands, wash them thoroughly with soap and water. If the liquid crystal solution gets into your eyes, flush them immediately with water. If discomfort or vision problems remain after a thorough flushing, see a doctor immediately.
- ❏ Avoid touching the components inside the printer unless instructed to do so in this guide.
- ❏ Do not touch the areas indicated by caution labels inside the printer and the optional items.
- ❏ Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning.
- ❏ Do not use a telephone to report a gas leak in the vicinity of the leak.
- ❏ 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.
- ❏ Do not insert objects through the slots in the printer.
- ❏ Do not put your hand inside the printer during printing.
- ❏ Do not use aerosol products that contain flammable gases inside or around the printer. Doing so may cause fire.
- ❏ Be careful not to trap your fingers when opening the covers, trays, cassettes, or when performing operations inside the printer.
- ❏ Do not press too hard on the scanner glass when placing the originals.
- ❏ Always turn the printer off using the ⏻ button. Do not unplug the printer until the power light stops flashing.
- ❏ If you are not going to use the printer for a long period, be sure to unplug the power cord from the electrical outlet.
- ❏ Do not sit or lean on the printer. Do not put heavy objects on the printer.
- ❏ When using the printer, make sure you lock the adjuster bolts of the printer.
- ❏ Do not move the printer when the adjuster bolts are locked.

❏ When using the optional booklet finisher, be careful not to touch the areas that are marked with a caution label, or their surrounding areas. If the printer has been in use, those areas may be very hot. High temperature may cause burns.



Handling the Consumable Products

❏ Be careful when you handle used ink cartridge, as there may be some ink around the ink supply port.

- ❏ If ink gets on your skin, wash the area thoroughly with soap and water.
- ❏ If ink gets into your eyes, flush them immediately with water. If discomfort or vision problems continue after a thorough flushing, see a doctor immediately.
- ❏ If ink gets into your mouth, see a doctor right away.

❏ Do not disassemble the ink cartridge and the maintenance box; otherwise ink may get into your eyes or on your skin.

❏ Do not shake ink cartridge too vigorously; otherwise ink may leak from the ink cartridge.

❏ Keep ink cartridge and maintenance box out of the reach of children.

❏ Do not let the paper's edge slide across your skin because the edge of the paper may cut you.

Related Information

➡ "Ink Cartridge Handling Precautions" on page 307

➡ "Maintenance Box Handling Precautions" on page 308

Advisories and Warnings for Using the Touchscreen

❏ The LCD screen may contain a few small bright or dark spots, and because of its features it may have an uneven brightness. These are normal and do not indicate that it is damaged in any way.

❏ Only use a dry, soft cloth for cleaning. Do not use liquid or chemical cleaners.

❏ The exterior cover of the touchscreen could break if it receives a heavy impact. Contact your dealer if the panel surface chips or cracks, and do not touch or attempt to remove the broken pieces.

❏ Press the touchscreen gently with your finger. Do not press force or operate with your nails.

❏ Do not use sharp objects such as ball point pens or sharp pencils to perform operations.

❏ Condensation inside the touchscreen due to abrupt changes in temperature or humidity may cause performance to deteriorate.

Advisories and Warnings for Connecting to the Internet

Do not connect this product to the Internet directly. Connect it in a network protected by a router or firewall.

Advisories and Warnings for Using the Printer with a Wireless Connection

❏ Radio waves from this printer may negatively affect the operation of medical electronic equipment, causing them to malfunction. When using this printer inside medical facilities or near medical equipment, follow directions from the authorized personnel representing the medical facilities, and follow all posted warnings and directions on the medical equipment.

❏ Radio waves from this printer may negatively affect the operation of automatically controlled devices such as automatic doors or fire alarms, and could lead to accidents due to malfunction. When using this printer near automatically controlled devices, follow all posted warnings and directions on these devices.

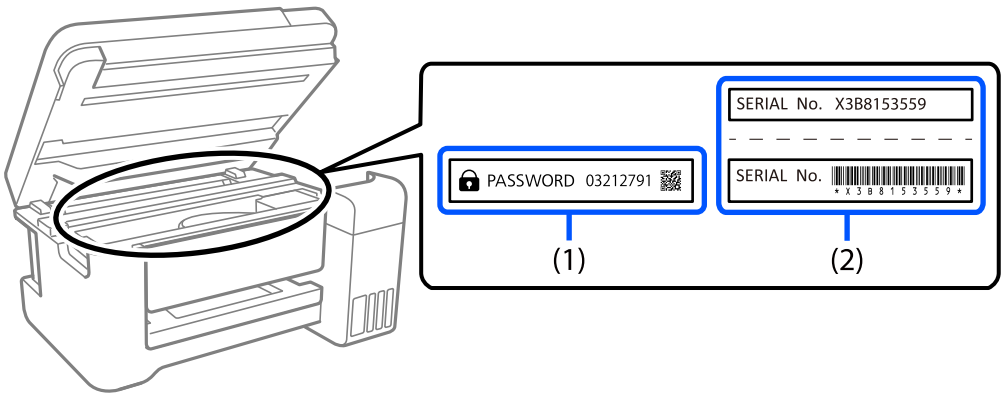
Notes on the Administrator Password

This printer allows you to set an administrator password to prevent unauthorized access or changes to the device settings and network settings stored in the product when connecting to a network.

Default Value of the Administrator Password

The default value of the administrator password is printed on the label on the product itself, such as the one shown. The position where the label is attached depends on the product, such as the side where the cover is opened, the back, or the bottom.

The following illustration is an example of the label attachment position on the side of the printer where the cover opens.



If both labels (1) and (2) are attached, the value next to PASSWORD written on the label in (1) is the default value. In this example, the default value is 03212791.

If only label (2) is attached, the serial number printed on the label in (2) is the default value. In this example, the default value is X3B8153559.

Administrator Password Has Not Been Set

Set a password on the password entry screen that is displayed when you access Web Config.

Related Information

➡ "Running Web Config on a Web Browser" on page 451

Changing the Administrator Password

It can be changed from the printer control panel and Web Config. When changing the password, set it with at least 8 single-byte alphanumerical characters and symbols.

Related Information

➡ "Configuring the Administrator Password" on page 586

Operations that Require You to Enter the Administrator Password

If you are prompted to enter the administrator password when performing the following operations, enter the administrator password set on the printer.

- ❏ When updating the firmware of the printer from a computer or smart device
- ❏ When logging on to the advanced settings of Web Config
- ❏ When setting using an application, such as Fax Utility, that can change the printer's settings.
- ❏ When selecting a menu on the printer's control panel that has been locked by your administrator.

Related Information

➡ "Lock Setting Items for General Settings Menu" on page 588

Initializing the Administrator Password

You can return the administrator password to the default settings from the administrator settings menu. If you have forgotten your password and cannot return to the default settings, you need to contact Epson Support to request service.

Related Information

➡ "Configuring the Administrator Password from the Control Panel" on page 586
➡ "Configuring the Administrator Password from a Computer" on page 587
➡ "Where to Get Help" on page 646

Protecting Your Personal Information

When you give the printer to someone else or dispose of it, erase all the personal information stored in the printer's memory by selecting the menus on the control panel as described below.

- ❏ **Settings** > **General Settings** > **System Administration** > **Clear Internal Memory Data** > **PDL Font, Macro, and Working Area**
- ❏ **Settings** > **General Settings** > **System Administration** > **Reset** > **Erase All Data and Settings** > **High Speed**, **Overwrite**, or **Triple Overwrite**

Related Information

➡ "Reset:" on page 482

Disposing of European Printer Models

There is a battery in the printer.

The crossed out wheeled bin label that can be found on your product indicates that this product and incorporated batteries should not be disposed of via the normal household waste stream. To prevent possible harm to the environment or human health please separate this product and its batteries from other waste streams to ensure that it can be recycled in an environmentally sound manner. For more details on available collection facilities please contact your local government office or the retailer where you purchased this product. Use of the chemical symbols Pb, Cd or Hg indicates if these metals are used in the battery.

This information only applies to customers in the European Union, according to Directive 2006/66/EC OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL OF 6 September 2006 on batteries and accumulators and waste batteries and accumulators and repealing Directive 91/157/EEC and legislation transposing and implementing it into the various national legal systems, and to customers in countries in Europe, Middle East and Africa (EMEA) where they have implemented equivalent regulations.

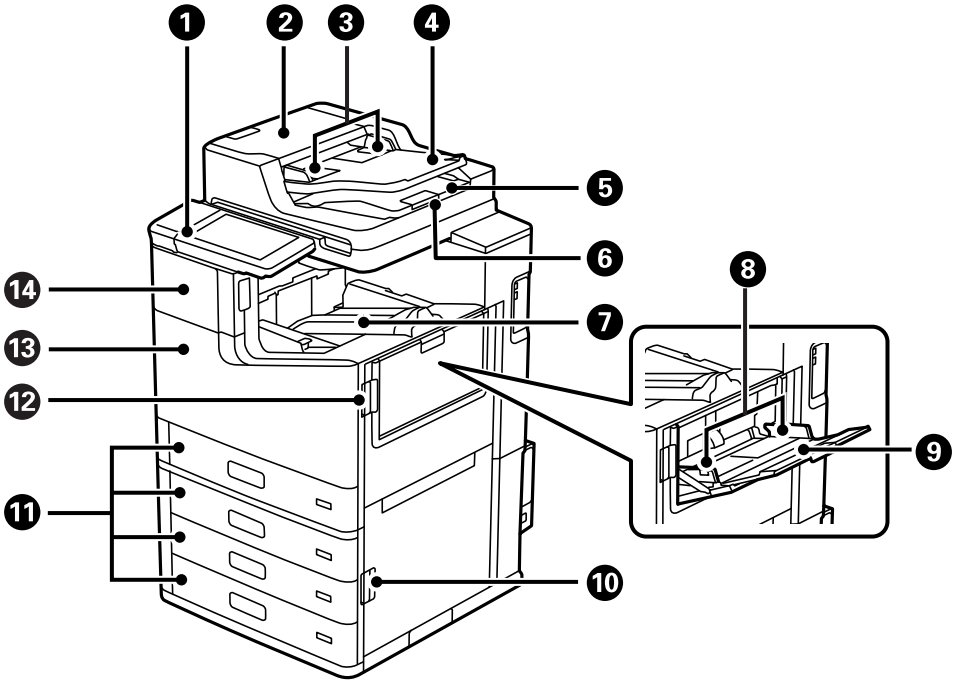
For other countries, please contact your local government to investigate the possibility of recycling your product.

Part Names and Functions

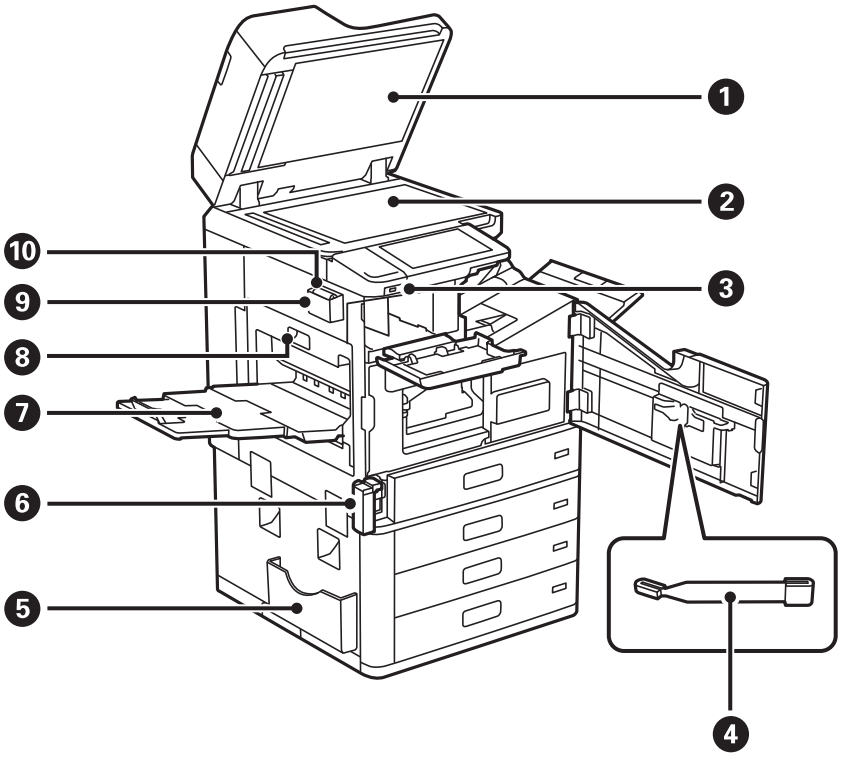
Front. 23

Rear. 25

Front

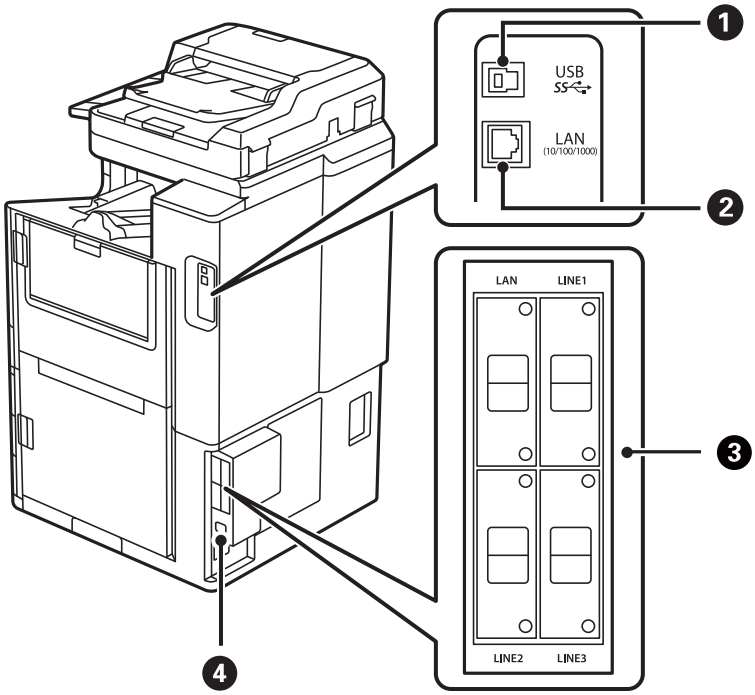


❶	Control panel	Allows you to make settings and perform operations on the printer. Also displays the printer's status.
❷	ADF (Automatic Document Feeder) cover (F)	Open when removing jammed originals in the ADF.
❸	ADF edge guide	Feeds originals straight into the printer. Slide to the edge of the originals.
❹	ADF input tray	Feeds originals automatically.
❺	ADF output tray	Holds originals ejected from the ADF.
❻	Stopper	Prevents the ejected originals from falling from the ADF output tray.
❼	Face down tray (K)	Holds the ejected paper.
❽	Edge guide	Feeds the paper straight into the printer. Slide to the edges of the paper.
❾	Paper tray (B)	Loads paper. You can load all types of paper (thick paper and envelopes) that can be used in this printer.
❿	Cover (E)	Open when removing jammed paper
⓫	Paper cassette 1, 2, 3, 4 (C1, C2, C3, C4)	Loads paper.
⓬	Cover (J)	Open when removing jammed paper
⓭	Front cover (L)	Open when removing jammed paper or replacing the maintenance box.
⓮	Ink cartridge cover (A)	Open when replacing the ink cartridge.



❶	Document cover	Blocks external light while scanning.
❷	Scanner glass	Place the originals. You can place originals that are not fed from the ADF such as envelopes or thick books.
❸	External interface USB port	Connects memory devices.
❹	Cleaning stick	This is a service part for cleaning the inside of the printer.
❺	Document holder	Holds the manuals. You can also attach it the rear.
❻	Maintenance box cover (H)	Open when replacing the maintenance box. You need to open the front cover (L) first. The maintenance box is a container that collects a very small amount of surplus ink during cleaning or printing.
❼	Face up tray (G)	Holds the ejected paper.
❽	Duplexing unit (D1)	Open when removing jammed paper.
❾	Cleaning cloth holder	Holds the cleaning cloth.
❿	Cleaning cloth	Use to clean the glass surface of the scanner unit and the ADF.

Rear



❶	USB port	Connects a USB cable.
❷	LAN port	Connects a LAN cable.
❸	Option mounting point	Use when installing optional items. See related information for more details.
❹	AC inlet	Connects the power cord.

Related Information

➡ "List of Optional Items" on page 353

Guide to the Control Panel

Turning the Power On and Off. 27

Control Panel. 27

Home Screen Configuration. 28

Menu Screen Configuration. 31

Job/Status Screen Configuration. 32

Entering Characters. 33

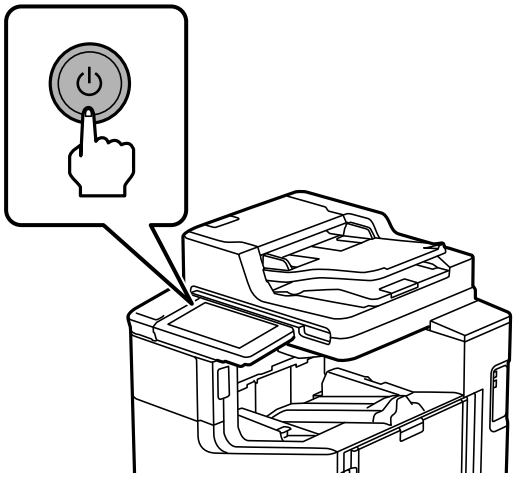
Viewing Animations. 34

Turning the Power On and Off

Turning the Power On

Press the power button on the control panel to turn on the power. Hold down the ⏻ button until the LCD screen is displayed.

The home screen is displayed when startup is complete.

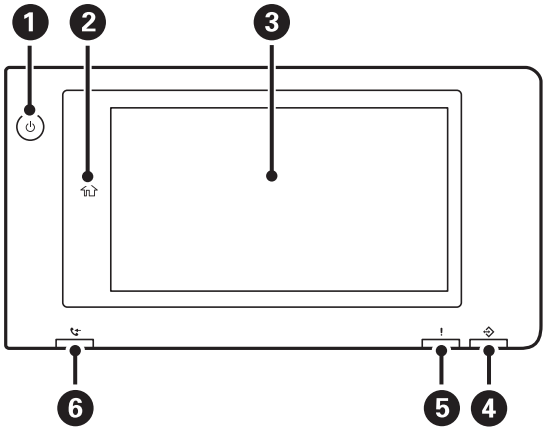


Turning the Power Off

Press the ⏻ button, then follow the on-screen instructions to turn off the power.

> ***Important:***
>
> ❏ *When unplugging the power cord, wait until the power light is off and the LCD screen has disappeared.*

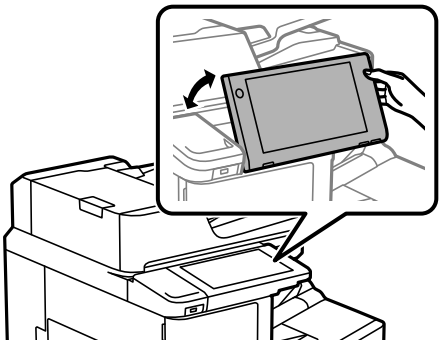
Control Panel



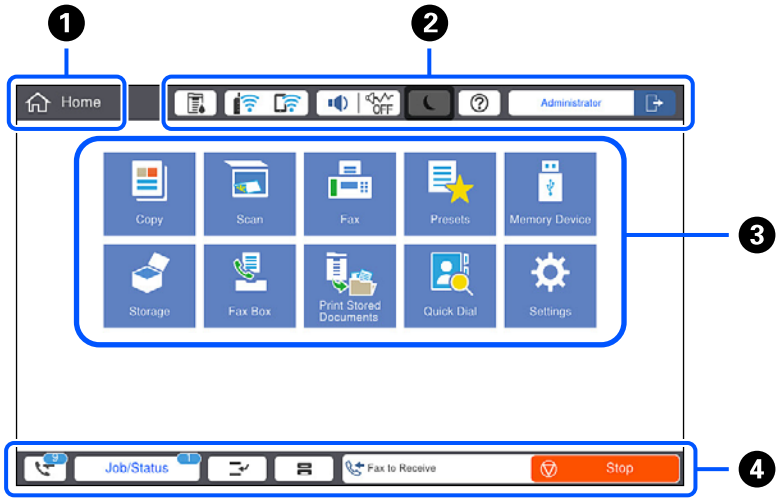
1	**Power buttonPower light**

❷	**Home button** Returns you to the home screen.
❸	**Touch screen** Displays the setting items and messages. When no operations are performed for a specific length of time, the printer enters sleep mode and the display turns off. Tap anywhere on the touch screen to turn on the display. Depending on the current settings, pressing the power button wakes the printer from sleep mode.
❹	**Data light** Flashes when the printer is processing data, and turns on when there are jobs waiting to be processed.
❺	**Error light** Turns on or flashes when an error occurs. Displays any errors on the screen.
❻	**Fax reception light** Turns on when received documents that have not yet been processed.

You can tilt the control panel.



Home Screen Configuration



❶	**Title** Indicates the current screen.	
❷	Displays information on each item. Grayed out items are not available.	
		Displays the Printer Status screen.
		Displays the network connection status. See the following for more details. "Guide to the Network Icon" on page 31
		Displays the **Device Sound Settings** screen. You can set **Mute** and **Quiet Mode**. You can access the **Sounds** menu from this screen. You can also make this setting from the **Settings** menu. **Settings** > **General Settings** > **Basic Settings** > **Sounds**
	 	Indicates whether or not **Quiet Mode** is set for the printer. When this feature is enabled, the noise made by printer operations is reduced, but print speed may slow down. However, noises may not be reduced depending on the selected paper type and print quality.
		Indicates that **Mute** is set for the printer.
		Enters the printer into sleep mode. When the icon is grayed out, the printer cannot enter sleep mode.
		Displays the **Help** screen. You can check solutions to problems from here.
		Indicates that the user restriction feature is enabled. Select this icon to log in to the printer. You need to select a user name and then enter a password. Contact your printer administrator for login information. When is displayed, a user with access permission has logged in. Select the icon to logout.

❸	Displays each menu. You can change the position and order of the menu icon. ❏ Copy Allows you to copy documents. ❏ Scan Allows you to scan documents and save them to a memory device or a computer. ❏ Fax Allows you to send faxes. ❏ Presets Allows you to register frequently used settings for copying, scanning, or faxing as a preset. ❏ Memory Device Allows you to print JPEG, TIFF or PDF data on a memory device such as a USB flash drive connected to the printer. ❏ Storage Allows you to store data to the built-in hard disc and to view, print, and output as a file any time you want. ❏ Fax Box Allows you to store received documents, documents to be sent, or documents for polling faxes. ❏ Print Stored Documents Allows you to temporarily save jobs sent from the printer driver to the printer's memory before printing. You can print a password protected job and test prints when printing multiple copies. ❏ Quick Dial If you have assigned a recipient registered in the contacts list to a quick dial, you can send faxes quickly to the recipient. ❏ Settings Allows you to make settings related to maintenance, printer settings, and operations.	
❹	Displays the status of jobs and printer. The contents of display change depending on the printer's status.	
		The number displayed indicates the number of faxes that have not yet been read, printed, or saved.
	Job/Status	Displays on-going jobs and jobs that are standing by. Tap to display the type of jobs, arrival time, user names, and so on as a list. The number displayed indicates the number of jobs that are standing by.
		Pauses the current job and allows you to interrupt another job. Press this button again to restart a paused job. You cannot interrupt from a computer.
		Displays the **Paper Setting** screen. You can select the paper size and paper type settings for each paper source.
	An information for the interrupted job, error or unread fax, and job name	Displays the printer's status such as the Interrupt status, Error status, current job, and unprocessed faxes.
	Stop	Pauses or cancels the job being processed.
	Clock	Displays the current time when there is no specific printer status to display.

Guide to the Network Icon

	The printer is not connected to a wired (Ethernet) network or unset it.
	The printer is connected to a wired (Ethernet) network.
	The printer is not connected to a wireless (Wi-Fi) network.
	The printer is searching for SSID, unset IP address, or having a problem with a wireless (Wi-Fi) network.
	The printer is connected to a wireless (Wi-Fi) network. The number of bars indicates the signal strength of the connection. The more bars there are, the stronger the connection.
	The printer is not connected to a wireless (Wi-Fi) network in Wi-Fi Direct (Simple AP) mode.
	The printer is connected to a wireless (Wi-Fi) network in Wi-Fi Direct (Simple AP) mode.

Menu Screen Configuration

❶	Returns to the previous screen.
❷	Switches the list of settings using the tabs. The **Basic Settings** tab displays frequently used items. The **Advanced** tab displays other items that you can set as necessary.

❸	Displays the list of setting items. When is displayed, you can view additional information by selecting the icon. Make settings by selecting the item or adding a check mark. When you have changed an item from the user default or the factory default, is displayed on the item. Grayed out items are not available. Select the item to check why it is unavailable. If any problems occur, is displayed on the item. Select the icon to check how to solve the problem.	
❹	Starts operations using the current settings. Items vary depending on the menu.	
	Presets	Displays the preset list. You can register current setting as a preset, or load registered presets.
	Copies	Displays the on-screen keypad allowing you to enter the number of copies.
	Reset	Tap to cancel changes you have made and return to the original settings.
	Preview	Displays a preview of the image before printing, copying, scanning, or sending faxes.
	◇	Starts printing, copying, scanning, or sending faxes.

Job/Status Screen Configuration

Select the Job/Status on the control panel to display the Job/Status menu. You can check the status of the printer or the jobs.

❶	Switches the displayed lists.
❷	Filter the jobs by functional.
❸	When **Active** is selected, displays the list of ongoing jobs and jobs waiting to be processed. When **Log** is selected, displays the job history. You can cancel jobs or check the error code displayed in the history when the job has failed.
❹	Displays any errors that have occurred in the printer. Select the error from the list to display the error message.
❺	Switches the displayed lists. When you are using the additional interface slot, you can switch tabs to display the status of the optional item. See related information for more details.
❻	Indicates the approximate ink levels and the approximate service life of the maintenance box.

Related Information

➡ "Error Code is Displayed on the Status Menu" on page 292
➡ "List of Optional Items" on page 353

Reserve Job

You can reserve jobs during copying or printing when you are not using the ADF or the Scanner Glass.

You do not need to perform any special actions to reserve jobs. If you select ⏀ during normal operation, the job runs as soon as the current job is complete.

You can reserve up to 100 of the following types of jobs including the current job.

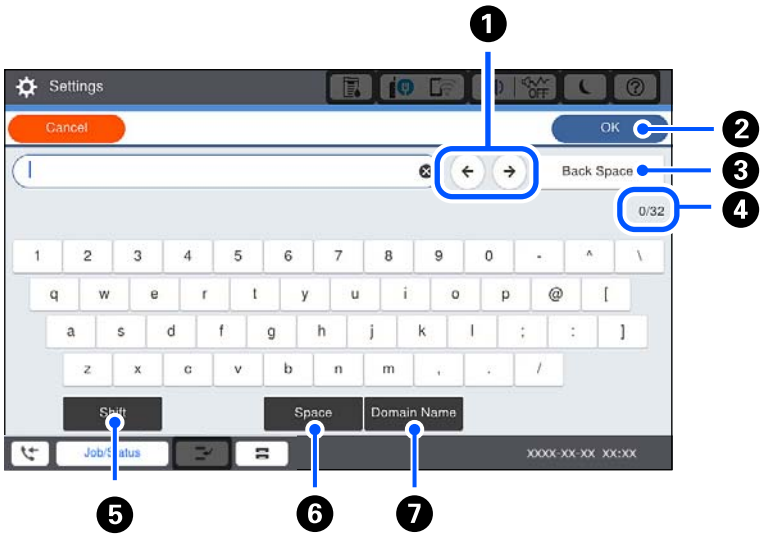
❏ Print

❏ Copy

❏ Send Fax

Entering Characters

You can enter characters and symbols by using on-screen keyboard when you make network settings, and so on.



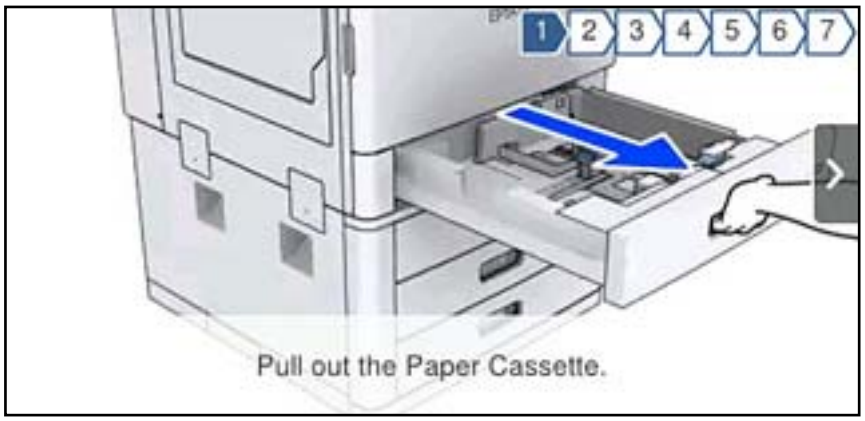
❶	Moves the cursor to the input position.
❷	Enters character.
❸	Deletes a character to the left.
❹	Indicates the character count.
❺	Switches between upper case and lower case or numbers and symbols.
❻	Enters a space.
❼	Enters frequently used email domain addresses or URLs by simply selecting the item.

Viewing Animations

You can view animations of operating instructions such as loading paper or removing jammed paper on the LCD screen.

❏ Select ⓘ: Displays the help screen. Select the items that you want to view from **How To**.

❏ Select **How To** at the bottom of the operation screen: Displays the context-sensitive animation.



Loading Paper

Paper Handling Precautions. 36

Paper Size and Type Settings. 36

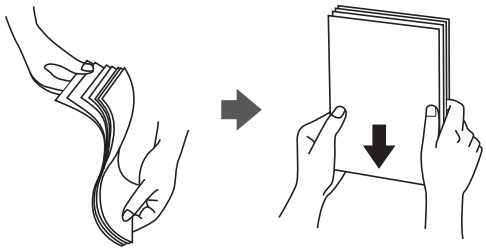
Loading Paper. 38

Paper Handling Precautions

Paper Handling

❏ Read the instruction sheets supplied with the paper.

❏ Fan and align the edges of the paper before loading.



Paper Storage

Notice the following when storing papers.

❏ Seal the rest of papers in a plastic bag to avoid absorbing moisture.

❏ Keep in a place with less humidity. Also, do not wet the paper.

❏ Keep away from direct sunlight.

❏ Do not stand papers, place it on a flat.

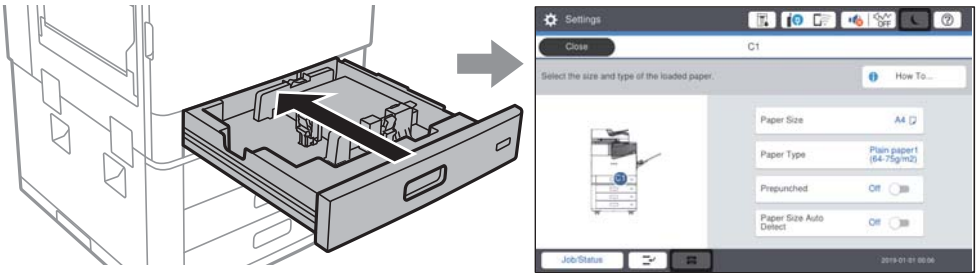
Note:
Although you store papers as mentioned above, the deterioration of print quality or paper jams may occur depending on the environment. Before using stored paper, try printing a small amount of paper and check for paper jams or smears on the printout.

Related Information

➡ "Unavailable Paper Types" on page 441

Paper Size and Type Settings

If you register the paper size and type on the screen displayed when you insert the paper cassette, the printer informs you when the registered information and print settings differ. This prevents you from wasting paper and ink by making sure you are not printing on the wrong paper size or printing using settings that do not match the paper type.



If displayed paper size and type differ from the loaded paper, select the item to change. If the settings match the loaded paper, close the screen.

Note:

❏ *You can also display the paper size and paper type settings screen by selecting on the control panel.*

❏ *You can register frequently used user-defined sizes in* ***Settings*** > ***General Settings*** > ***Printer Settings*** > ***Paper Source Settings*** > ***User-Defined Paper Size List****.*

❏ *To select a user-defined size as the paper size, set* ***Paper Size Auto Detect*** *to* ***Off****.*

Setting the Paper Type

To obtain optimum printing results, select the paper type that suits the paper.

Paper Name	Paper Type			
	Control Panel	Printer Driver	PostScript Printer Driver	Epson Universal Printer Driver
Epson Business Paper Epson Bright White Ink Jet Paper*	Plain paper1 (64-75g/m2)	plain papers1	Plain1	plain papers1
Epson Matte Paper-Heavyweight*	Matte	Epson Matte	Epson Matte	-
Epson Archival Matte Paper*	Matte	Epson Matte	Epson Matte	-
Epson Double-Sided Matte Paper*	Matte	Epson Matte	Epson Matte	-
Epson Photo Quality Ink Jet Paper*	Matte	Epson Matte	Photo Quality Ink Jet Paper	-
Plain paper (60 to 75 g/m^2)	Plain paper1 (64-75g/m2)	plain papers1	Plain1	plain papers1
Plain paper (76 to 90 g/m^2)	Plain paper2 (76-90g/m2)	plain papers2	Plain2	plain papers2
Thick paper (91 to 105 g/m^2)	Thick1 (91-105g/m2)	Thick-Paper1	Thick-Paper1	Thick-Paper1
Thick paper (106 to 135 g/m^2)	Thick2 (106-135g/m2)	Thick-Paper2	Thick-Paper2	Thick-Paper2
Thick paper (136 to 160 g/m^2)	Thick3 (136-160g/m2)	Thick-Paper3	Thick-Paper3	Thick-Paper3
Thick paper (161 to 250 g/m^2)	Thick4 (161-250g/m2)	Thick-Paper4	Thick-Paper4	Thick-Paper4

Paper Name	Paper Type			
	Control Panel	Printer Driver	PostScript Printer Driver	Epson Universal Printer Driver
Extra thick paper (251 to 350 g/m^2)	Extra thick paper	Extra Thick-Paper	Extra Thick-Paper	Extra Thick-Paper

* : Genuine Epson paper

List of Detected Paper Sizes

When you enable **Paper Size Auto Detect**, the following paper sizes are detected automatically when they are loaded in thepaper cassette.

A6, B6, A5, Half letter, B5, A4, Letter, B4, Legal, A3, 11×17 in.

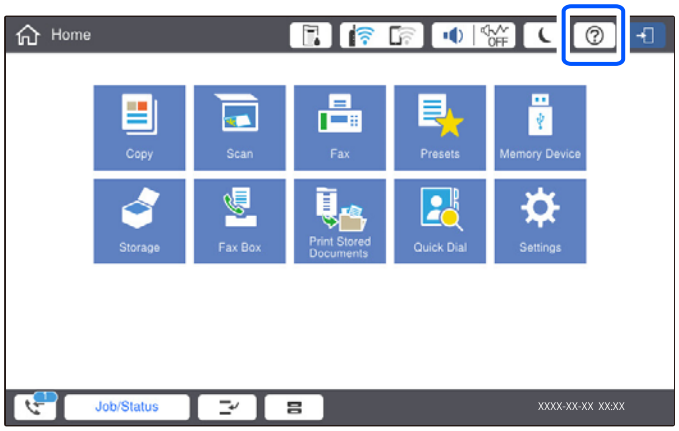
Similar paper sizes such as A4 and Letter may not be detected correctly. If Half letter, Letter, Legal, and Leger sizes are detected as A5, A4, B4, and A3 sizes, select and then set the correct size.

If the sizes cannot be automatically detected, select , disable the **Paper Size Auto Detect** feature, and then set the paper size that you loaded.

Loading Paper

You can load paper by referring to the animations displayed on the printer's LCD screen.

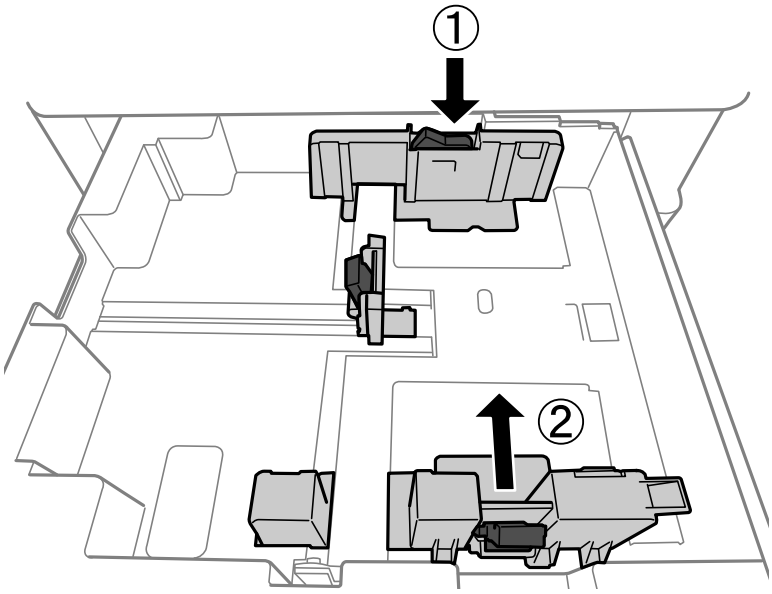
Select , and then select **How To** > **Load paper**. Select the paper source you want to use to display the animations. Select **Close** to close the animation screen.



Important:

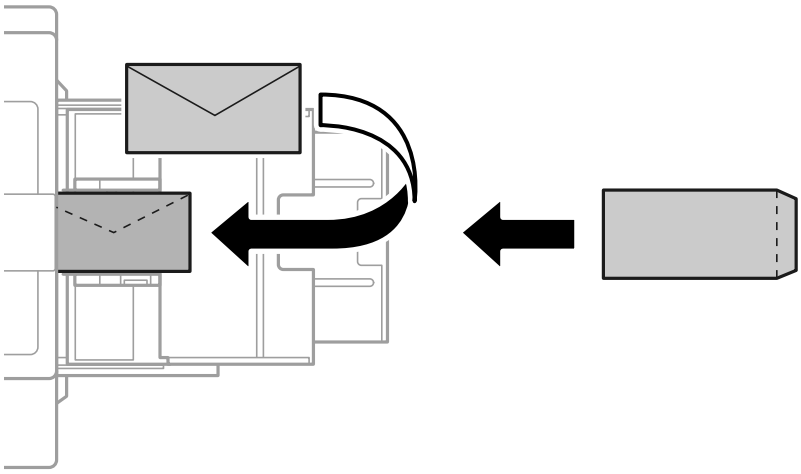
Insert and remove the paper cassette slowly. Insert the high capacity tray slowly because the tray is heavy due to the large amount of paper loaded in the tray.

Note:
When you change the position of the edge guides in the paper cassette, release the lock on the cassette and then move the edge guides. After changing the position, lock the cassette again.



Loading Envelopes

Load envelopes in the center of the paper tray short edge first with the flap facing down, and slide the edge guides to the edges of the envelopes.



If the flap is on the short edge, make sure you include the flap when setting the user-defined size.

Loading Pre-punched Paper

Set margin settings so that you avoid printing over the holes.

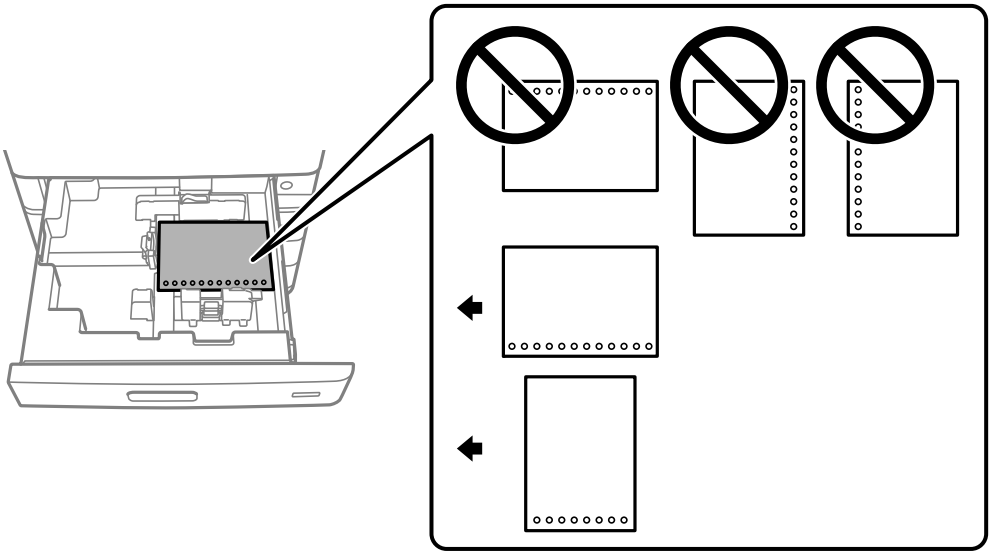
You cannot print in the area 17 mm from the edge (pre-punched edge) of the paper.

Important:

Load the prepunched paper with the hole side toward you. Loading paper in an incorrect direction may cause paper jam or smears inside of the printer.

❏ Paper cassette

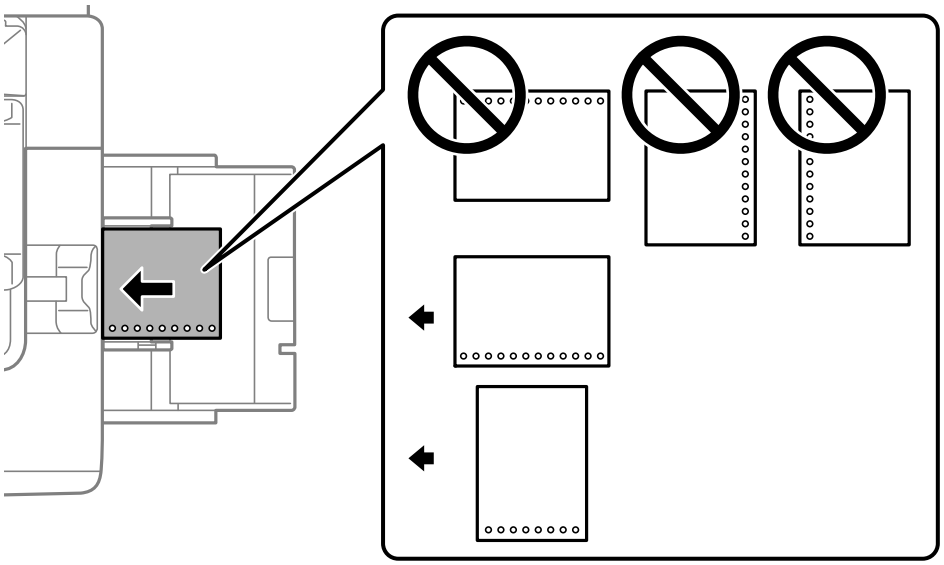
Load pre-punched paper with the printable side facing down and the position of the holes at the front.



Select **On** as the **Prepunched** setting on the paper settings screen displayed on the control panel.

❏ Paper tray

Load pre-punched paper with the printable side facing up and the position of the holes at the front.



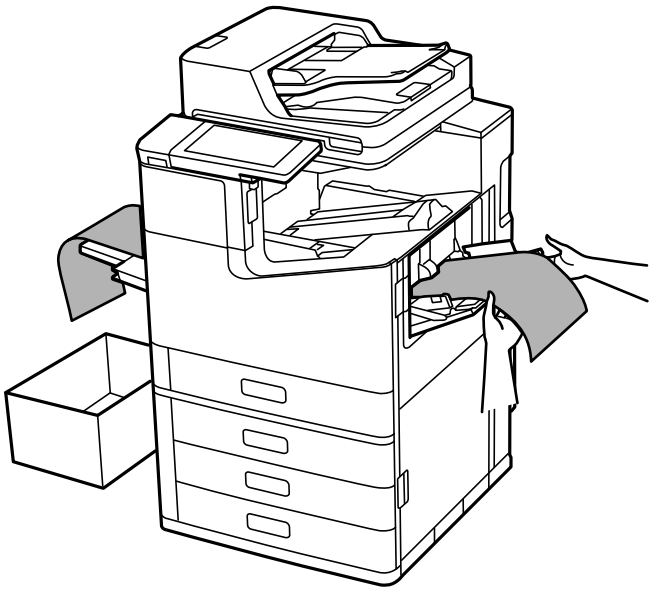
Select **On** as the **Prepunched** setting on the paper settings screen displayed on the control panel.

Note:

You can also display the paper settings screen by selecting on the control panel.

Loading Long Papers

Load a single sheet of long paper in the paper tray. Set **Paper Size Auto Detect** to **Off**, and then select **User-Defined** as the paper size setting.



❏ If paper falls from the face up tray, prepare a box and so on to make sure that paper does not touch the floor.

❏ Do not touch paper that is being ejected. It could injure your hand or cause print quality to decline.

❏ When loading long paper, be careful not to cut your hands on the edges of the paper when holding the paper.

Related Information

➡ "Loading Long Paper when Staple Finisher-P2 Installed" on page 388

Placing Originals

Placing Originals. 43

Detecting the Original Size Automatically. 45

Originals that are not Supported by the ADF. 46

Placing Originals

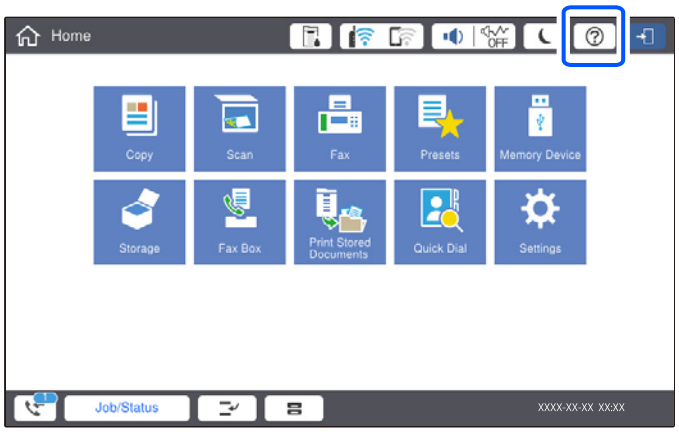
Place originals on the scanner glass or the ADF.

You can place multiple originals in the ADF. If auto duplex scanning is available, you can scan both sides of the originals at the same time. See the link below for the specifications of the ADF.

"ADF Specifications" on page 488

Follow the steps below to view the video for placing originals.

Select ⓘ, and then select **How To** > **Place Originals**. Select the method of placing originals that you want to view. Select **Close** to close the animation screen.



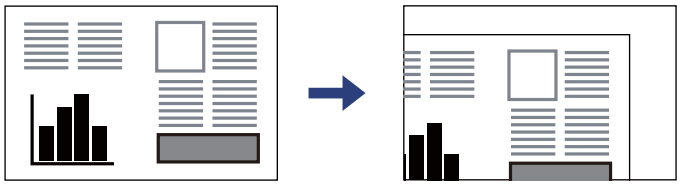
When using the scanner glass

> ⚠ ***Caution:***
>
> *Be careful not to trap your fingers when closing the document cover. Otherwise you may be injured.*

Important:

- ❏ *When placing bulky originals such as books, prevent exterior light from shining directly onto the scanner glass.*

  If exterior light is too strong, the size of your original may not be automatically detected or the result of copying or scanning may become white.
- ❏ *Do not apply too much force to the scanner glass. Otherwise, it may be damaged.*
- ❏ *Do not press with too much force on the original. If you press with too much force, blurring, smudges, and spots may occur.*
- ❏ *If the original has marks from folding or wrinkles, smooth them out, and then place them on the scanner glass. Images may be blurred at the parts where the original is not in close contact with the scanner glass.*
- ❏ *If there is any trash or dirt on the scanner glass, the scanning range may expand to include it, so the image of the original may be displaced or reduced. Remove any trash and dirt on the scanner glass before scanning.*



- ❏ *Remove the originals after scanning. If you leave the originals on the scanner glass for a long time, they may stick to the surface of the glass.*

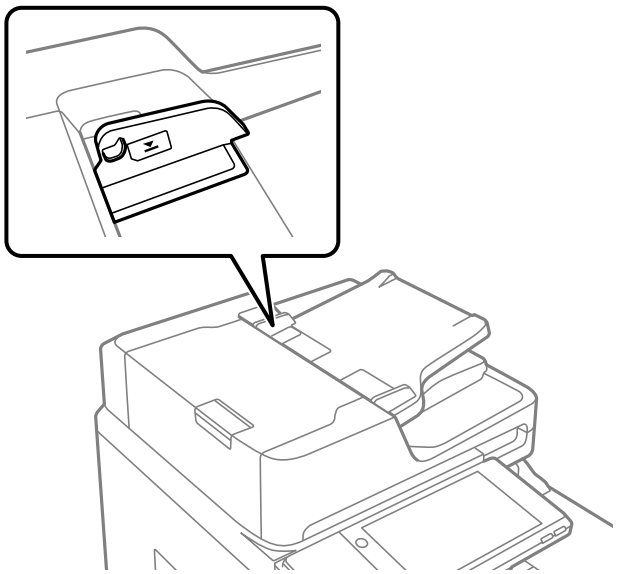
Note:

- ❏ *A range of 1.5 mm from the edges of the scanner glass is not scanned.*
- ❏ *When originals are placed in the ADF and on the scanner glass, priority is given to the originals in the ADF.*
- ❏ *Some sizes may not be automatically detected. In this situation, manually select the size of the originals.*

When using the ADF

Important:

❏ *Do not load originals above the line just under the triangle symbol inside the ADFedge guide.*



❏ *Do not add originals while scanning.*

Note:

❏ *You can place originals smaller than A4 size with the long edge facing toward the ADF.*

❏ *Some sizes may not be automatically detected. In this situation, manually select the size of the originals.*

Related Information

➡ "Originals that are not Supported by the ADF" on page 46

➡ "Detecting the Original Size Automatically" on page 45

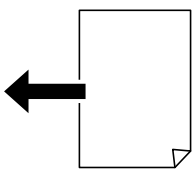
➡ "Scanner Specifications" on page 487

Detecting the Original Size Automatically

When you select **Auto Detect** as the paper setting, the following types of paper size are identified automatically.

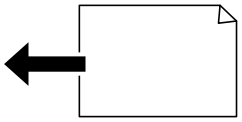
❏ Placing vertically: A4, B5, A5, 16K*

Place the long edge of the original toward the paper feed entrance of the ADF or the left side of the scanner glass.



❏ Placing horizontally: A3, B4, A4, B5, A5 (scanner glass only), 8K*, 16K*

Place the short edge of the original toward the paper feed entrance of the ADF or the left side of the scanner glass.



*:The paper is detected when **K Size Priority** is enabled. However, it may not be detected depending on the functions you are using. See "Related Information" below for more details.

Note:
The sizes for the following originals may not be detected correctly. If the sizes are not detected, set the size manually on the control panel.

❏ *Originals that are torn, folded, wrinkled, or curled (if the originals are curled, flatten the curl before placing the originals.)*

❏ *Originals with a lot of binder holes*

❏ *OHPs, translucent originals, or glossy originals*

Related Information

➡ "Original Size Auto Detection Option:" on page 456

Originals that are not Supported by the ADF

Important:
Do not feed photographs or valuable original artwork into the ADF. Misfeeding may wrinkle or damage the original. Scan these documents on the scanner glass instead.

To prevent paper jams, avoid placing the following originals in the ADF. For these types, use the scanner glass.

❏ Originals that are torn, folded, wrinkled, deteriorated, or curled

❏ Originals with binder holes

❏ Originals held together with tape, staples, paper clips etc.

❏ Originals that have stickers or labels stuck to them

❏ Originals that are cut irregularly or not right angled

❏ Originals that are bound

❏ OHPs, thermal transfer paper, or carbon backs

❏ Originals that are just printed out (not dried, not cooled, and so on)

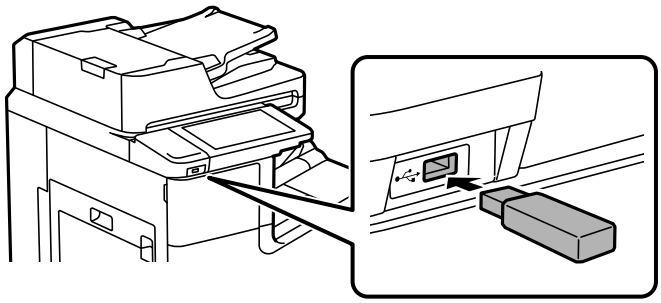
Inserting and Removing a Memory Device

Inserting an External USB Device. 48

Removing an External USB Device. 48

Inserting an External USB Device

Insert an external USB device into the external interface USB port.

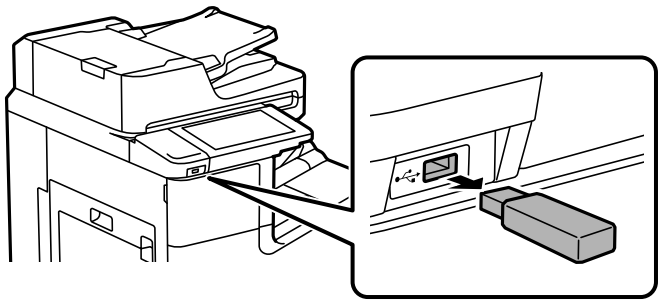


Related Information

➡ "Memory Device Specifications" on page 494

Removing an External USB Device

Remove the external USB device.



Important:

If you remove the external USB device while operating the printer, the data on the external USB device may be lost.

Printing

Printing Documents. 50

Printing on Envelopes. 111

Printing Photos. 112

Printing Web Pages. 116

Printing Using a Cloud Service. 116

Printing Documents

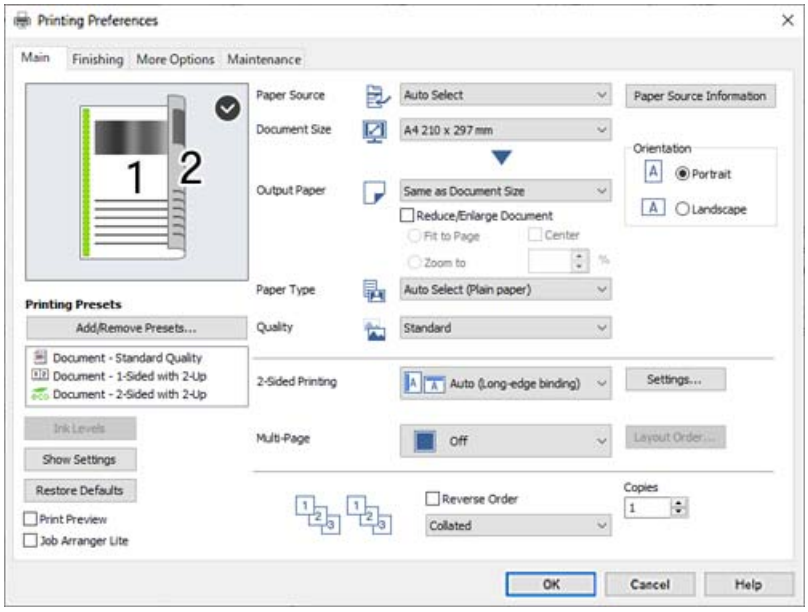
Printing from a Computer - Windows

If you cannot change some of the printer driver settings, they may have been restricted by the administrator. Contact your printer administrator for assistance.

Printing Using Easy Settings

Note:
Operations may differ depending on the application. See the application's help for details.

1. Load paper in the printer.
   "Loading Paper" on page 38
2. Open the file you want to print.
3. Select **Print** or **Print Setup** from the **File** menu.
4. Select your printer.
5. Select **Preferences** or **Properties** to access the printer driver window.



6. Change the settings as necessary.

   See the menu options for the printer driver for details.

   Note:
   - ❏ *You can also see the online help for explanations of the setting items. Right-clicking an item displays **Help**.*
   - ❏ *When you select **Print Preview**, you can see a preview of your document before printing.*
   - ❏ *When you only want to print on one side of the paper, set **2-Sided Printing** to **Off**.*
   - ❏ *If you want to save the document to be printed in storage, select the **Finishing** or **More Options** tab, select **Save to Storage and Print** in **Job Type**, and then specify where to save the document.*

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

8. Click **Print**.

   Note:
   - ❏ *When you select **Print Preview**, a preview window is displayed. To change the settings, click **Cancel**, and then repeat the procedure from step 3.*
   - ❏ *If you want to cancel printing, on your computer right-click on your printer in **Devices and Printers**, **Printer**, or in **Printers and Faxes**. Click **See what's printing**, right-click on the job you want to cancel, and then select **Cancel**. However, you cannot cancel a print job from the computer once it has been completely sent to the printer. In this case, cancel the print job by using the printer's control panel.*

Related Information

➡ "Available Paper and Capacities" on page 438

➡ "Setting the Paper Type" on page 37

➡ "Menu Options for the Printer Driver" on page 51

Menu Options for the Printer Driver

Open the print window in an application, select the printer, and then access the printer driver window.

Note:
Menus vary depending on the option you selected.

Main Tab

Printing Presets:

Add/Remove Presets:

You can add or remove your own presets for frequently used print settings. Select the preset you want to use from the list.

Ink Levels:

Displays the approximate ink level. You need to install EPSON Status Monitor 3 to enable this feature. You can download it from the Epson website.

http://www.epson.com

Show Settings/Hide Settings:

Displays a list of items currently set on the **Main**, **Finishing**, and **More Options** tabs. You can show or hide the current setting list screen.

Restore Defaults:

Return all settings to their factory default values. The settings on the **Finishing** and the **More Options** tabs are also reset to their defaults.

Print Preview:

Displays a preview of your document before printing.

Job Arranger Lite:

Job Arranger Lite allows you to combine several files created by different applications and print them as a single print job.

Paper Source:

Select the paper source from which the paper is fed. Select **Auto Select** to automatically select the paper source selected in the print settings on the printer. If you select **Set separately for each paper**, you can select whether or not to print on the front cover and back cover. You can also select multiple paper sources for the pages in your document. If you select **Slip Sheet/Chapter**, and then click **Settings**, you can make detailed settings.

Document Size:

Select the paper size on which you want to print. If you select **User-Defined**, enter the paper width and height, and then register the size.

Output Paper:

Select the paper size on which you want to print. If the **Document Size** differs from the **Output Paper**, **Reduce/Enlarge Document** is selected automatically. You do not have to select it when printing without reducing or enlarging the size of a document.

Reduce/Enlarge Document:

Allows you to reduce or enlarge the size of a document.

Fit to Page:

Automatically reduce or enlarge the document to fit to the paper size selected in **Output Paper**.

Zoom to:

Prints with a specific percentage.

Center:

Prints images in the center of the paper.

Paper Type:

Select the type of paper on which you print. If you select **Auto Select (plain papers)**, printing is performed from the paper source for which the paper type is set to the following in the printer's settings.

Plain paper1, Plain paper2, Preprinted, Letterhead, Color, Recycled, High quality plain paper

However, paper cannot be fed from a paper source for which the paper source is set to off in the printer's **Auto Select Settings**. When printing on the front cover and back cover, paper is also printed from the paper source set for paper types other than the above.

Quality:

Select the pint quality you want to use for printing. Available settings depend on the paper type you select. Selecting **High** provides higher quality printing, but the printing speed may be slower.

Paper Source Information:

Displays the paper information set for each paper source.

Orientation:

Select the orientation you want to use to print.

2-Sided Printing:

Allows you to perform 2-sided printing.

Settings:

You can specify the binding edge and the binding margins. When printing multi-page documents, you can select to print starting from either the front or the back side of the page. You can also use Images in Binding Margin to select how the binding margin affects images.

Multi-Page:

Allows you to print several pages on one sheet or perform poster printing. Click **Layout Order** to specify the order in which pages are printed.

Reverse Order:

Allows you to print from the last page so that the pages are stacked in the correct order after printing.

Collate/Uncollated:

Select **Collate** to print multi-page documents collated in order and sorted into sets.

Copies:

Set the number of copies you want to print.

Finishing Tab

Show Settings/Hide Settings:

Displays a list of items currently set on the **Main**, **Finishing**, and **More Options** tabs. You can show or hide the current setting list screen.

Restore Defaults:

Return all settings to their factory default values. The settings on the **Main** and **More Options** tabs are also reset to their defaults.

Job Type:

Select whether to store print data on the printer.

Normal Print:

Printing starts without storing.

Confidential Job:

Password-protect confidential documents when printing. If you use this feature, the print data is stored in the printer and can only be printed after the password has been entered using the printer's control panel. Click **Settings** to change the settings.

Verify Job:

When printing multiple copies, allows you to print one copy to check the content. To print after making the second copy, operate the printer's control panel.

Click **Settings** to set **User Name** and **Job Name**.

Re-Print Job:

Allows you to store the print job in the printer's memory. You can start printing by operating the printer's control panel.

Click **Settings** to set **User Name** and **Job Name**.

Save to Storage:

You can save the data to be printed in a storage and print it later.

Save to Storage and Print:

You can save print data in a storage when printing.

Paper Source:

Select the paper source from which the paper is fed. Select **Auto Select** to automatically select the paper source selected in the print settings on the printer. If you select **Set separately for each paper**, you can select whether or not to print on the front cover and back cover. You can also select multiple paper sources for the pages in your document. If you select **Slip Sheet/Chapter**, and then click **Settings**, you can make detailed settings.

Separator Sheet:

Select settings for inserting separator sheets between printouts.

Output Tray:

Select which output tray to use for printouts. The output tray may be automatically selected based on other print settings.

Sort:

Select how to sort multiple copies.

Rotate Sort:

Stacks printouts alternately in the portrait orientation and the landscape orientation. To use this feature, select **Auto Select** as the **Paper Source** setting and **Auto Select** or **Face Down Tray** as the**Output Tray** setting. The printouts are stacked in the face down tray.

Mixed Paper Size:

When the following document sizes are mixed, stacks the printouts by aligning the short edge of the large size paper and the long edge of the small size paper. Select **Specify Orientation**, and then click **Settings** to set the paper orientation and the binding margin.

❏ A3/A4

- ❏ Ledger/Letter
- ❏ B4/B5
- ❏ 8K/16K

More Options Tab

Printing Presets:

Add/Remove Presets:

You can add or remove your own presets for frequently used print settings. Select the preset you want to use from the list.

Show Settings/Hide Settings:

Displays a list of items currently set on the **Main**, **Finishing**, and **More Options** tabs. You can show or hide the current setting list screen.

Restore Defaults:

Return all settings to their factory default values. The settings on the **Main** and **Finishing** tabs are also reset to their defaults.

Job Type:

Select whether to store print data on the printer.

Normal Print:

Printing starts without storing.

Confidential Job:

Password-protect confidential documents when printing. If you use this feature, the print data is stored in the printer and can only be printed after the password has been entered using the printer's control panel. Click **Settings** to change the settings.

Verify Job:

When printing multiple copies, allows you to print one copy to check the content. To print after making the second copy, operate the printer's control panel.

Click **Settings** to set **User Name** and **Job Name**.

Re-Print Job:

Allows you to store the print job in the printer's memory. You can start printing by operating the printer's control panel.

Click **Settings** to set **User Name** and **Job Name**.

Save to Storage:

You can save the data to be printed in a storage and print it later.

Save to Storage and Print:

You can save print data in a storage when printing.

Tone Correction:

Automatic:

Adjusts the tone of images automatically.

Custom:

Allows you to perform manual tone correction. Click **Advanced** for further settings.

Image Options:

Enables print quality options such as Emphasize Text. You can also thicken thin lines to make them visible on the printouts.

Additional Settings:

Watermark Features:

Allows you to make settings for anti-copy patterns, watermarks, or headers and footers.

Add/Delete:

Allows you to add or remove any anti-copy patterns or watermarks that you want to use.

Settings:

Allows you to set the printing method for anti-copy patterns or watermarks.

Header/Footer:

You can print information such as a user name and printing date in headers or footers.

Rotate 180°:

Rotates pages 180 degrees before printing. Select this item when printing on paper such as envelopes that are loaded in fixed direction in the printer.

Print Sets:

Enables settings that allows you to sort prints by group. Click **Settings** to set the number of copies, number of sets, and the sorting method.

Maintenance Tab

Job Arranger Lite:

Opens the Job Arranger Lite window. Here you can open and edit previously saved data.

EPSON Status Monitor 3:

Opens the EPSON Status Monitor 3 window. Here you can confirm the status of the printer and the consumables. You need to install EPSON Status Monitor 3 to enable this feature. You can download it from the Epson website.

http://www.epson.com

Monitoring Preferences:

Allows you to make settings for items on the EPSON Status Monitor 3 window. You need to install EPSON Status Monitor 3 to enable this feature. You can download it from the Epson website.

http://www.epson.com

Extended Settings:

Allows you to make a variety of settings. Right-click each item to view the Help for more details.

Print Queue:

Displays the jobs waiting to be printed. You can check, pause, or resume print jobs.

Printer and Option Information:

Displays the number of sheets of paper fed into the printer or the ADF.

Language:

Changes the language to be used on the printer driver window. To apply the settings, close the printer driver, and then open it again.

Software Update:

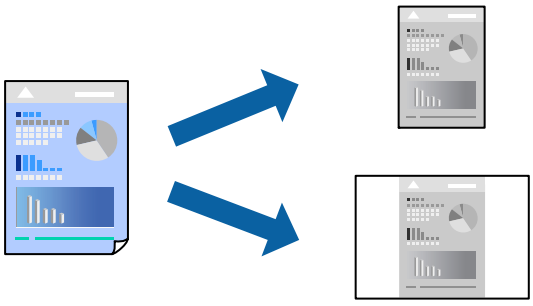
Starts EPSON Software Updater to check for the latest version of applications on the Internet.

Technical Support:

If the manual is installed on your computer, the manual is displayed. If it is not installed, you can connect to the Epson Web site to check the manual and available technical support.

Adding Printing Presets for Easy Printing

If you create your own preset of frequently used print settings on the printer driver, you can print easily by selecting the preset from the list.



1. On the printer driver's **Main** or **More Options** tab, set each item (such as **Document Size** and **Paper Type**).
2. Click **Add/Remove Presets** in **Printing Presets**.
3. Enter a **Name** and, if necessary, enter a comment.
4. Click **Save**.

Note:
*To delete an added preset, click **Add/Remove Presets**, select the preset name you want to delete from the list, and then delete it.*

"Main Tab" on page 51

"More Options Tab" on page 55

5. Click **Print**.

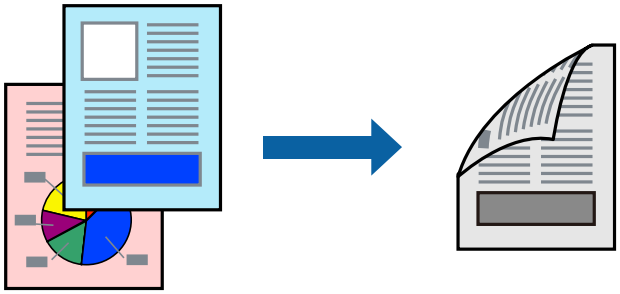
The next time you want to print using the same settings, select the registered setting name from **Printing Presets**, and click **OK**.

Related Information

➡ "Loading Paper" on page 38
➡ "Printing Using Easy Settings" on page 50

Printing on 2-Sides

You can print on both sides of the paper.



Note:

❏ *If you do not use paper that is suitable for 2-sided printing, the print quality may decline and paper jams may occur.*
"Paper for 2-Sided Printing" on page 440

❏ *Depending on the paper and the data, ink may bleed through to the other side of the paper.*

1. On the printer driver's **Main** tab, select the method of **2-Sided Printing**.
2. Click **Settings**, make the appropriate settings, and then click **OK**.
3. Set the other items on the **Main**, **Finishing** or **More Options** tabs as necessary, and then click **OK**.

"Main Tab" on page 51
"Finishing Tab" on page 53
"More Options Tab" on page 55

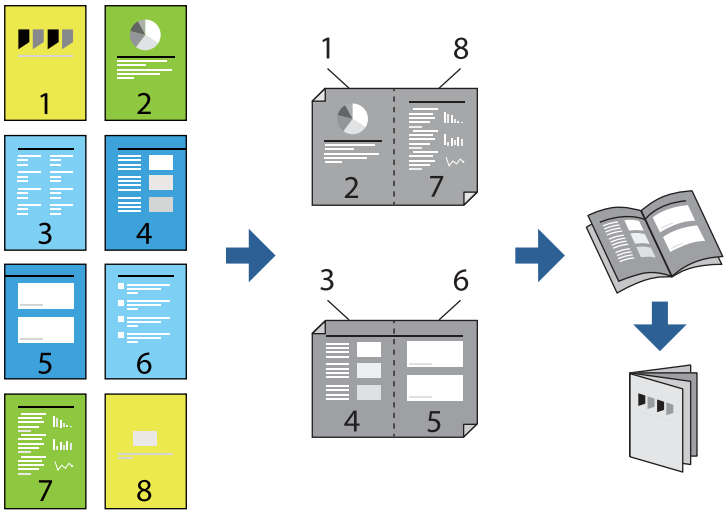
4. Click **Print**.

Related Information

➡ "Available Paper and Capacities" on page 438
➡ "Loading Paper" on page 38
➡ "Printing Using Easy Settings" on page 50

Printing a Booklet

You can also print a booklet that can be created by re-ordering the pages and folding the printout.



Note:

❏ *If you do not use paper that is suitable for 2-sided printing, the print quality may decline and paper jams may occur.*
"Paper for 2-Sided Printing" on page 440

❏ *Depending on the paper and the data, ink may bleed through to the other side of the paper.*

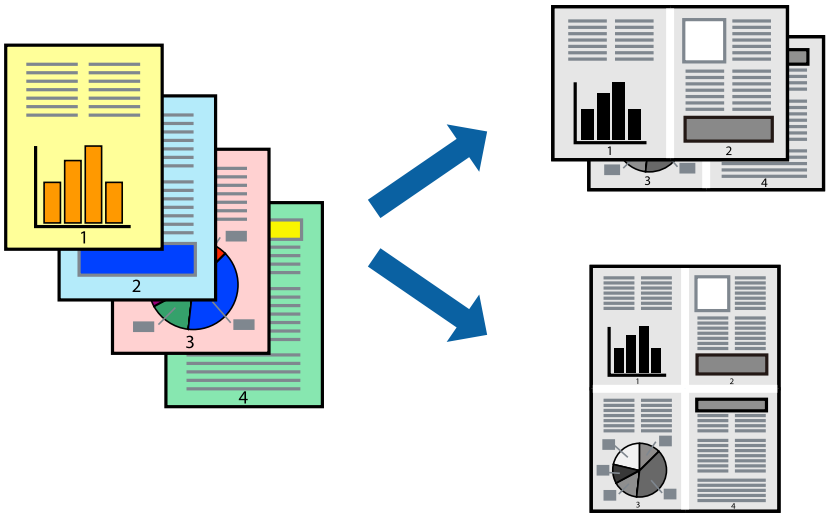
1. On the printer driver's **Main** tab, select the type of long-edge binding you want to use from **2-Sided Printing**.
2. Click **Settings**, select **Booklet**, and then select **Center Binding** or **Side Binding**.
   - ❏ Center Binding: Use this method when printing a small number of pages that can be stacked and easily folded in half.
   - ❏ Side Binding. Use this method when printing one sheet (four pages) at a time, folding each in half, and then putting them together in one volume.
3. Click **OK**.
4. Set the other items on the **Main**, **Finishing** or **More Options** tabs as necessary, and then click **OK**.
   "Main Tab" on page 51
   "Finishing Tab" on page 53
   "More Options Tab" on page 55
5. Click **Print**.

Related Information

➡ "Available Paper and Capacities" on page 438
➡ "Loading Paper" on page 38
➡ "Printing Using Easy Settings" on page 50

Printing Several Pages on One Sheet

You can print several pages of data on a single sheet of paper.



1. On the printer driver's **Main** tab, select **2-Up**, **4-Up**, **6-Up**, **8-Up**, **9-Up**, or **16-Up** as the **Multi-Page** setting.
2. Click **Layout Order**, make the appropriate settings, and then click **OK**.
3. Set the other items on the **Main**, **Finishing** or **More Options** tabs as necessary, and then click **OK**.

   "Main Tab" on page 51

   "Finishing Tab" on page 53

   "More Options Tab" on page 55
4. Click **Print**.

Related Information

➡ "Loading Paper" on page 38

➡ "Printing Using Easy Settings" on page 50

Printing to Fit the Paper Size

Select the paper size you loaded in the printer as the Destination Paper Size setting.

1. On the printer driver's **Main** tab, make the following settings.
   - ❏ Document Size: Select the size of the paper you set in the application setting.
   - ❏ Output Paper: Select the paper size you loaded in the printer.

     Fit to Page is automatically selected.

   Note:
   *Click **Center** to print the reduced image in the middle of the paper.*

2. Set the other items on the **Main**, **Finishing** or **More Options** tabs as necessary, and then click **OK**.

   "Main Tab" on page 51

   "Finishing Tab" on page 53

   "More Options Tab" on page 55

3. Click **Print**.

Related Information

➡ "Loading Paper" on page 38

➡ "Printing Using Easy Settings" on page 50

Printing a Reduced or Enlarged Document at any Magnification

You can reduce or enlarge the size of a document by a specific percentage.

1. On the printer driver's **Main** tab, select the document size from the **Document Size** setting.
2. Select the paper size you want to print on from the **Output Paper** setting.
3. Select **Reduce/Enlarge Document**, **Zoom to**, and then enter a percentage.
4. Set the other items on the **Main**, **Finishing** or **More Options** tabs as necessary, and then click **OK**.

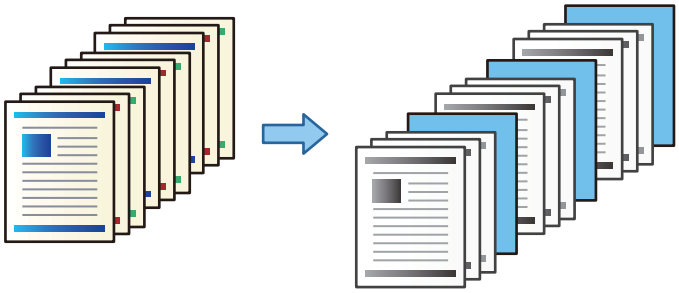
   "Main Tab" on page 51
   "Finishing Tab" on page 53
   "More Options Tab" on page 55
5. Click **Print**.

Related Information

➡ "Loading Paper" on page 38
➡ "Printing Using Easy Settings" on page 50

Adding Separator Sheets Between Copies and Jobs for Printing

You can insert separator sheets between copies or jobs. Use plain paper, thick paper, or high-quality paper with a thickness of up to 160 g/m² as a separator sheet.



Note:
When different users send print jobs from the computer, you can also insert separator sheets between users from ***Settings*** *>* ***General Settings*** *>* ***Printer Settings*** *>* ***Universal Print Settings*** *>* ***Insert Sheets per User****.*

1. On the printer driver's **Finishing** tab, click **Separator Sheet** next to **Paper Source**, and then select the method for inserting separator sheets between printouts.
   - ❏ **Insert sheet between copies**: Inserts separator sheets between copies.
   - ❏ **Insert sheet between jobs**: Inserts separator sheets between jobs.
2. Select the paper source for the separator sheets.
3. For **Insert sheet between copies**, select the number of copies to print before a separator sheet is inserted as the **Insert sheet after every** setting.

   You need to set multiple numbers of copies as the **Copies** setting on the **Main** tab.
4. Click **OK** to close the **Separator Sheet Settings** window.
5. Set the other items on the **Main**, **Finishing** or **More Options** tabs as necessary, and then click **OK**.

   "Main Tab" on page 51

   "Finishing Tab" on page 53

   "More Options Tab" on page 55
6. Click **Print**.

Related Information

➡ "Loading Paper" on page 38

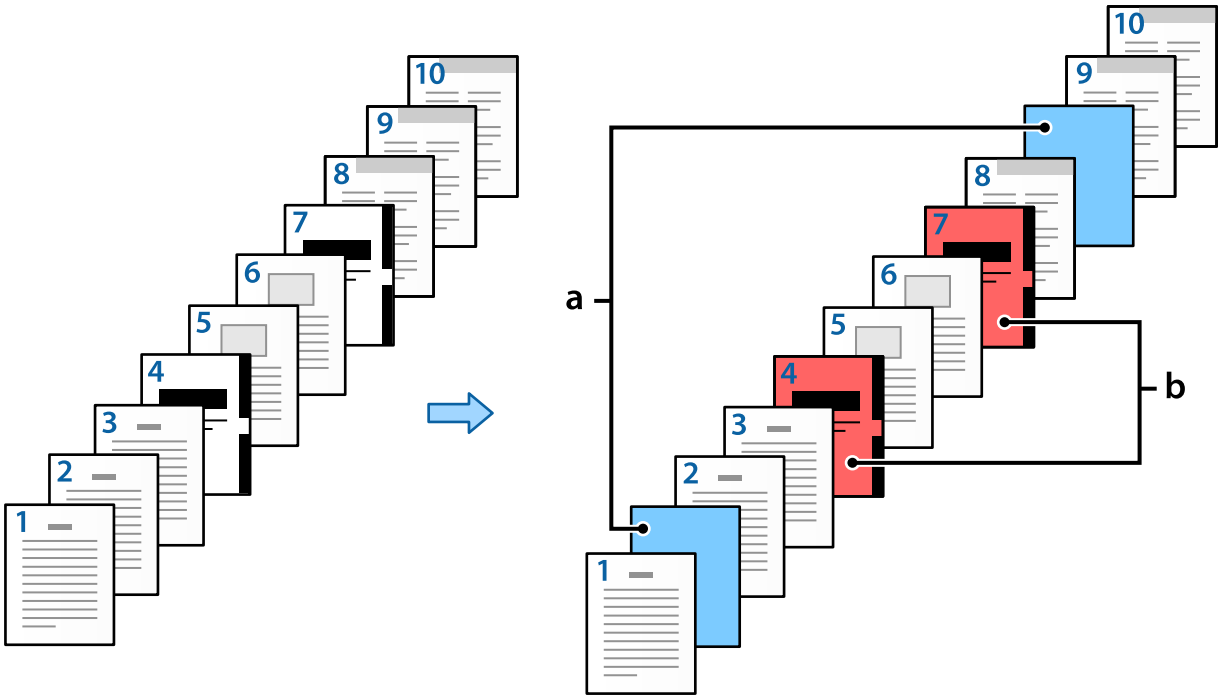
➡ "Printing Using Easy Settings" on page 50

Specifying the Page and Paper Source to Insert a Slip Sheet/Print Chapter Paper

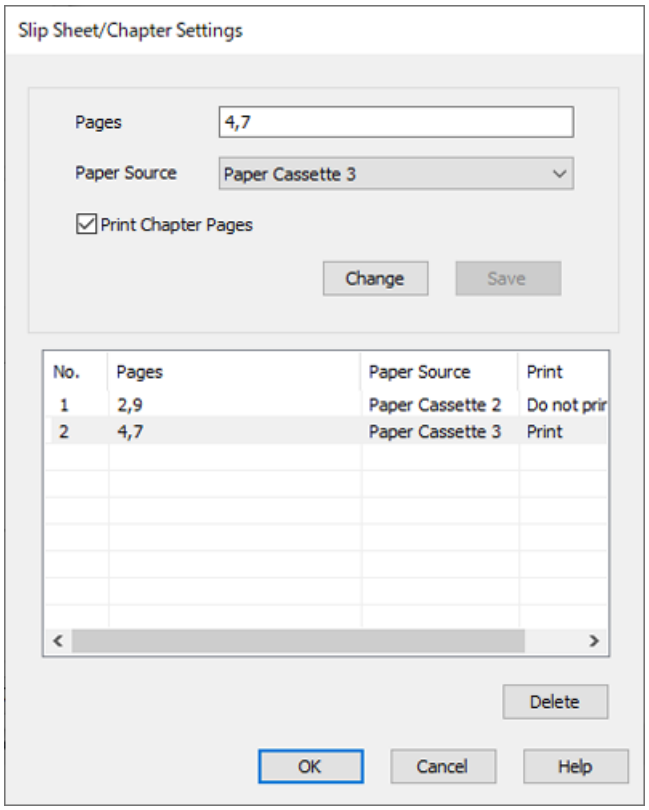
Overview of Slip Sheet and Chapter Paper

When printing a document consisting of multiple chapters, you can specify the page and paper source to insert a slip sheet between chapters, or print the first page of a chapter on a different paper than the text.

Paper that is inserted before a specified page, such as between chapters, is called a slip sheet ("a" in the figure below). A page that will be printed on different paper from the text, such as the first page of a chapter, is called a chapter paper ("b" in the figure below).



Items for Slip Sheet/Chapter Settings



Items	Overview
Pages	Enter the page where you want to insert a slip sheet or print a chapter. Use commas to separate pages and use hyphens to specify ranges. For example: When you want to insert the slip sheet before pages 2 and 9, enter "2,9". And when you want to print pages 4 and 7 on the chapter paper, enter "4,7". If you want to print 4 to 7 consecutive pages on the paper in the specified paper source, enter "4-7".
Paper Source	Select the paper source for the Slip Sheet/Chapter.
Print Chapter Pages	Select this to print chapter paper. When this is cleared a slip sheet is inserted.
Change	Change the settings for the selected pages to the new settings.
Save	Save the current settings to the list.
Delete	Delete the selected settings.

Note:

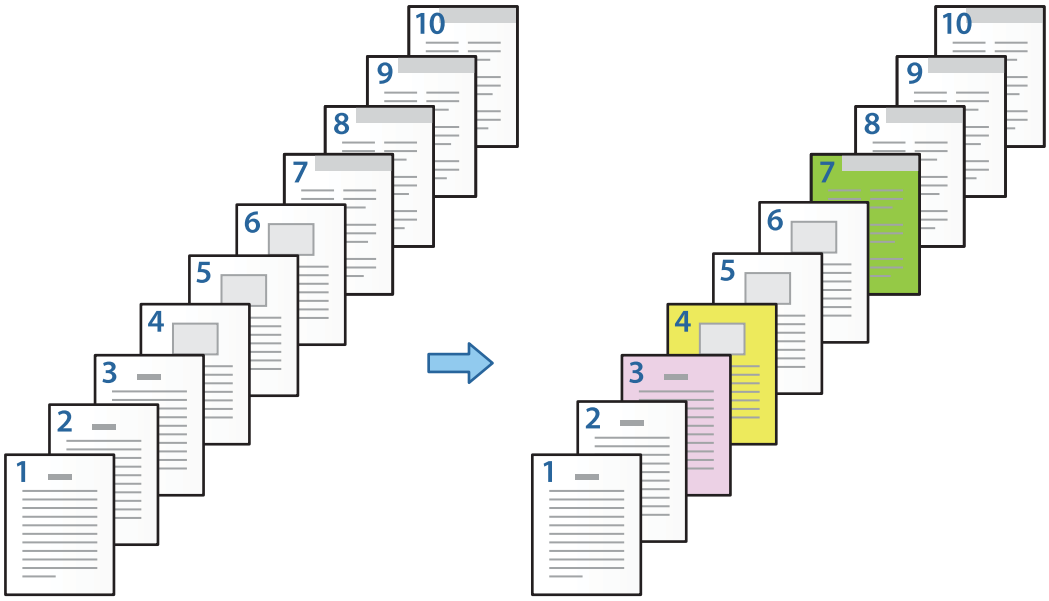
❏ *The following settings cannot be made when inserting a slip sheet between pages or printing a specified page on a chapter paper.*

- ❏ **Multi-Page**
- ❏ **Reverse Order**
- ❏ Select whether to print the first page of paper on the front or back when printing using 2-sided printing.
- ❏ Bookbinding printing
- ❏ **Send cover to bottom of stack**
- ❏ **Extended Settings** > **Print a document with both single-sided and doubled-sided pages**

❏ *If you select **Job Type** > **Save to Storage** or **Save to Storage and Print**, you cannot insert a slip sheet between pages or print the specified page on a chapter paper.*

Printing on One Side by Specifying the Pages and Multiple Paper Sources

You can print by specifying the pages and multiple paper sources. This section uses the procedure for printing on different colored paper as shown in the figure as an example.

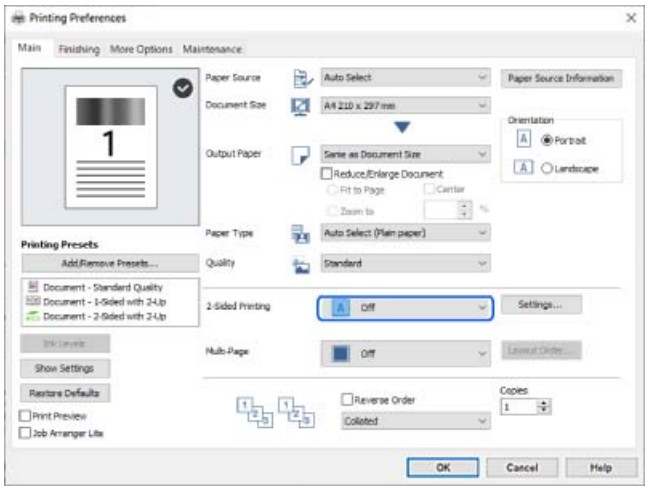


1. Load the paper for printing in the printer as shown below.

   Paper Cassette 1: white paper (plain paper), Paper Cassette 2: pink paper, Paper Cassette 3: yellow paper, Paper Cassette 4: green paper

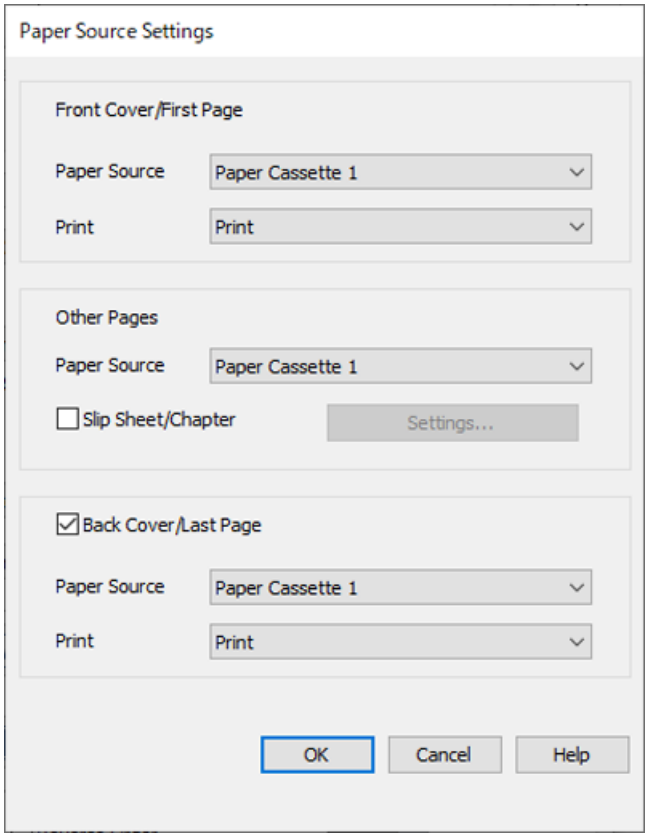
2. Open the file you want to print on your computer.

3. Display the **Main** tab on the printer driver screen, and select **Off** from **2-Sided Printing**.



4. Select **Set separately for each paper** from **Paper Source**.

5. On the screen displayed, set **Front Cover/First Page**, **Other Pages**, and **Back Cover/Last Page**.

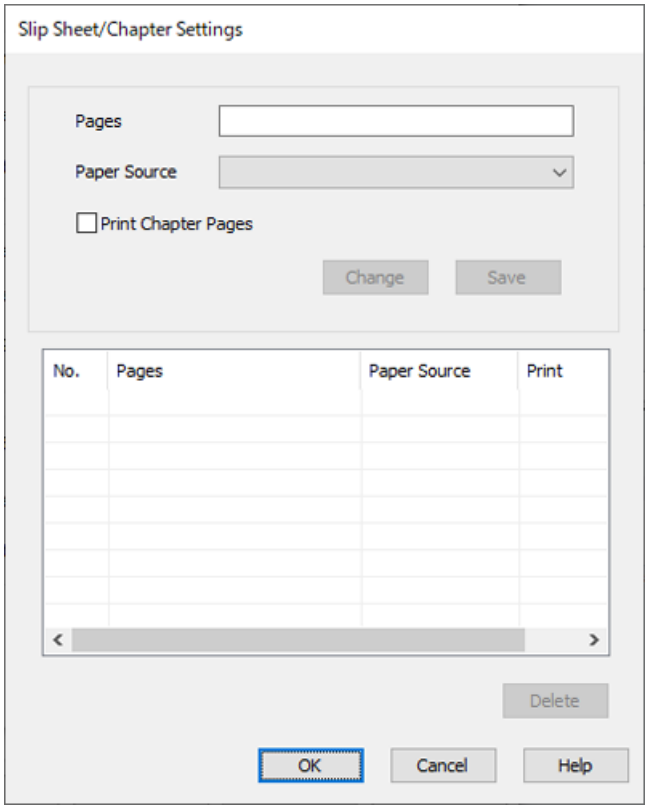


❏ In **Front Cover/First Page**, set the paper source for the first page and whether or not to print. In this example, select **Paper Cassette 1** and **Print**.

❏ In **Other Pages**, set the paper source that is mainly used for pages 2 to 9. For this example, select **Paper Cassette 1** or **Same as First Paper** to specify white paper (plain paper) on pages 2, 5, 6, 8, and 9. The method for specifying colored paper on pages 3, 4, and 7 is explained in step 6 and subsequent steps.

❏ Check **Back Cover/Last Page** and set the paper source for the 10th page and whether or not to print. In this example, select **Paper Cassette 1** or **Same as Second Paper**, and **Print**.

6. Make detailed settings for the second and subsequent sheets (pages 2 to 9). Select **Slip Sheet/Chapter** and click **Settings** to open the detailed settings screen.



7. Enter the page number to be printed by specifying the paper source in **Pages**.

   Pages: 3

8. Select the paper source you want to use for the specified pages from **Paper Source**.

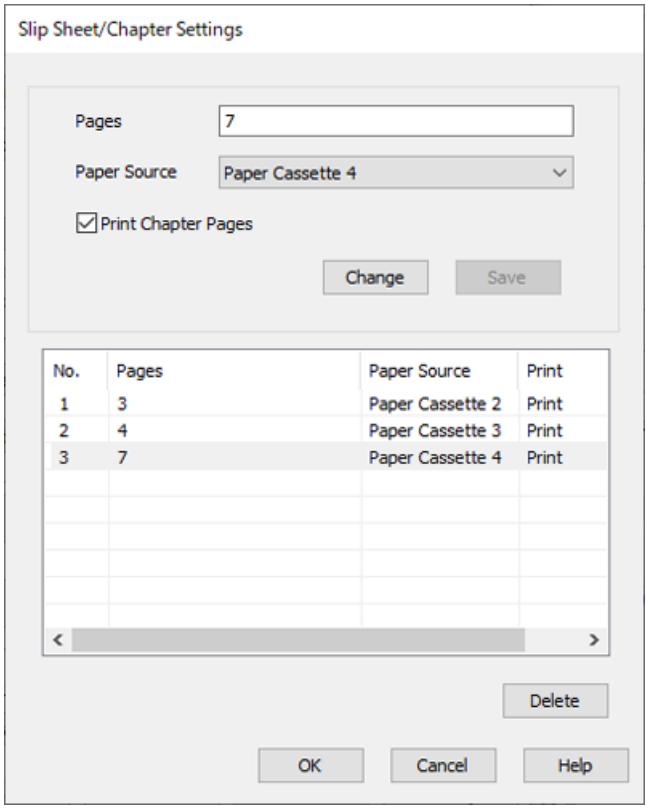
   Paper Source: Paper Cassette 2

9. Select **Print Chapter Pages** and click **Save**.

10. Follow steps 7 to 9 to save the next specific pages and paper source settings.

    Pages: 4, **Paper Source**: Paper Cassette 3

    Pages: 7, **Paper Source**: Paper Cassette 4



11. Click **OK** to close the Slip Sheet/Chapter Settings screen, and then click **OK** to close the Paper Source Settings screen.

12. Set the other items on the **Main**, **Finishing** or **More Options** tabs as necessary, and then click **OK**.

    "Main Tab" on page 51

    "Finishing Tab" on page 53

    "More Options Tab" on page 55

13. Click **Print**.

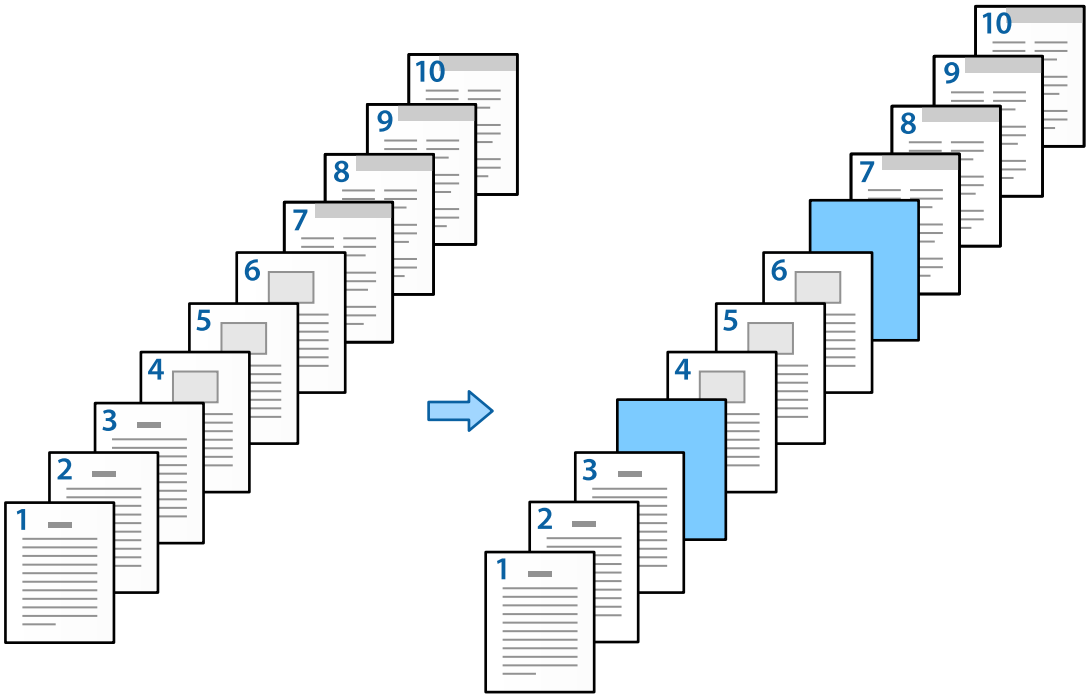
Related Information

➡ "Loading Paper" on page 38

➡ "Printing Using Easy Settings" on page 50

Insert a Slip Sheet by Specifying the Page and Paper Source for Single-Sided Printing

You can insert a slip sheet by specifying the page and paper spurce. This section uses the procedure for inserting a slip sheet before pages 4 and 7 as shown in the figure as an example.

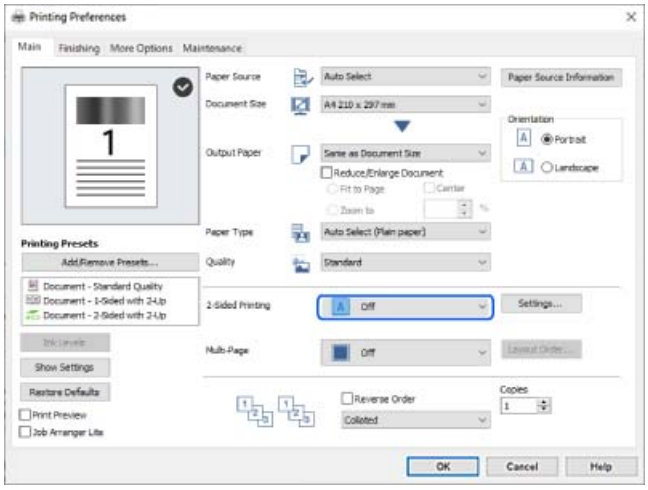


1. Load the slip sheet to be inserted between pages in the printer as shown below.

   Paper Cassette 1: white paper (plain paper), Paper Cassette 2: light blue paper (slip sheet)

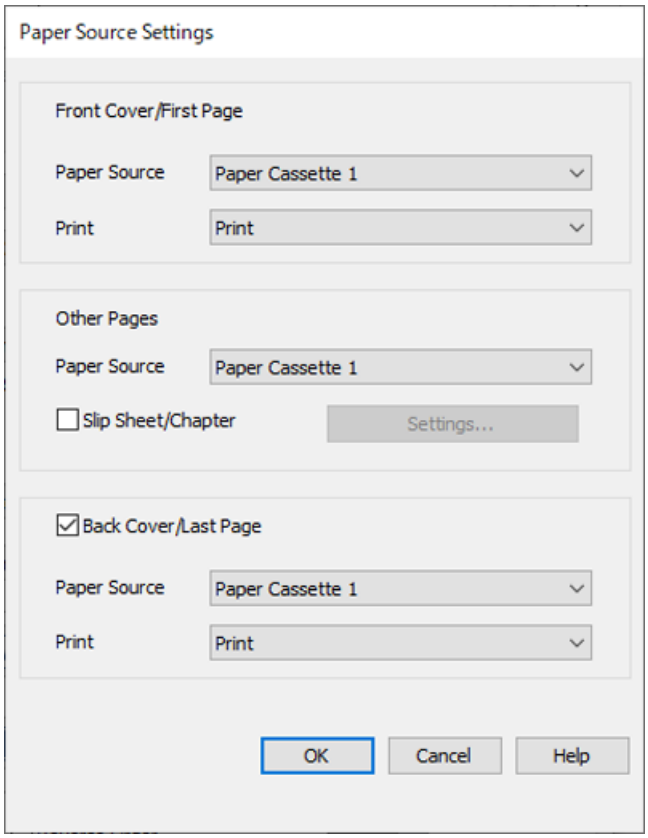
2. Open the file you want to print on your computer.

3. Display the **Main** tab on the printer driver screen, and select **Off** from **2-Sided Printing**.



4. Select **Set separately for each paper** from **Paper Source**.

5. On the screen displayed, set **Front Cover/First Page**, **Other Pages**, and **Back Cover/Last Page**.

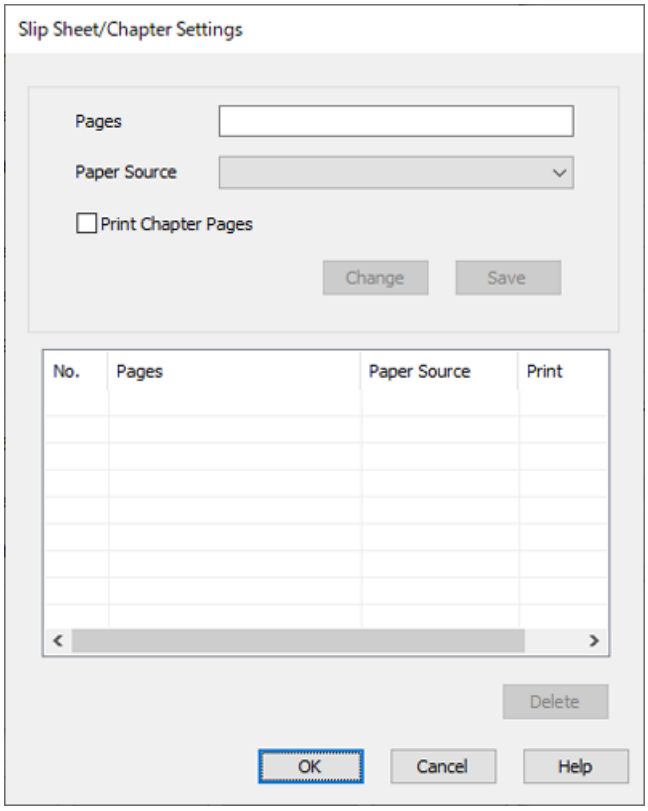


❏ In **Front Cover/First Page**, set the paper source for the first page and whether or not to print. In this example, select **Paper Cassette 1** and **Print**.

❏ In **Other Pages**, set the paper source that is mainly used for pages 2 to 9. For this example, select **Paper Cassette 1** or **Same as First Paper** to specify white paper (plain paper). The method of inserting the slip sheet before pages 4 and 7 is explained in step 6 and subsequent steps.

❏ Check **Back Cover/Last Page** and set the paper source for the 10th page and whether or not to print. In this example, select **Paper Cassette 1** or **Same as Second Paper**, and **Print**.

6. Make detailed settings for the second and subsequent sheets (pages 2 to 9). Select **Slip Sheet/Chapter** and click **Settings** to open the detailed settings screen.



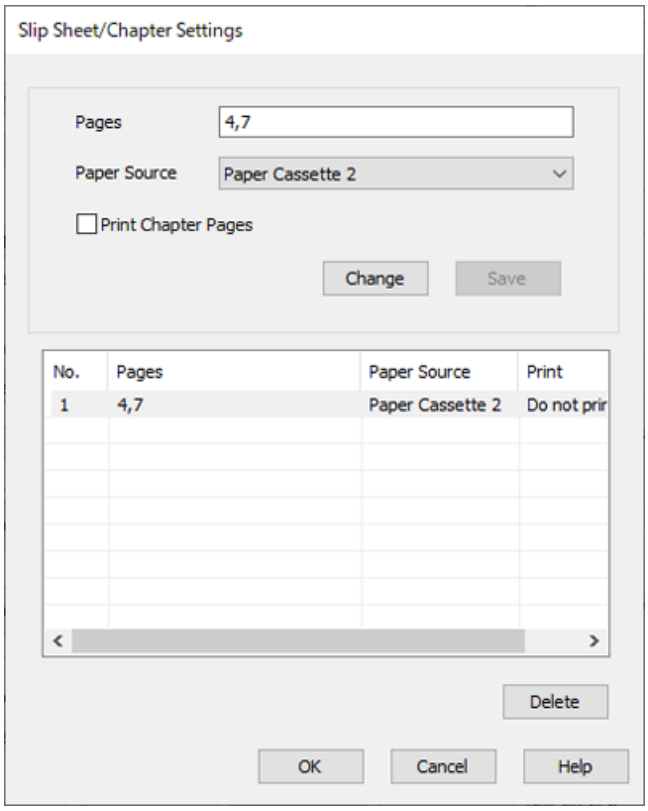
7. Enter the page number in **Pages** so that the slip sheet is inserted before the specified page.

   Pages: 4,7

8. Select the paper source in which the slip sheet is loaded from **Paper Source**.

   Paper Source: Paper Cassette 2

9. Do not select **Print Chapter Pages**, and then click **Save**.



10. Click **OK** to close the Slip Sheet/Chapter Settings screen, and then click **OK** to close the Paper Source Settings screen.

11. Set the other items on the **Main**, **Finishing** or **More Options** tabs as necessary, and then click **OK**.

"Main Tab" on page 51

"Finishing Tab" on page 53

"More Options Tab" on page 55

12. Click **Print**.

Related Information

➡ "Loading Paper" on page 38

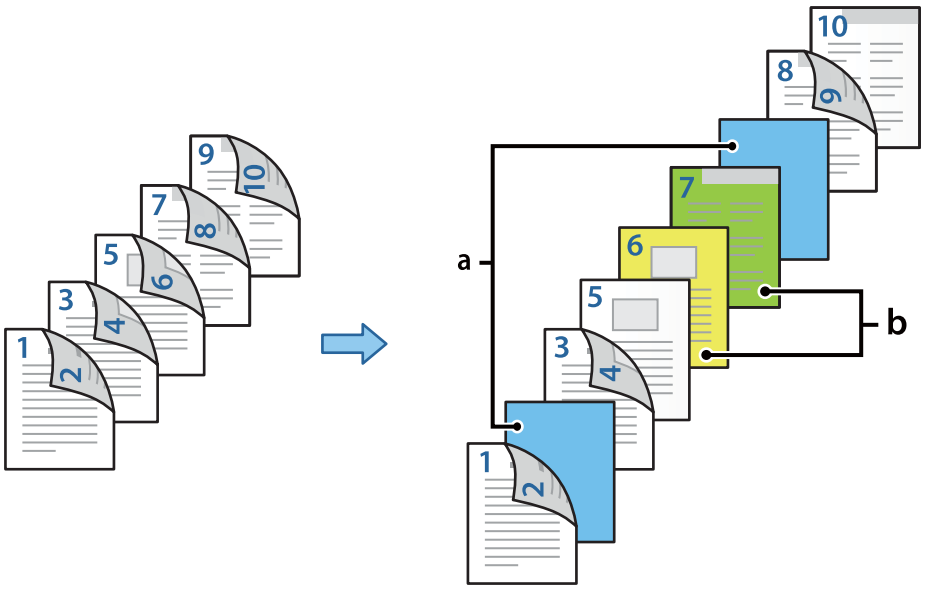
➡ "Printing Using Easy Settings" on page 50

Insert Slip Sheet and Print by Specifying the Page and Paper Source in the 2-Sided Printing Settings

You can insert a slip sheet and print by specifying the page and paper source. This section uses the procedure for inserting a slip sheet before pages 3 and 8 and printing pages 6 and 7 on different colored paper as shown in the figure as an example.

Note that you cannot specify same page for the slip sheet and the paper to be printed using the page and paper source. Also, some pages may be printed on one side depending on the settings.

Slip sheet ("a" in the figure below). Paper to be printed by specifying the page and paper source ("b" in the figure below).

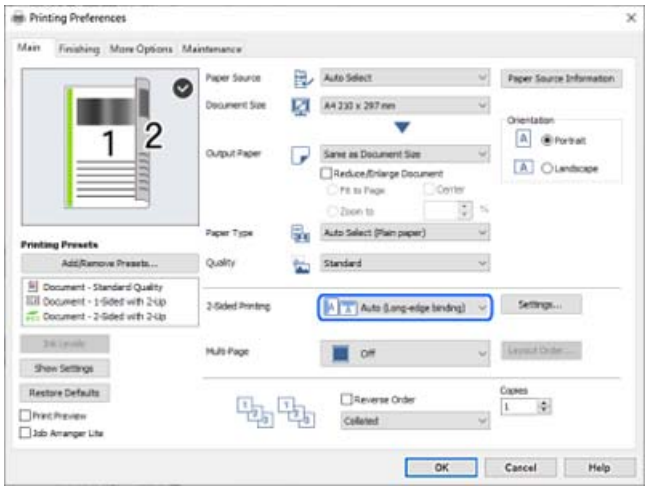


1. Load the slip sheet to be inserted between pages and the paper to be printed in the printer as shown below.

   Paper Cassette 1: white paper (plain paper), Paper Cassette 2: light blue paper (slip sheet), Paper Cassette 3: yellow paper, Paper Cassette 4: green paper

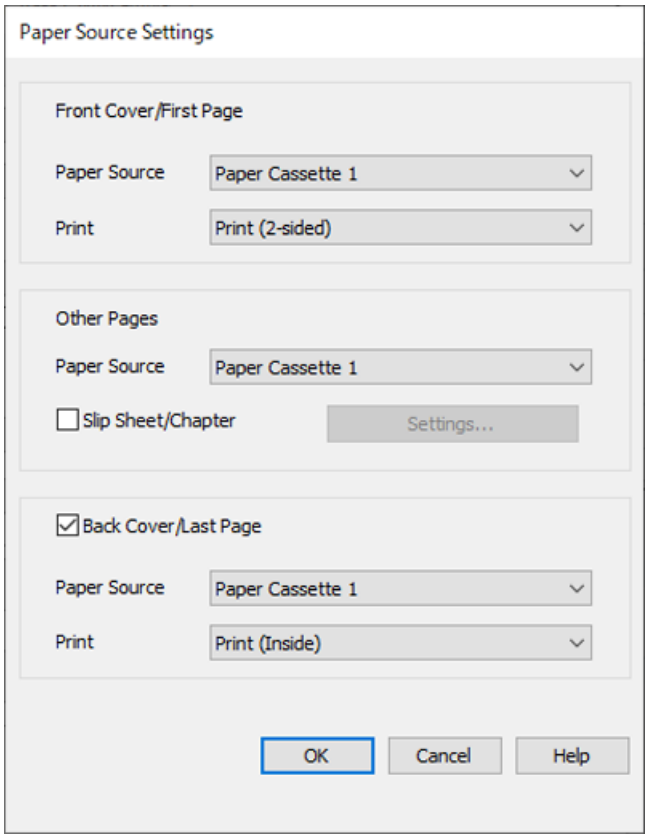
2. Open the file you want to print on your computer.

3. Display the **Main** tab on the printer driver screen, and select **Auto (Long-edge binding)** from **2-Sided Printing**.



4. Select **Set separately for each paper** from **Paper Source**.

5. On the screen displayed, set **Front Cover/First Page**, **Other Pages**, and **Back Cover/Last Page**.

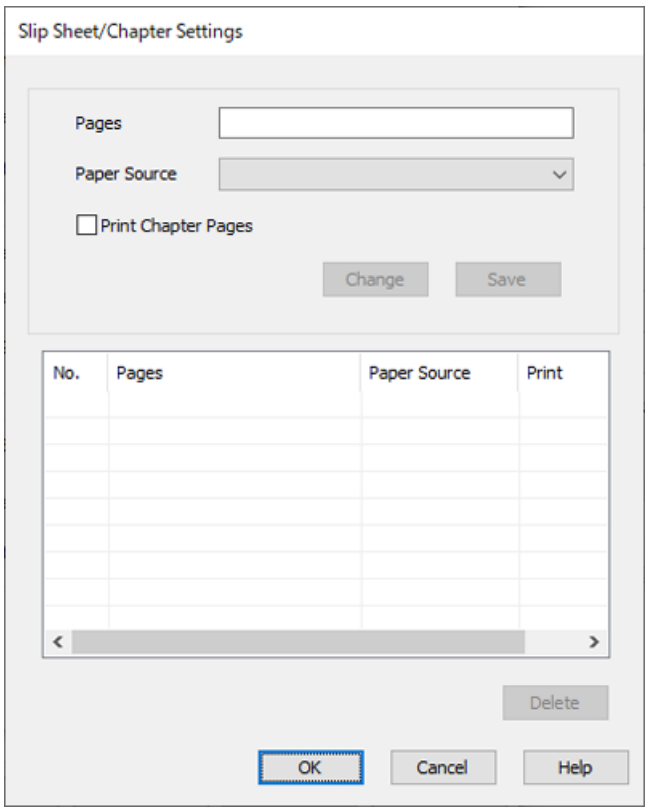


- In **Front Cover/First Page**, set the paper source and printing surface for the first and second pages. In this example, select **Paper Cassette 1** and **Print (2-sided)**.
- In **Other Pages**, set the paper source that is mainly used for pages 3 to 9. For this example, select **Paper Cassette 1** or **Same as First Paper** to specify white paper (plain paper) on pages 3, 4, 5, 8, and 9. The method of inserting the slip sheet before pages 3 and 8, and specifying colored paper on pages 6 and 7 is explained in step 6 and subsequent steps.

❏ Select **Back Cover/Last Page** and set the paper source and printing surface for the 10th page. In this example, select **Paper Cassette 1** or **Same as Second Paper**, and **Print (Inside)**.

Print (Outside) prints on the back of the paper, **Print (Inside)** prints on the front of the paper, and **Print (2-sided)** prints on both sides of the paper.

6. Make detailed settings for the second and subsequent sheets (pages 3 to 9). Select **Slip Sheet/Chapter** and click **Settings** to open the detailed settings screen.



7. Enter the page number in **Pages** so that the slip sheet is inserted before the specified page.

   Pages: 3,8

8. Select the paper source in which the slip sheet is loaded from **Paper Source**.

   Paper Source: Paper Cassette 2

9. Do not select **Print Chapter Pages**, and then click **Save**.

10. Enter the page number to be printed by specifying the paper source in **Pages**.

    Pages: 6

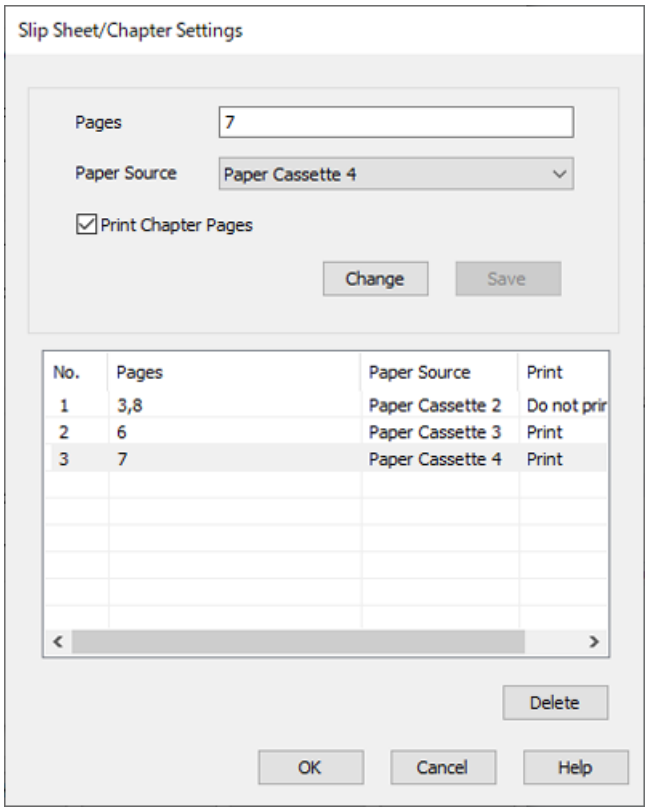
11. Select the paper source you want to use for the specified pages from **Paper Source**.

    Paper Source: Paper Cassette 3

12. Select **Print Chapter Pages** and click **Save**.

13. Follow steps 10 to 12 to save the next specific pages and paper source settings.

    Pages: 7, **Paper Source**: Paper Cassette 4



14. Click **OK** to close the Slip Sheet/Chapter Settings screen, and then click **OK** to close the Paper Source Settings screen.

15. Set the other items on the **Main**, **Finishing** or **More Options** tabs as necessary, and then click **OK**.

    "Main Tab" on page 51

    "Finishing Tab" on page 53

    "More Options Tab" on page 55

16. Click **Print**.

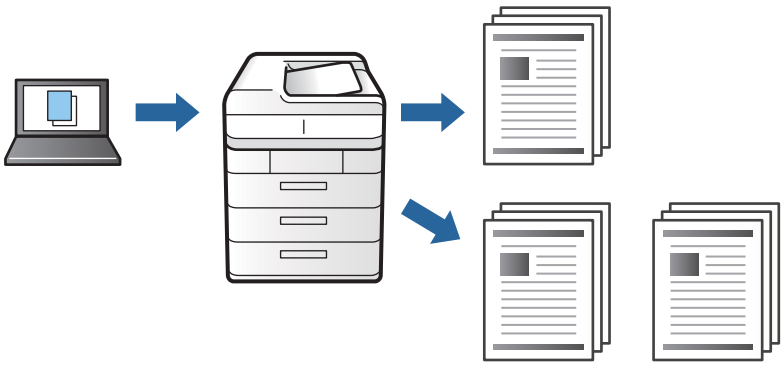
Related Information

➡ "Loading Paper" on page 38

➡ "Printing Using Easy Settings" on page 50

Storing Data in the Printer's Memory for Printing

When printing a large volume of documents, you can print one copy to check the contents. To print after making the second copy, operate the printer's control panel.



1. On the printer driver's **Finishing** tab, select **Verify Job** as the **Job Type** setting.
2. Click **Settings**, enter the **User Name** and **Job Name**, and then click **OK**.

   You can identify the job by using the job name on the printer's control panel.
3. Set the other items on the **Main**, **Finishing** or **More Options** tabs as necessary, and then click **OK**.

   "Main Tab" on page 51

   "Finishing Tab" on page 53

   "More Options Tab" on page 55
4. Click **Print**.

   Only one copy is printed, and the print job is stored in the printer's memory.

   The stored job is deleted when the printer is turned off.

Related Information

➡ "Loading Paper" on page 38

➡ "Printing Using Easy Settings" on page 50

Printing a Stored Job

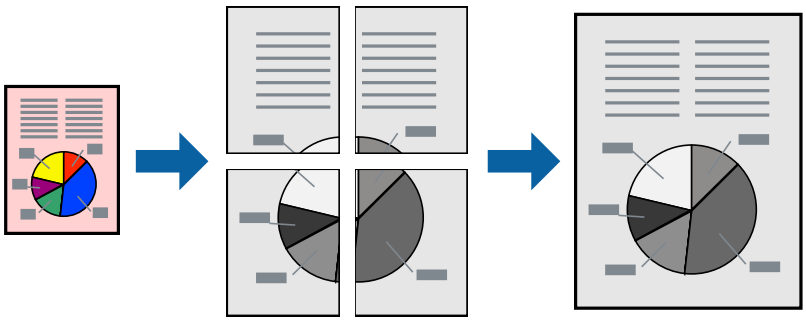
1. Tap **Print Stored Documents** on the printer's control panel.
2. Select the job you want to print.

   Select the **User Name** from the list, and then select the job. If you are asked to enter a password, enter the one you set on the printer driver.
3. Tap ⓘ to start printing.

   Note:
   *Tap **Delete** to delete the job.*

Printing One Image on Multiple Sheets for Enlargement (Creating a Poster)

This feature allows you to print one image on multiple sheets of paper. You can create a larger poster by taping them together.



1. On the printer driver's **Main** tab, select **Off** from **2-Sided Printing**.
2. Select **2x1 Poster**, **2x2 Poster**, **3x3 Poster**, or **4x4 Poster** as the **Multi-Page** setting.
3. Click **Settings**, make the appropriate settings, and then click **OK**.

   Note:
   Print Cutting Guides *allows you to print a cutting guide.*
4. Set the other items on the **Main**, **Finishing** or **More Options** tabs as necessary, and then click **OK**.

   "Main Tab" on page 51

   "Finishing Tab" on page 53

   "More Options Tab" on page 55
5. Click **Print**.

Related Information

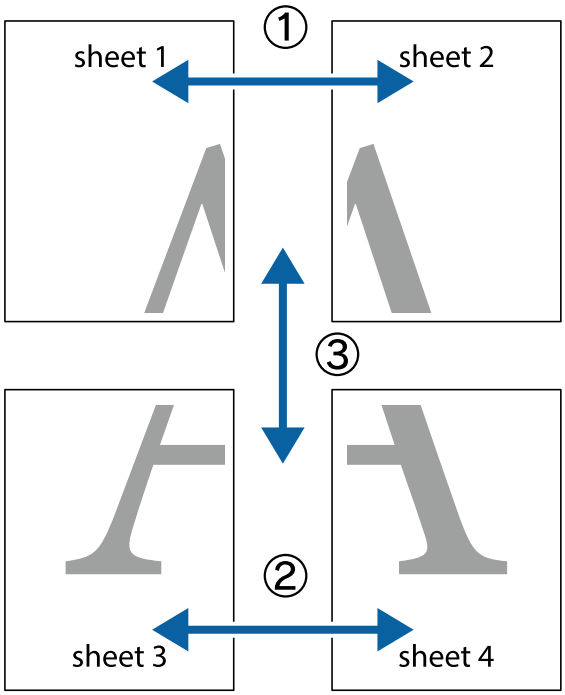
➡ "Loading Paper" on page 38

➡ "Printing Using Easy Settings" on page 50

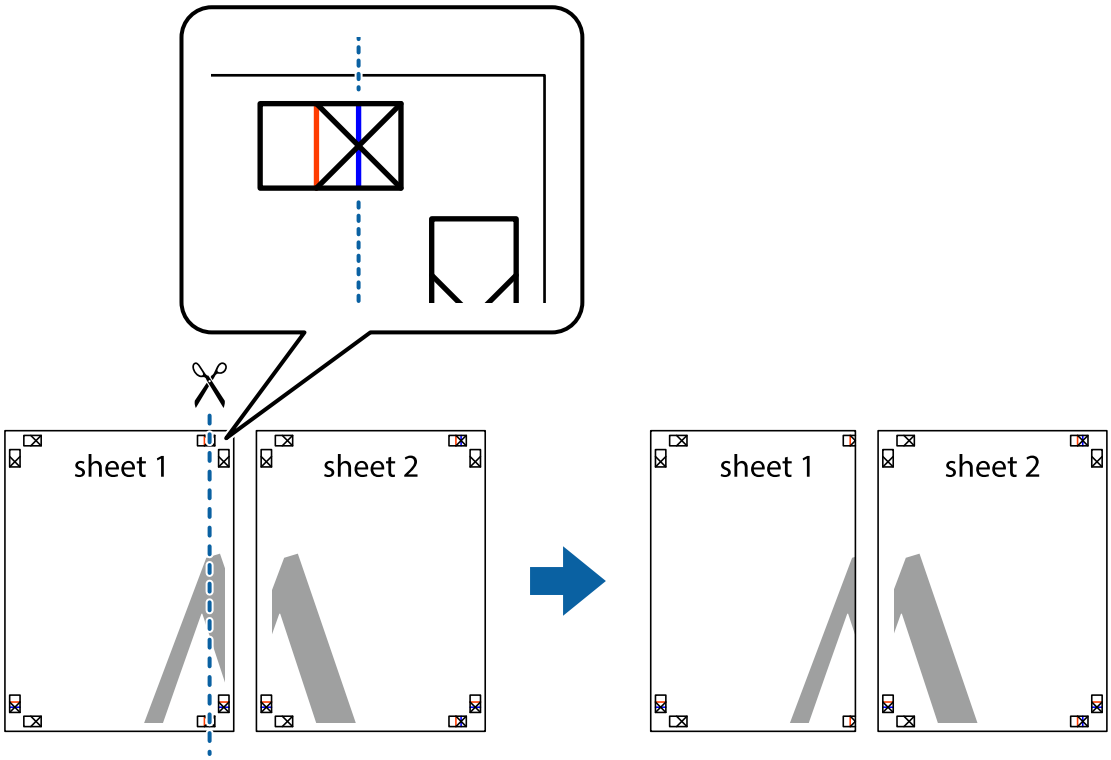
Making Posters Using Overlapping Alignment Marks

Here is an example of how to make a poster when **2x2 Poster** is selected, and **Overlapping Alignment Marks** is selected in **Print Cutting Guides**.

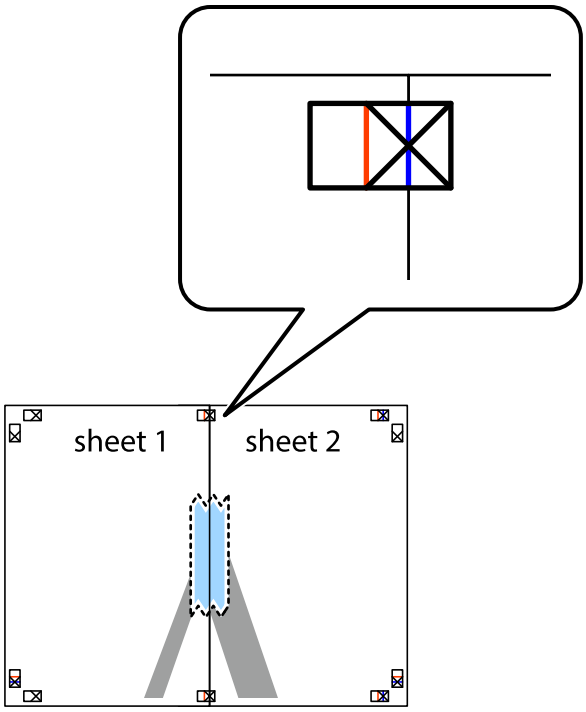
The actual guides are printed in monochrome, but for this explanation they are shown as blue and red lines.



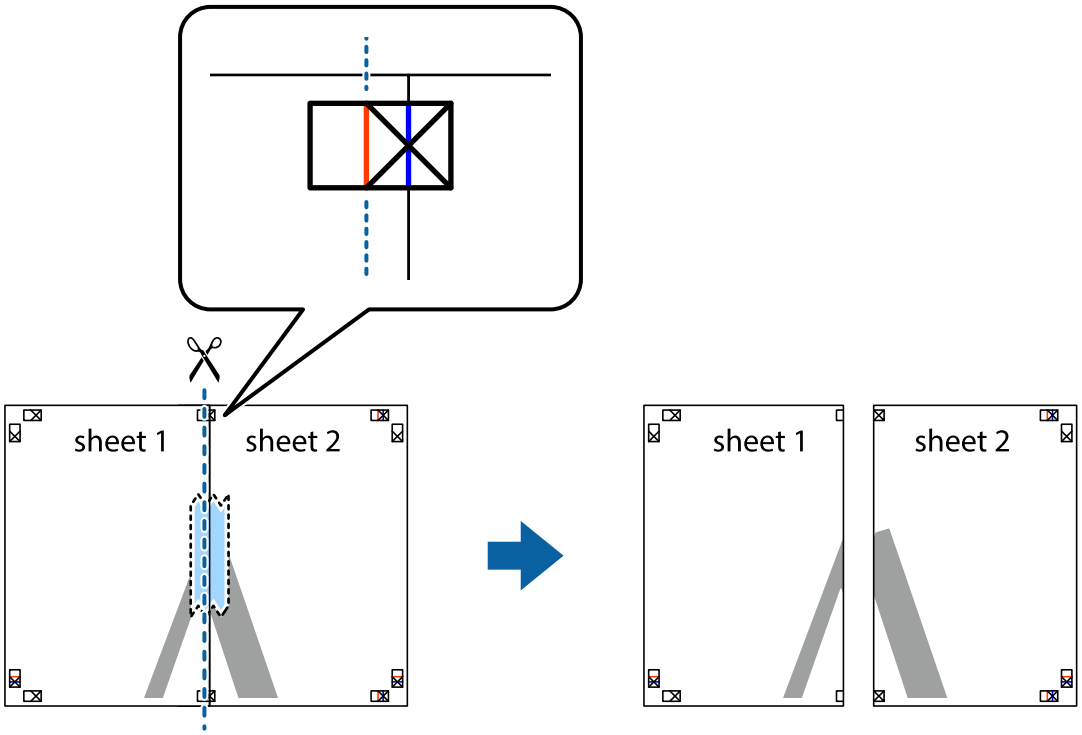
1. Prepare Sheet 1 and Sheet 2. Cut off the margins of Sheet 1 along the vertical blue line through the center of the top and bottom cross marks.



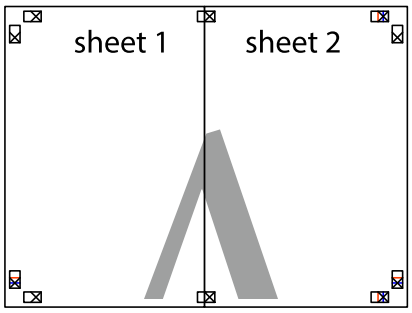
2. Place the edge of Sheet 1 on top of Sheet 2 and align the cross marks, then temporarily tape the two sheets together from the back.



3. Cut the taped sheets in two along the vertical red line through the alignment markers (this time, the line to the left of the cross marks).

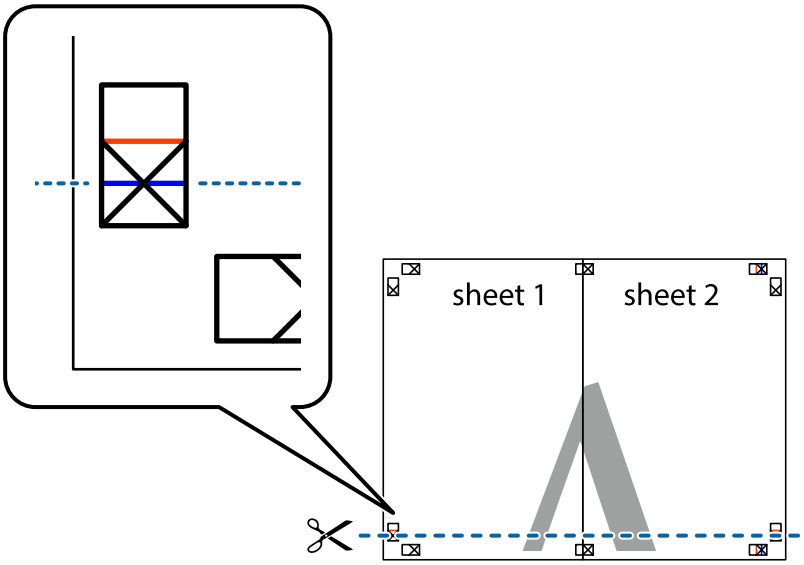


4. Tape the sheets together from the back.

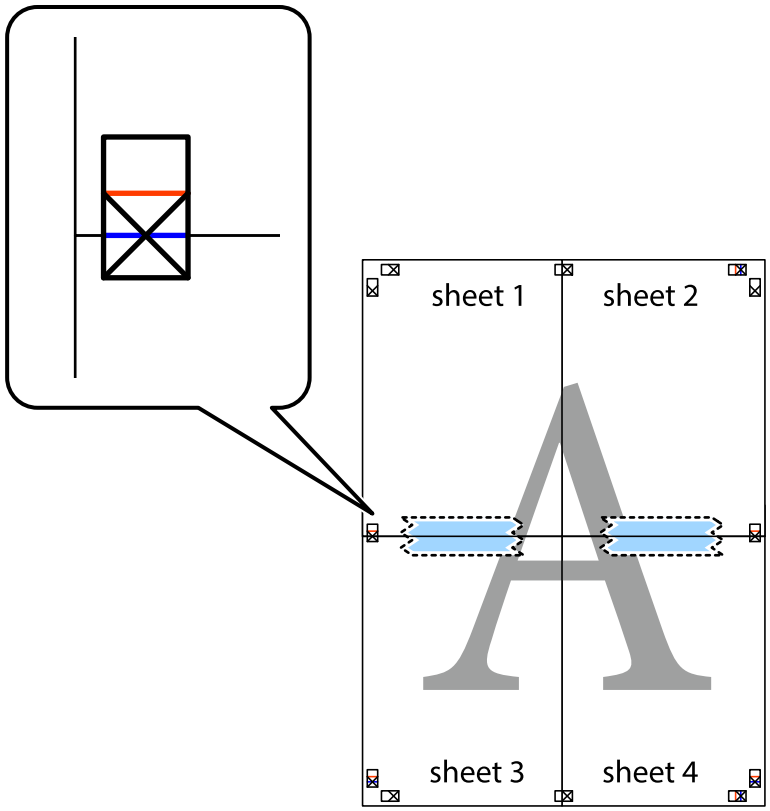


5. Repeat steps 1 to 4 to tape Sheet 3 and Sheet 4 together.

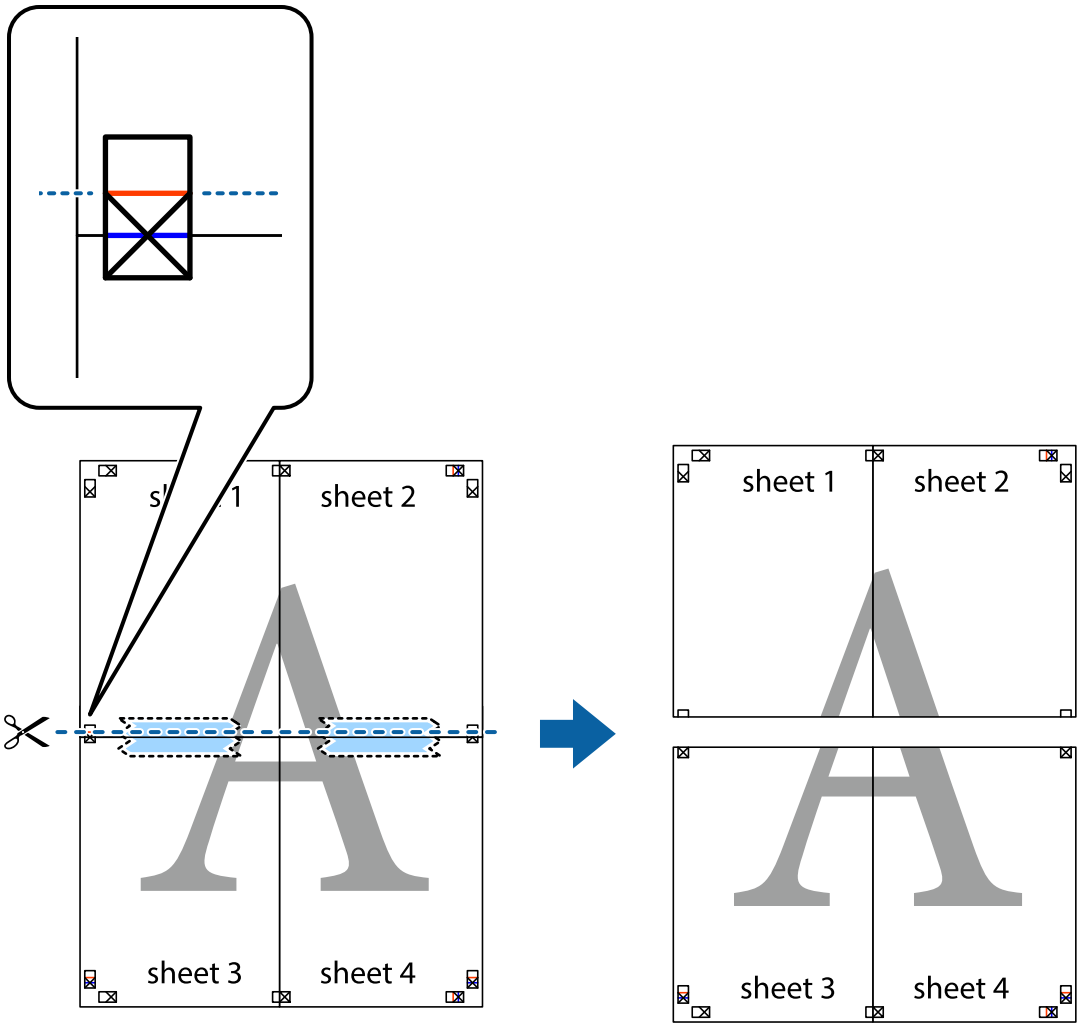
6. Cut off the margins of Sheet 1 and Sheet 2 along the horizontal blue line through the center of the left and right side cross marks.



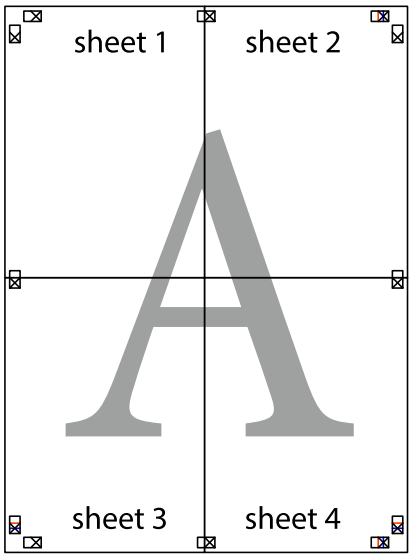
7. Place the edge of Sheet 1 and Sheet 2 on top of Sheet 3 and Sheet 4 and align the cross marks, and then temporarily tape them together from the back.



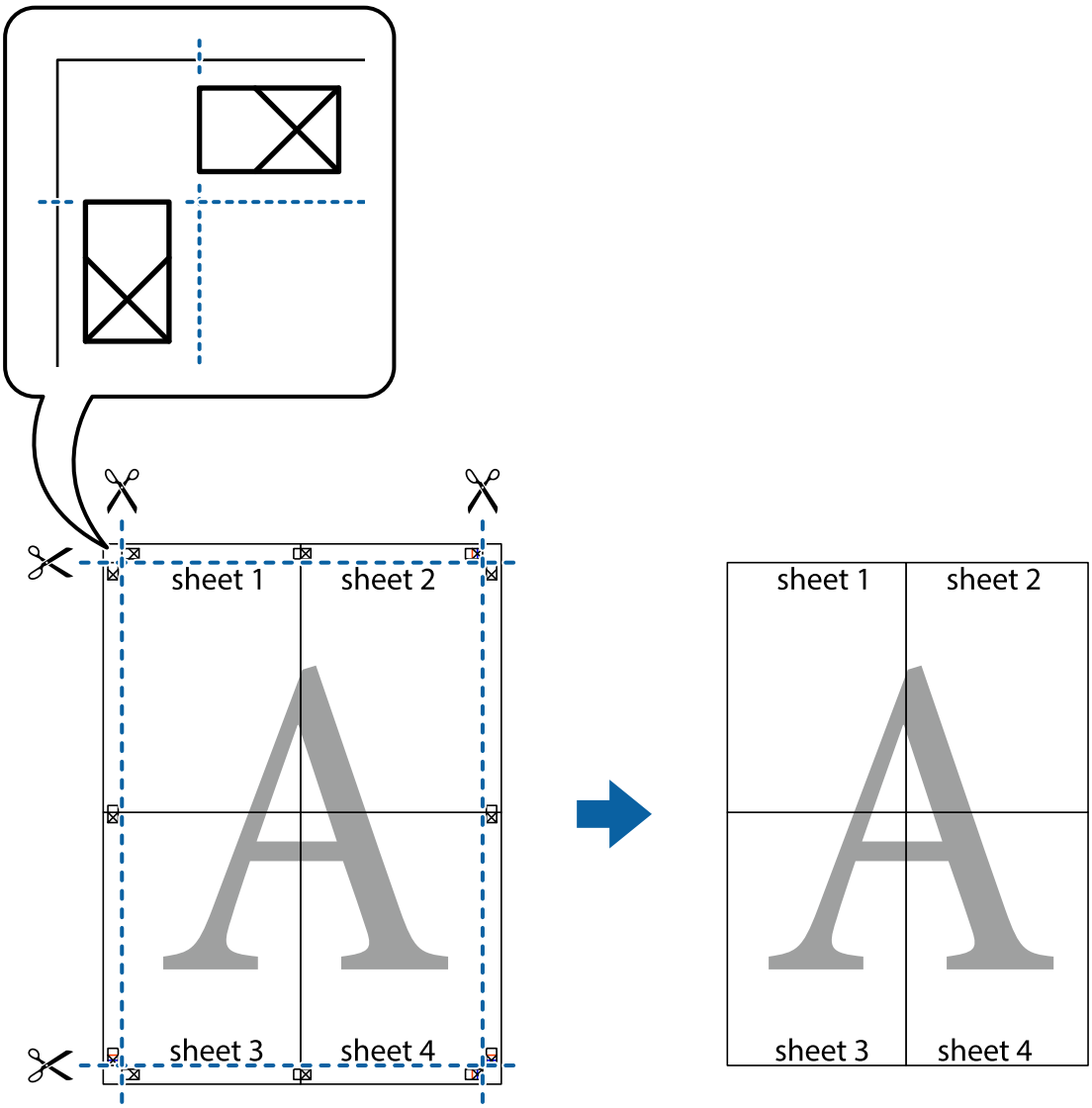
8. Cut the taped sheets in two along the horizontal red line through the alignment markers (this time, the line above the cross marks).



9. Tape the sheets together from the back.

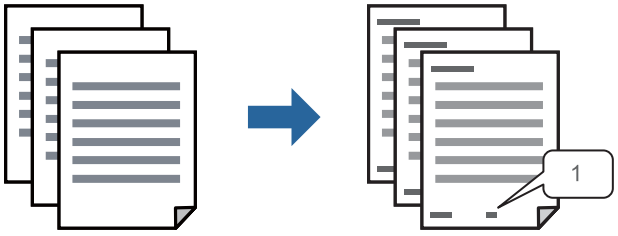


10. Cut off the remaining margins along the outer guide.



Printing with a Header and Footer

You can print information such as a user name and printing date in headers or footers.



1. On the printer driver's **More Options** tab, click **Watermark Features**, and then select the **Header/Footer** checkbox.

2. Select **Settings**, select the items you want to print, and click OK.

   Note:
   - ❏ *To specify the first page number, select **Page Number** from the position you want to print in the header or footer, and then select the number in **Starting number**.*
   - ❏ *If you want to print text in the header or footer, select the position you want to print, and then select **Text**. Enter the text you want to print in the text input field.*

3. Set the other items on the **Main**, **Finishing** or **More Options** tabs as necessary, and then click **OK**.

   "Main Tab" on page 51

   "Finishing Tab" on page 53

   "More Options Tab" on page 55

4. Click **Print**.

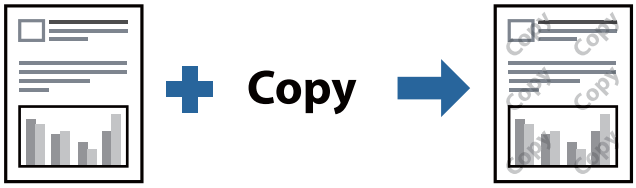
Related Information

➡ "Loading Paper" on page 38

➡ "Printing Using Easy Settings" on page 50

Printing an Anti-Copy Pattern

You can print an anti-copy pattern on your printouts. When printing, the letters themselves are not printed and the entire print is screen-toned lightly. The hidden letters appear when photocopied to easily distinguish the original from the copies.



Anti-Copy Pattern is available under the following conditions:

- ❏ 2-Sided Printing: Off
- ❏ Paper Type: Plain paper 1, Plain paper 2, Letterhead, Recycled, Color, Preprinted, High Quality Plain Paper, Thick paper 1, Thick paper 2, Thick paper 3 or Thick paper 4
- ❏ Quality: Standard
- ❏ Tone Correction: Automatic

Note:
You can also add your own anti-copy pattern.

1. On the printer driver's **More Options** tab, click **Watermark Features**, and then select anti-copy pattern.

2. Click **Settings** to change details such as the size or density of the pattern.

3. Set the other items on the **Main**, **Finishing** or **More Options** tabs as necessary, and then click **OK**.

   "Main Tab" on page 51

"Finishing Tab" on page 53

"More Options Tab" on page 55

4. Click **Print**.

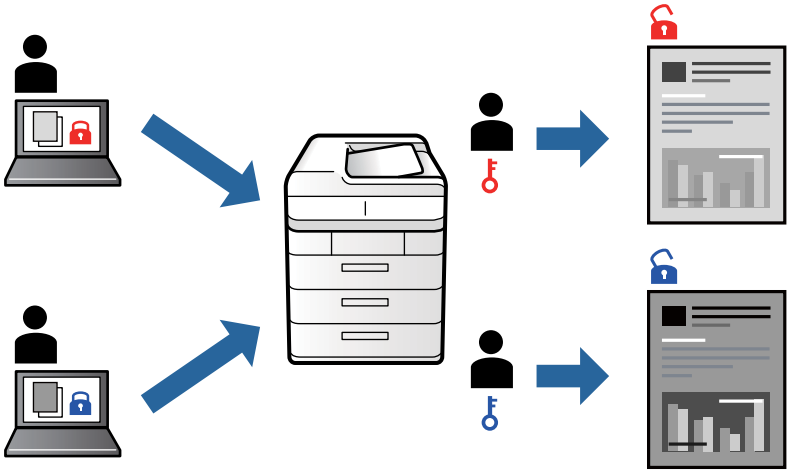
Related Information

➡ "Loading Paper" on page 38

➡ "Printing Using Easy Settings" on page 50

Printing Password-Protected Files

Yon can set a password for a print job so that it starts printing only after entering the password on the printer's control panel.



1. On the printer driver's **More Options** tab, select **Confidential Job** in the **Job Type** and then enter a password.

2. Set the other items on the **Main**, **Finishing** or **More Options** tabs as necessary, and then click **OK**.

   "Main Tab" on page 51

   "Finishing Tab" on page 53

   "More Options Tab" on page 55

3. Click **Print**.

4. To print the job, select **Print Stored Documents** on the home screen of the printer's control panel. Select the job you want to print, and then enter the password.

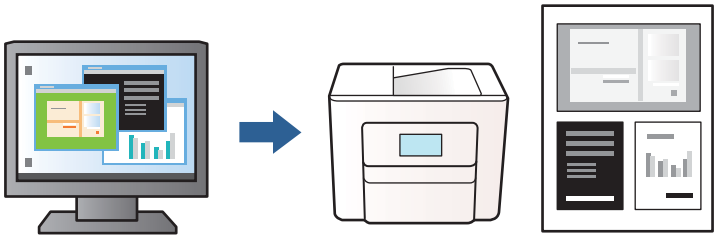
Related Information

➡ "Loading Paper" on page 38

➡ "Printing Using Easy Settings" on page 50

Printing Multiple Files Together

Job Arranger Lite allows you to combine several files created by different applications and print them as a single print job. You can specify the print settings for combined files, such as multi-page layout, and 2-sided printing.



1. On the printer driver's **Main** tab, select **Job Arranger Lite**, and then click **OK**.

2. Click **Print**.

   When you start printing, the Job Arranger Lite window is displayed.

3. With the Job Arranger Lite window opened, open the file that you want to combine with the current file, and then repeat the above steps.

4. When you select a print job added to Print Project Lite in the Job Arranger Lite window, you can edit the page layout.

   Note:
   *When binding, click **File** menu, and then select **Print Settings** to open the printer driver. On the **Main** tab, click **Restore Defaults**, and then click **OK** on the displayed screen. Enable **2-Sided Printing**, and then click **Settings**. Select **Booklet**, select **Center Binding** or **Side Binding**, and then click **OK**. Click **OK** to close the printer driver.*

   - ❏ *Center Binding: Use this method when printing a small number of pages that can be stacked and easily folded in half.*
   - ❏ *Side Binding. Use this method when printing one sheet (four pages) at a time, folding each in half, and then putting them together in one volume.*

5. Click **Print** from the **File** menu to start printing.

   Note:
   *If you close the Job Arranger Lite window before adding all the print data to the Print Project, the print job you are currently working on is canceled. Click **Save** from the **File** menu to save the current job. The extension of the saved files is "ecl".*

   *To open a Print Project, click **Job Arranger Lite** on the printer driver's **Maintenance** tab to open the Job Arranger Lite window. Next, select **Open** from the **File** menu to select the file.*

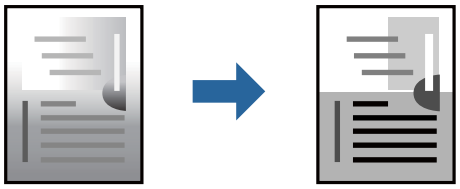
Related Information

➡ "Loading Paper" on page 38

➡ "Printing Using Easy Settings" on page 50

Adjusting the Print Tone

You can adjust the tone used in the print job. These adjustments are not applied to the original data.



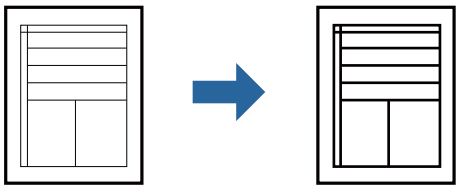
1. On the printer driver's **More Options** tab, select the method of tone correction from the **Tone Correction** setting.
   - ❏ Automatic: This setting automatically adjusts the tone to match the paper type and print quality settings.
   - ❏ Custom: Click **Advanced**, you can make your own settings.
2. Set the other items on the **Main**, **Finishing** or **More Options** tabs as necessary, and then click **OK**.
   "Main Tab" on page 51
   "Finishing Tab" on page 53
   "More Options Tab" on page 55
3. Click **Print**.

Related Information

➡ "Loading Paper" on page 38
➡ "Printing Using Easy Settings" on page 50

Printing to Emphasize Thin Lines

You can thicken thin lines that are too thin to print.



1. On the printer driver's **More Options** tab, click **Image Options** in the **Tone Correction** setting.
2. Select **Emphasize Thin Lines**.
3. Set the other items on the **Main**, **Finishing** or **More Options** tabs as necessary, and then click **OK**.
   "Main Tab" on page 51
   "Finishing Tab" on page 53
   "More Options Tab" on page 55

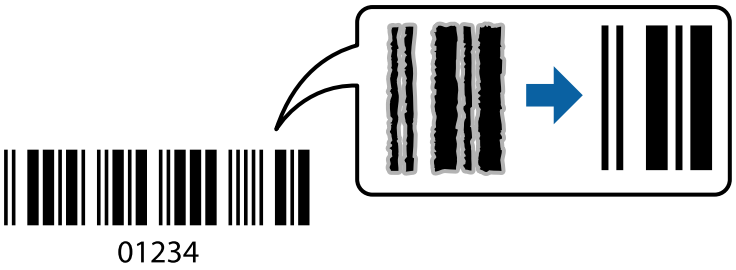
4. Click **Print**.

Related Information

➡ "Loading Paper" on page 38
➡ "Printing Using Easy Settings" on page 50

Printing Clear Bar Codes

If printed bar codes cannot be read correctly, you can print clearly using reduced ink bleeding. Only enable this feature if the bar code you printed cannot be scanned.



Note:

❏ *Paper Type: Thick paper4 (161-250g/m²) and Extra Thick-Paper (251-350g/m²) are not compatible with* ***High****.*

❏ *Deblurring may not always be possible depending on the circumstances.*

1. On the printer driver's **Maintenance** tab, click **Extended Settings**, and then select **Barcode mode**.

2. Set the other items on the **Main**, **Finishing** or **More Options** tabs as necessary, and then click **OK**.

   "Main Tab" on page 51

   "Finishing Tab" on page 53

   "More Options Tab" on page 55

3. Click **Print**.

Related Information

➡ "Loading Paper" on page 38
➡ "Printing Using Easy Settings" on page 50

Printing Using Saved Groups

Allows you to set Print Sets and sort printing by group. See the following for more details.

Related Information

➡ "Printing Using Saved Groups (Computer)" on page 224

Printing a Document Using the PostScript Printer Driver (Windows)

A PostScript Printer Driver is a driver that outputs printing commands to a printer using a PostScript Page Description Language.

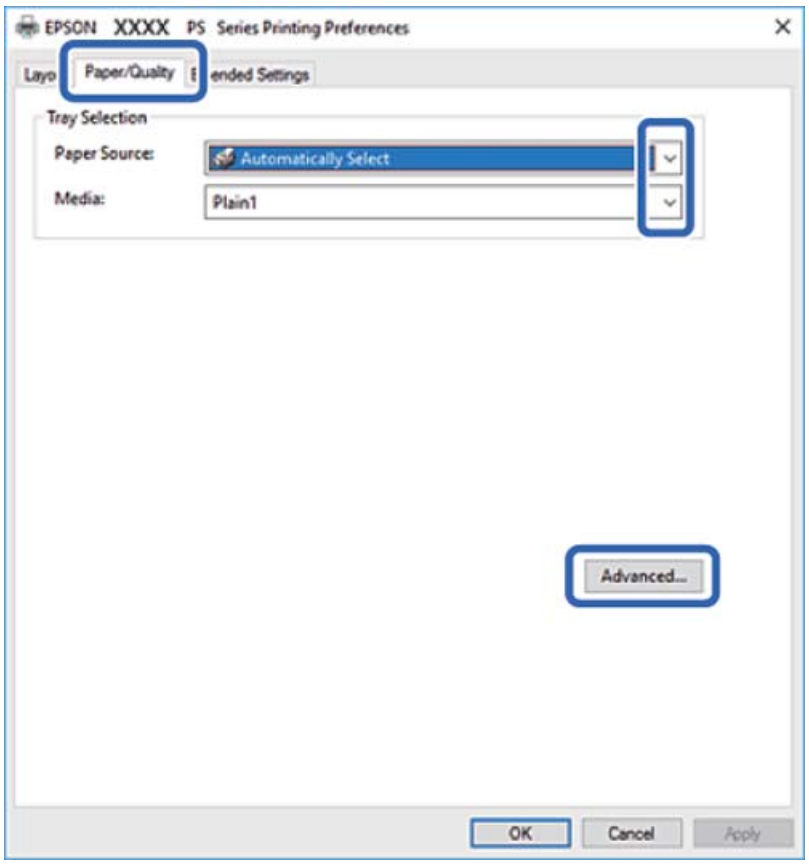
1. Open the file you want to print.

   Load paper in the printer if it has not already been loaded.

2. Select **Print** or **Print Setup** from the **File** menu

3. Select your printer.

4. Select **Preferences** or **Properties** to access the printer driver window.



5. Change the settings as necessary.

   See the menu options for the printer driver for details.

6. Click **OK** to close the printer driver for details.

7. Click **Print**.

Related Information

➡ "Available Paper and Capacities" on page 438
➡ "Loading Paper" on page 38

➡ "Setting the Paper Type" on page 37
➡ "Paper/Quality Tab" on page 93
➡ "Layout Tab" on page 94

Using an Optional Device with a PostScript Printer Driver

You need to make settings in the PostScript printer driver to use optional devices.

Settings

❏ Windows 10/Windows Server 2019/Windows Server 2016

Click on the start button, and then select **Windows System** > **Control Panel** > **View devices and printers** in **Hardware and Sound**. Right-click on your printer, or press and hold it and then select **Printer properties**. On the **Device Settings** tab, select the optional device in the **Installable Options** setting.

❏ Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012

Select **Desktop** > **Settings** > **Control Panel** > **View devices and printers** in **Hardware and Sound**. Right-click on your printer, or press and hold it and then select **Printer properties**. On the **Device Settings** tab, select the optional device in the **Installable Options** setting.

❏ Windows 7/Windows Server 2008 R2

Click the start button, and select **Control Panel** > **View devices and printers** in **Hardware and Sound**. Right-click on your printer and select **Printer properties**. On the **Device Settings** tab, select the optional device in the **Installable Options** setting.

❏ Windows Vista/Windows Server 2008

Click the start button, and select **Control Panel** > **Printers** in **Hardware and Sound**. Right-click on your printer and select **Properties**. On the **Device Settings** tab, select the optional device in the **Installable Options** setting.

❏ Windows XP/Windows Server 2003 R2/Windows Server 2003

Click the start button, and select **Control Panel** > **Printers and Other Hardware** > **Printers and Faxes**. Right-click on your printer and select **Properties**. On the **Device Settings** tab, select the optional device in the **Installable Options** setting.

Menu Options for the PostScript Printer Driver

Open the print window on an application, select the printer, and then access the printer driver window.

Note:
Menus vary depending on the option you selected.

Paper/Quality Tab

Tray Selection:

Select the paper source and media.

Paper Source:

Select the paper source from which the paper is fed.

Select **Automatically Select** to automatically select the paper source selected in the **Paper Setting** on the printer.

Media:

Select the type of paper on which you print. If you select **Unspecified**, printing is performed from the paper source for which the paper type is set to the following in the printer's settings.

Plain paper1, Plain paper2, Preprinted, Letterhead, Color, Recycled, High quality plain paper

However, paper cannot be fed from a paper source for which the paper source is set to off in the printer's **Auto Select Settings**.

Layout Tab

Orientation:

Select the orientation you want to use to print.

Print on Both Sides:

Allows you to perform 2-sided printing.

Page Order:

Select to print from the top or the last page. If you select **Back to Front**, the pages are stacked in the correct order based on page number after printing.

Page Format:

Pages per Sheet:

Pages per Sheet Layout:

Allows you to specify the page layout when printing several pages on one sheet.

Booklet:

Booklet Binding:

Select the binding position for booklet.

Draw Borders:

Select this if you want to place a border line for each page when printing several pages on one sheet or when creating a booklet.

Extended Settings Tab

Job Settings:

If the printer usage has been restricted by the administrator, printing is available after you register your account on the printer driver. Contact the administrator for your user account.

Save Access Control settings:

Allows you to enter a user name and password.

User Name:

Enter a user name.

Password:

Enter a password.

Reserve Job Settings:

Make settings for print jobs stored in the printer's memory.

Reserve Job Settings:

Allows you to make settings for **Reserve Job Settings**, **Verify Job**, and **Password**.

Verify Job:

When printing multiple copies, allows you to print one copy to check the content. To print after the second copy, operate the printer's control panel.

Re-Print Job:

Allows you to store the print job in the printer's memory. You can start printing by operating the printer's control panel.

Confidential Job:

Allows you to enter a password to the print job.

User Name:

Enter a user name.

Job Name:

Enter a job name.

Password:

Enter a password.

Advanced Options

Paper/Output:

Select the paper size and number of copies.

Paper Size:

Select the paper size on which you want to print.

Copies:

Set the number of copies you want to print.

Graphic:

Set the following menu items.

Scaling:

Allows you to reduce or enlarge the document.

TrueType Font:

Sets the font substitute to TrueType Font.

Document Options:

Advanced Printing Features:

Allows you to make detailed settings for printing features.

PostScript Options:

Allows you to make optional settings.

Printer Features:

Set the following menu items.

Output Tray:

Select which output tray to use for printouts.

Sort:

Select how to sort multiple copies.

Ink Save Mode:

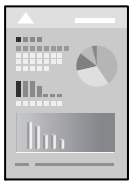
Conserves ink by reducing the print density.

Rotate by 180º:

Rotates the data 180 degrees before printing.

Printing from a Computer - Mac OS

Printing Using Easy Settings



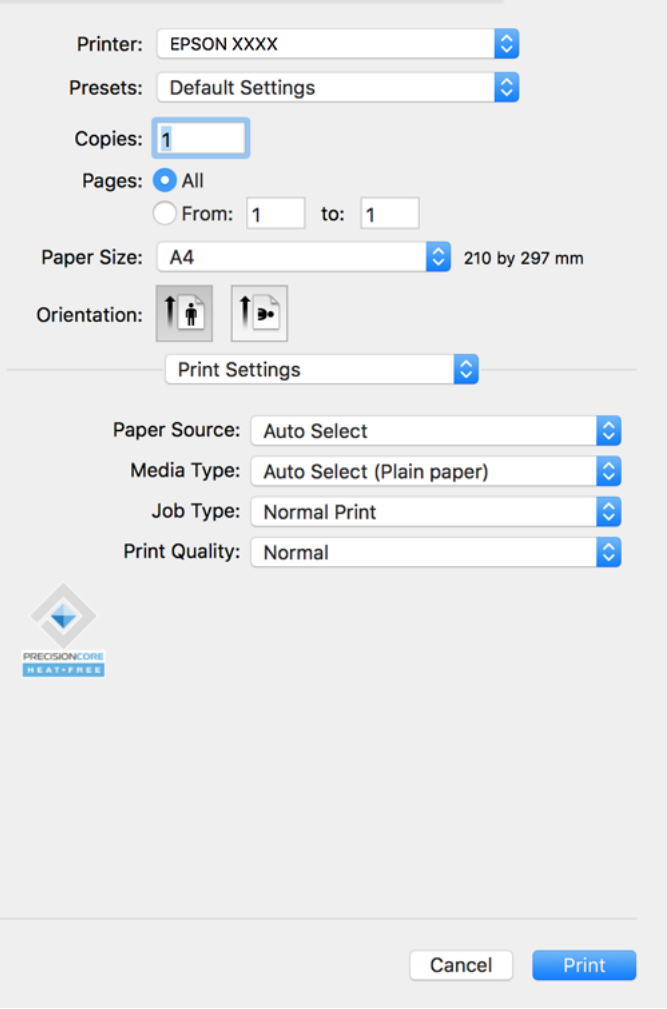
Note:
Operations and screens differ depending on the application. See the application's help for details.

1. Load paper in the printer.
   "Loading Paper" on page 38
2. Open the file you want to print.
3. Select **Print** from the **File** menu or another command to access the print dialog.

   If necessary, click **Show Details** or▼ to expand the print window.

4. Select your printer.

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



Note:
*If the **Print Settings** menu is not displayed on macOS Catalina (10.15) or later, macOS High Sierra (10.13), macOS Sierra (10.12), OS X El Capitan (10.11), OS X Yosemite (10.10), OS X Mavericks (10.9), OS X Mountain Lion (10.8), the Epson printer driver has not been installed correctly. Enable it from the following menu.*

*Select **System Preferences** from the Apple menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), remove the printer, and then add the printer again. See the following to add a printer.*

"Adding the Printer (for Mac OS Only)" on page 237

*macOS Mojave (10.14) cannot access **Print Settings** in applications made by Apple such as TextEdit.*

6. Change the settings as necessary.

   See the menu options for the printer driver for details.

Note:
*If you want to save the document to be printed in the storage, select **Print Settings** from the pop-up menu, select **Save to Storage and Print** as the **Job Type**, and then set the save destination.*

7. Click **Print**.

Note:
*If you want to cancel printing, on your computer click the printer icon in the **Dock**. Select the job you want to cancel, and then do one of the following. However, you cannot cancel a print job from the computer once it has been completely sent to the printer. In this case, cancel the print job by using the printer's control panel.*

- *OS X Mountain Lion (10.8) or later*

  Click *next to the progress meter.*

- *Mac OS X v10.6.8 to v10.7.x*

  *Click **Delete**.*

Related Information

- "Available Paper and Capacities" on page 438
- "Setting the Paper Type" on page 37
- "Menu Options for Print Settings" on page 99

Menu Options for the Printer Driver

Open the print window in an application, select the printer, and then access the printer driver window.

Note:
Menus vary depending on the option you selected.

Menu Options for Layout

Pages per Sheet:

Select the number of pages to be printed on one sheet.

Layout Direction:

Specify the order in which the pages will be printed.

Border:

Prints a border around the pages.

Reverse page orientation:

Rotates pages 180 degrees before printing. Select this item when printing on paper such as envelopes that are loaded in fixed direction in the printer.

Flip horizontally:

Inverts an image to print as it would appear in a mirror.

Menu Options for Color Matching

ColorSync/EPSON Color Controls:

Select the method for color adjustment. These options adjusts colors between the printer and the computer display to minimize the difference in tone.

Menu Options for Paper Handling

Collate pages:

Prints multi-page documents collated in order and sorted into sets.

Pages to Print:

Select to print only odd pages or even pages.

Page Order:

Select to print from the top or the last page.

Scale to fit paper size:

Prints to fit to the paper size you loaded.

❏ Destination Paper Size:

Select the paper size to print on.

❏ Scale down only:

Select this when you want to reduce the size only if the print data is too large for the paper size loaded in the printer.

Menu Options for Cover Page

Print Cover Page:

Select whether or not to print a cover page. When you want to add a back cover, select **After document**.

Cover Page Type:

Select the contents of the cover page.

Menu Options for Print Settings

Paper Source:

Select the paper source from which the paper is fed. Select **Auto Select** to automatically select the paper source selected in the print settings on the printer.

Media Type:

Select the type of paper on which you print. If you select **Auto Select (plain papers)**, printing is performed from the paper source for which the paper type is set to the following in the printer's settings.

plain papers1, plain papers2, Preprinted, Letterhead, Color, Recycled, High Quality Paper

However, paper cannot be fed from a paper source for which the paper source is set to off in the printer's **Auto Select Settings**.

Job Type:

Save the print job in the storage set in the**Storage Settings** of the Utility screen, or save and print.

Print Quality:

Select the pint quality you want to use for printing. The options vary depending on the paper type.

Menu Options for Finishing

Output Tray:

Select which output tray to use for printouts. The output tray may be automatically selected based on other print settings.

Sort:

Select how to sort multiple copies.

Rotate Sort

Stacks printouts alternately in the portrait orientation and the landscape orientation. To use this feature, select **Print Settings** from the pop-up menu, and then select **Auto Select** as the **Paper Source** setting. Next, select **Finishing** from the pop-up menu, and then select **Auto Select** or **Face Down Tray** as the **Output Tray** setting. The printouts are stacked in the Face Down Tray.

Menu Options for Paper Configuration

Print Density:

Reduce the print density for finer printing when printing photos with dense data.

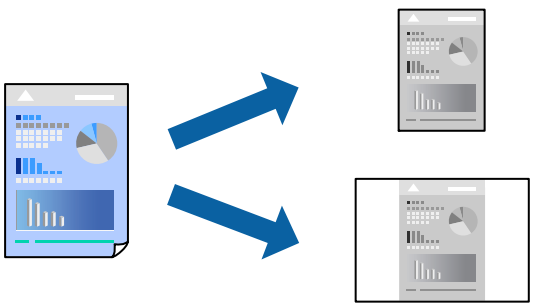
Menu Options for Two-sided Printing Settings

Two-sided Printing:

Prints on both sides of the paper.

Adding Printing Presets for Easy Printing

If you create your own preset of frequently used print settings on the printer driver, you can print easily by selecting the preset from the list.



1. Set each item such as **Print Settings** and **Layout** (**Paper Size**, **Media Type**, and so on).
2. Click **Presets** to save the current settings as a preset.
3. Click **OK**.

Note:
*To delete an added preset, click **Presets** > **Show Presets**, select the preset name you want to delete from the list, and then delete it.*

4. Click **Print**.

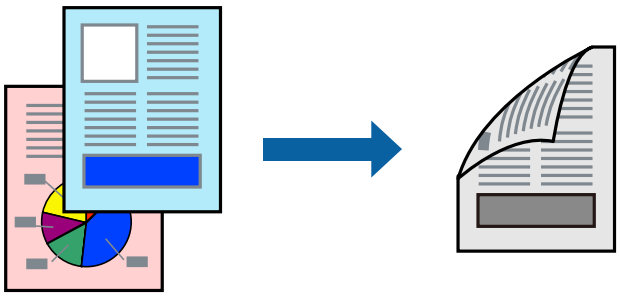
The next time you want to print using the same settings, select the registered preset name from the **Presets**.

Related Information

➡ "Loading Paper" on page 38
➡ "Printing Using Easy Settings" on page 96

Printing on 2-Sides

You can print on both sides of the paper.



Note:

❏ *If you do not use paper that is suitable for 2-sided printing, the print quality may decline and paper jams may occur.*
"Paper for 2-Sided Printing" on page 440

❏ *Depending on the paper and the data, ink may bleed through to the other side of the paper.*

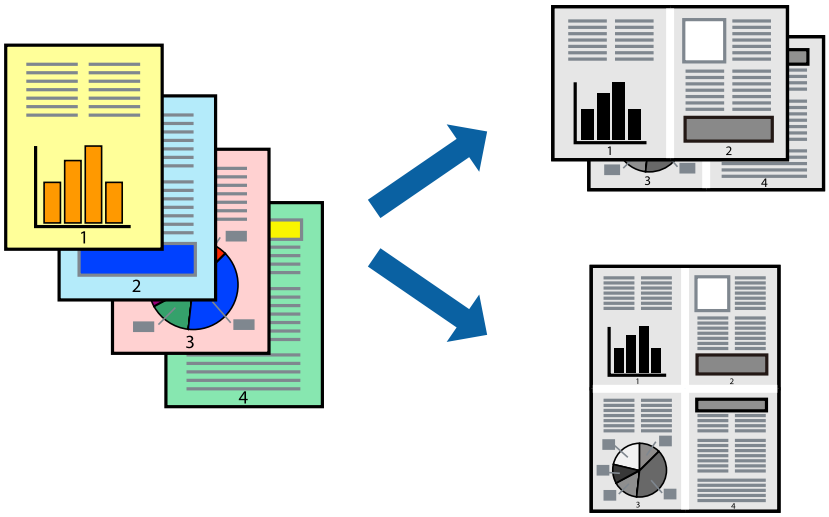
1. Select **Two-sided Printing Settings** from the pop-up menu.
2. Select the bindings in **Two-sided Printing**.
3. Set the other items as necessary.
4. Click **Print**.

Related Information

➡ "Available Paper and Capacities" on page 438
➡ "Loading Paper" on page 38
➡ "Printing Using Easy Settings" on page 96

Printing Several Pages on One Sheet

You can print several pages of data on a single sheet of paper.



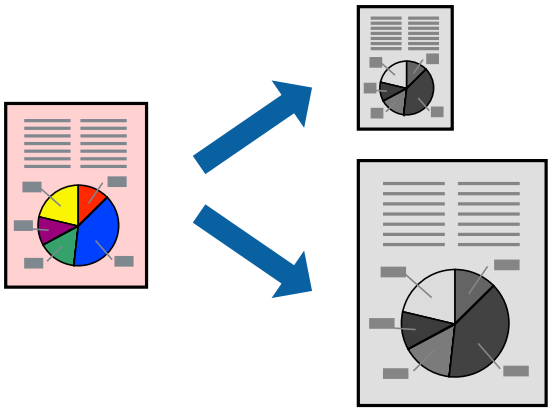
1. Select **Layout** from the pop-up menu.
2. Set the number of pages in **Pages per Sheet**, the **Layout Direction** (page order), and **Border**.
   "Menu Options for Layout" on page 98
3. Set the other items as necessary.
4. Click **Print**.

Related Information

➡ "Loading Paper" on page 38
➡ "Printing Using Easy Settings" on page 96

Printing to Fit the Paper Size

Select the paper size you loaded in the printer as the Destination Paper Size setting.



1. Select the size of the paper you set in the application as the **Paper Size** setting.
2. Select **Paper Handling** from the pop-up menu.
3. Select **Scale to fit paper size**.
4. Select the paper size you loaded in the printer as the **Destination Paper Size** setting.
5. Set the other items as necessary.
6. Click **Print**.

Related Information

➡ "Loading Paper" on page 38
➡ "Printing Using Easy Settings" on page 96

Printing a Reduced or Enlarged Document at any Magnification

You can reduce or enlarge the size of a document by a specific percentage.

Note:
Operations differ depending on the application. See the application's help for details.

1. Do one of the following.
   - ❏ Select **Print** from the **File** menu of the application. Click **Page Setup**, and then select your printer in **Format For**. Select the size of the data to be printed from **Paper Size**, enter a percentage in **Scale**, and then click **OK**.
   - ❏ Select **Page Setup** from the **File** menu of the application. Select your printer in **Format For**. Select the size of the data to be printed from **Paper Size**, enter a percentage in **Scale**, and then click **OK**. Select **Print** from the **File** menu.
2. Select your printer in **Printer**.
3. Set the other items as necessary.

4. Click **Print**.

Related Information

➡ "Loading Paper" on page 38
➡ "Printing Using Easy Settings" on page 96

Printing from the PostScript Printer Driver on Mac OS

A PostScript Printer Driver is a driver that outputs printing commands to a printer using a PostScript Page Description Language.

1. Open the file you want to print.

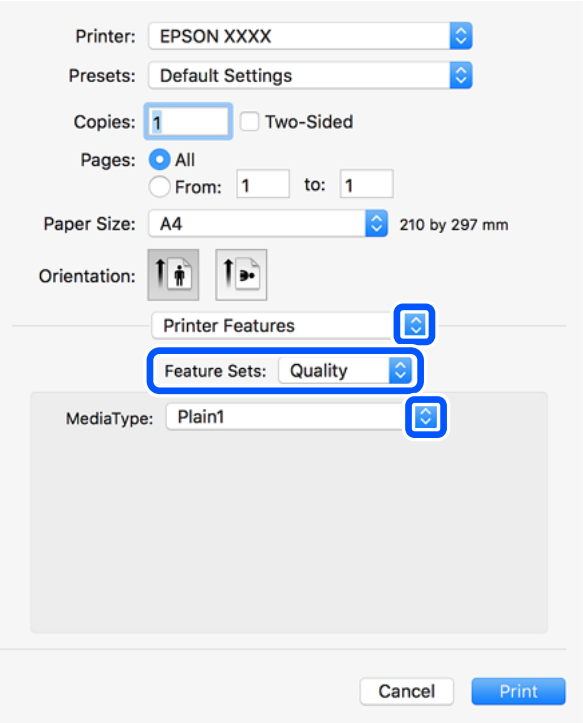
   Load paper in the printer if it has not already been loaded.

2. Select **Print** or **Print Setup** from the **File** menu.

   If necessary, click **Show Details** or ▼ to expand the print window.

3. Select your printer.

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



5. Change the settings as necessary.

   See the menu options for the printer driver for details.

6. Click **Print**.

Related Information

- "Available Paper and Capacities" on page 438
- "Loading Paper" on page 38
- "Setting the Paper Type" on page 37
- "Menu Options for Printer Features" on page 107

Using an Optional Device with a PostScript Printer Driver

You need to make settings in the PostScript printer driver to the optional devices.

Select **System Preferences** from the Apple menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then select the printer. Click **Options & Supplies** > **Options** (or **Driver**). Makes settings according to the options available.

Menu Options for the PostScript Printer Driver

Open the print window on an application, select the printer, and then access the printer driver window.

Note:
Menus vary depending on the option you selected.

Menu Options for Layout

Pages per Sheet:

Select the number of pages to be printed on one sheet.

Layout Direction:

Specify the order in which the pages will be printed.

Border:

Prints a border around the pages.

Two-Sided:

Allows you to perform 2-sided printing.

Reverse page orientation:

Rotates pages 180 degrees before printing.

Flip horizontally:

Inverts the image so that it prints as it would appear in a mirror.

Menu Options for Color Matching

ColorSync/In Printer:

Select the method for color adjustment. These options adjusts color between the printer and the computer display to minimize the difference in tone.

Menu Options for Paper Handling

Collate pages:

Prints multi-page documents collated in order and sorted into sets.

Pages to Print:

Select to print only odd pages or even pages.

Page Order:

Select to print from the top or the last page.

Scale to fit paper size:

Prints to fit to the paper size you loaded.

Destination Paper Size:

Select the paper size to print on.

Scale down only:

Select when reducing the size of the document.

Menu Options for Paper Feed

Select the paper source from which the paper is fed.

All Pages From:

Selecting **Auto Select** selects the paper source that matches the **Paper Setting** on the printer automatically.

First Page From/Remaining From:

You can also select the paper source for page.

Menu Options for Cover Page

Print Cover Page:

Select whether or not to print a cover page. When you want to add a back cover, select **After document**.

Cover Page Type:

Select the contents of the cover page.

Menu Options for Printer Features

Feature Sets:

Quality:

Media Type:

Select the type of paper on which you print. If you select **Unspecified**, printing is performed from the paper source for which the paper type is set to the following in the printer's settings.

plain papers1, plain papers2, Preprinted, Letterhead, Color, Recycled, High Quality Paper

However, paper cannot be fed from a paper source for which the paper source is set to off in the printer's **Auto Select Settings**.

Output:

Output Tray:

Select which output tray to use for printouts.

Sort:

Select how to sort multiple copies.

Others:

Ink Save Mode:

Conserves ink by reducing the print density.

Printing PDF Files from a Memory Device

You can print PDF files from a memory device connected to the printer.

1. Connect the memory device to the printer's external interface USB port.

   "Inserting an External USB Device" on page 48

2. Select **Memory Device** on the home screen.

3. Select **PDF**.

4. Select the file.

5. Tap ⓘ.

   Note:
   *To save print data to the storage, select **File Storing** and make the save settings. Select **Setting** to select whether or not to print the data at the same time.*

Basic Menu Options for PDF Settings

You can make print settings for PDF format files on your memory devices.

Recent to old/Old to recent:

Select a sort setting to display the files on the LCD screen.

Paper Setting:

Specify the paper source settings which you want to print on.

2-Sided:

Select **On** to print PDF files using 2-Sided printing. You can also select the binding method in the **Binding Position** setting.

Print Order:

Select the order for printing multi-page PDF files.

Advanced Menu Options for PDF Settings

Finishing

❏ Finishing:

Select **Collate (Page Order)** to print multi-page documents collated in order and sorted into sets. Select **Group (Same Pages)** to print multi-page documents by acquiring the same numbered pages as the group.

❏ Eject Paper:

Select **Rotate Sort** to print alternately in the portrait orientation from one paper source and the landscape orientation from another paper source. Choose **Auto** as the **Paper Setting** when using this feature.

File Storing

You can save the print data to the storage.

❏ Setting:

Select whether or not to save the print data only to the storage.

❏ Folder (Required):

Select the folder to save the print data.

❏ File Name:

Set the file name.

❏ File Password:

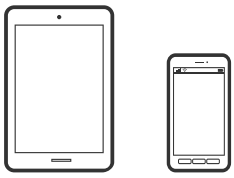
Set the password to select the file.

❏ User Name:

Set the user name.

Printing Documents from Smart Devices (iOS)

You can print documents from a smart device such as a smartphone or tablet.



Printing Documents Using Epson iPrint

Note:
Operations may differ depending on the device.

1. Connect your printer and your smart device using Wi-Fi Direct.
   "Connecting a Smart Device and Printer Directly (Wi-Fi Direct)" on page 334
2. If Epson iPrint is not installed, install it.
   "Installing Epson iPrint" on page 447
3. Start Epson iPrint.
4. Tap **Print Documents** on the home screen.
5. Tap the location of the document you want to print.
6. Select the document, and then tap **Next**.
7. Tap **Print**.

Printing Documents Using AirPrint

AirPrint enables instant wireless printing from iPhone, iPad, iPod touch, and Mac without the need to install drivers or download software.

Works with Apple AirPrint

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

1. Set up your printer for wireless printing. See the link below.
   http://epson.sn
2. Connect your Apple device to the same wireless network that your printer is using.

3. Print from your device to your printer.

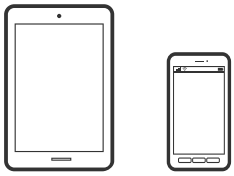
   Note:
   For details, see the AirPrint page on the Apple website.

Related Information

➡ "Cannot Print Even Though a Connection has been Established (iOS)" on page 264

Printing Documents from Smart Devices (Android)

You can print documents from a smart device such as a smartphone or tablet.



Printing Documents Using Epson iPrint

Note:
Operations may differ depending on the device.

1. Connect your printer and your smart device using Wi-Fi Direct.

   "Connecting a Smart Device and Printer Directly (Wi-Fi Direct)" on page 334

2. If Epson iPrint is not installed, install it.

   "Installing Epson iPrint" on page 447

3. Start Epson iPrint.

4. Tap **Print Documents** on the home screen.

5. Tap the location of the document you want to print.

6. Select the document, and then tap **Next**.

7. Tap **Print**.

Printing Documents Using Epson Print Enabler

You can wirelessly print your documents, emails, photos, and web pages right from your Android phone or tablet (Android v4.4 or later). With a few taps, your Android device will discover an Epson printer that is connected to the same wireless network.

Note:
Operations may differ depending on the device.

1. Connect your printer and your smart device using Wi-Fi Direct.
   "Connecting a Smart Device and Printer Directly (Wi-Fi Direct)" on page 334
2. On your Android device, install the Epson Print Enabler plug-in from Google Play.
3. Go to **Settings** on your Android device, select **Printing**, and then enable Epson Print Enabler.
4. From an Android application such as Chrome, tap the menu icon and print whatever is on the screen.
   Note:
   *If you do not see your printer, tap **All Printers** and select your printer.*

Printing Using Mopria Print Service

Mopria Print Service enables instant wireless printing from Android smart phones or tablets.

1. Install Mopria Print Service from Google Play.
2. Load paper in the printer.
3. Set up your printer for wireless printing. See the link below.
   http://epson.sn
4. Connect your Android device to the same wireless network that your printer is using.
5. Print from your device to your printer.
   Note:
   For more details, access the Mopria Web site at https://mopria.org.

Printing on Envelopes

Printing on Envelopes from a Computer (Windows)

1. Load envelopes in the printer.
   "Loading Envelopes" on page 39
2. Open the file you want to print.
3. Access the printer driver window.

4. Select the envelope size from **Document Size** on the **Main** tab, and then select **Envelope** from **Paper Type**.
5. Set the other items on the **Main** and **More Options** tabs as necessary, and then click **OK**.
6. Click **Print**.

Printing on Envelopes from a Computer (Mac OS)

1. Load envelopes in the printer.
   "Loading Envelopes" on page 39
2. Open the file you want to print.
3. Select **Print** from the **File** menu or another command to access the print dialog.
4. Select the size as the **Paper Size** setting.
5. Select **Print Settings** from the pop-up menu.
6. Select **Envelope** as the **Media Type** setting.
7. Set the other items as necessary.
8. Click **Print**.

Printing Photos

Printing JPEG Files from a Memory Device

You can print JPEG files from a memory device connected to the printer.

1. Connect the memory device to the printer's external interface USB port.
   "Inserting an External USB Device" on page 48
2. Select **Memory Device** on the home screen.
3. Select **JPEG**.
4. Select the file.
5. Tap ⓘ.

   Note:
   *To save print data to the storage, select **File Storing** and make the save settings. Select **Setting** to select whether or not to print the data at the same time.*

Basic Menu Options for JPEG Settings

(Options) :

Make settings for ordering, selecting, and deselecting image data.

Paper Setting:

Specify the paper source settings which you want to print on.

Layout:

Select the way of layout the JPEG files. **1-up** is for printing a file per a page. **20-up** is for printing 20 files per a page. **Index** is for making index printing with information.

Fit Frame:

Select **On** to crop the image to fit into the selected print layout automatically. If the aspect ratio of the image data and the paper size is different, the image is automatically enlarged or reduced so that the short sides match the short sides of the paper. The long side of the image is cropped if it extends beyond the long side of the paper. This feature may not work for panorama photos.

Advanced Menu Options for JPEG Settings

Finishing:

❏ Finishing

Select **Collate (Page Order)** to print multi-page documents collated in order and sorted into sets. Select **Group (Same Pages)** to print multi-page documents by acquiring the same numbered pages as the group.

❏ **Eject Paper**

Standard is selected.

Quality:

Select **Best** for higher quality printing, but the printing speed may be slower.

Fix Photo:

Select this mode to improve the brightness, contrast, and saturation of the photo automatically. To turn off automatic improvement, select **Enhance Off**.

Fix Red-Eye:

Select **On** to automatically fix the red-eye effect in photos. Corrections are not applied to the original file, only to the printouts. Depending on the type of photo, parts of the image other than the eyes may be corrected.

Date:

Select the format of the date the photo was taken or saved. The date is not printed for some layouts.

File Storing

You can save the print data to the storage.

❏ Setting:

Select whether or not to save the print data only to the storage.

❏ Folder (Required):

Select the folder to save the print data.

❏ File Name:

Set the file name.

❏ File Password:

Set the password to select the file.

❏ User Name:

Set the user name.

Printing TIFF Files from a Memory Device

You can print TIFF files from a memory device connected to the printer.

1. Connect the memory device to the printer's external interface USB port.

   "Inserting an External USB Device" on page 48

2. Select **Memory Device** on the home screen.

3. Select **TIFF**.

4. Select the file.

5. Tap ⓘ.

   Note:
   *To save print data to the storage, select **File Storing** and make the save settings. Select **Setting** to select whether or not to print the data at the same time.*

Basic Menu Options for TIFF Settings

You can make print settings for TIFF format files in you memory devices.

Recent to old/Old to recent:

Changes the order of the files.

Paper Setting:

Specify the paper source settings which you want to print on.

Layout:

Select how to layout the Multi-TIFF file. **1-up** is for printing one page per sheet. **20-up** is for printing 20 pages on one sheet. **Index** is for making index printing with information.

Fit Frame:

Select **On** to crop the photo to fit into the selected photo layout automatically. If the aspect ratio of the image data and the paper size is different, the image is automatically enlarged or reduced so that the short sides match the short sides of the paper. The long side of the image is cropped if it extends beyond the long side of the paper. This feature may not work for panorama photos.

Advanced Menu Options for TIFF Settings

Finishing:

❏ Finishing

Select **Collate (Page Order)** to print multi-page documents collated in order and sorted into sets. Select **Group (Same Pages)** to print multi-page documents by acquiring the same numbered pages as the group.

❏ **Eject Paper**

Standard is selected.

Quality:

Select **Best** for higher quality printing, but the printing speed may be slower.

Print Order:

Select the order for printing multi-page TIFF files.

Date:

Select the format of the date the photo was taken or saved. The date is not printed for some layouts.

File Storing

You can save the print data to the storage.

❏ Setting:

Select whether or not to save the print data only to the storage.

❏ Folder (Required):

Select the folder to save the print data.

❏ File Name:

Set the file name.

❏ File Password:

Set the password to select the file.

❏ User Name:

Set the user name.

Printing Web Pages

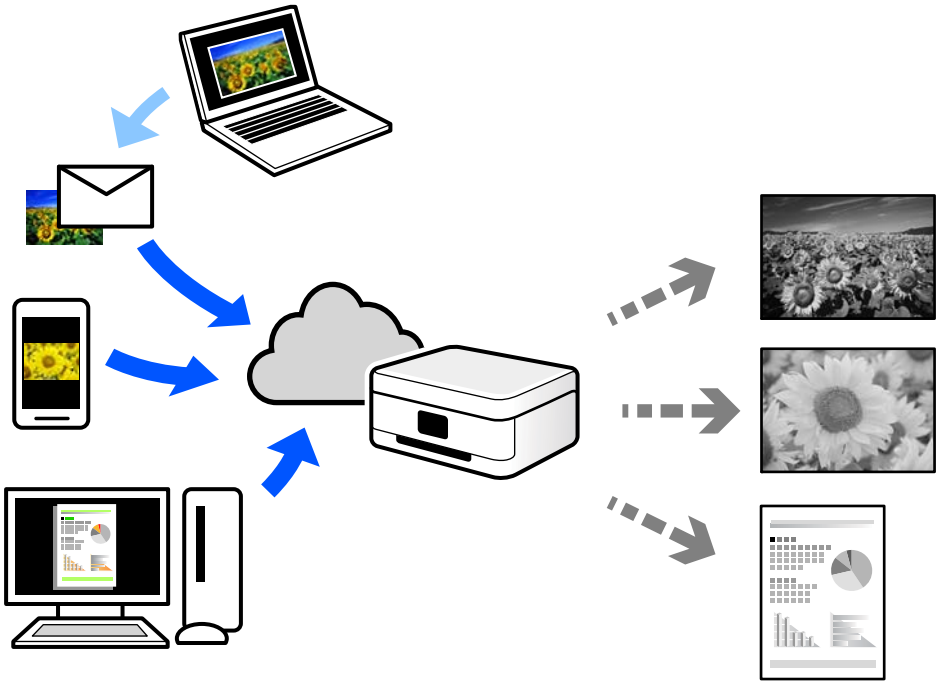
Printing Web Pages from Smart Devices

Note:
Operations may differ depending on the device.

1. Connect your printer and your smart device using Wi-Fi Direct.
   "Connecting a Smart Device and Printer Directly (Wi-Fi Direct)" on page 334
2. If Epson iPrint is not installed, install it.
   "Installing Epson iPrint" on page 447
3. Open the web page you want to print in your web browser app.
4. Tap **Share** from the menu of the web browser application.
5. Select **iPrint**.
6. Tap **Print**.

Printing Using a Cloud Service

By using Epson Connect service available on the Internet, you can print from your smartphone, tablet PC, or laptop, anytime and practically anywhere. To use this service, you need to register the user and the printer in Epson Connect.



The features available on the Internet are as follows.

❏ Email Print

When you send an email with attachments such as documents or images to an email address assigned to the printer, you can print that email and the attachments from remote locations such as your home or office printer.

❏ Epson iPrint

This Application is for iOS and Android, and allows you to print or scan from a smartphone or tablet. You can print documents, images, and web sites by sending them directly to a printer on the same wireless LAN.

❏ Remote Print Driver

This is a shared driver supported by Remote Print Driver. When printing using a printer in a remote location, you can print by changing the printer on the usual applications window.

See the Epson Connect web portal for details on how to setup or print.

https://www.epsonconnect.com/

http://www.epsonconnect.eu (Europe only)

Registering to Epson Connect Service from the Control Panel

Follow the steps below to register the printer.

1. Select **Settings** on the control panel.

2. Select **General Settings** > **Web Service Settings** > **Epson Connect Services** > **Unregister** to print the registration sheet.

3. Follow the instructions on the registration sheet to register the printer.

Copying

Available Copying Methods. 119

Basic Menu Options for Copying. 128

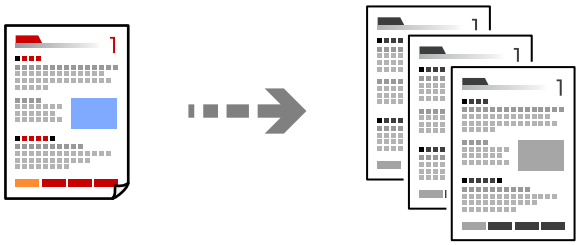
Advanced Menu Options for Copying. 130

Available Copying Methods

Place the originals on the scanner glass or the ADF, and then select the **Copy** menu on the home screen.

Copying Originals

You can copy originals at a fixed size or custom size in monochrome.



1. Load paper in the printer.
   "Loading Paper" on page 38
2. Place the originals.
   "Placing Originals" on page 43
3. Select **Copy** on the home screen.
   Note:
   - *To save the originals to the storage, select , and then enable **File Storing**.*
   - *In **Setting**, select whether to print and store the scanned data or to save the data only.*
4. Tap ◇.

Copying on 2-Sides

Copy multiple originals on both sides of the paper.

1. Place all originals face up in the ADF.

> ***Important:***
> *If you want to copy originals that are not supported by the ADF, use the scanner glass.*
> *"Originals that are not Supported by the ADF" on page 46*

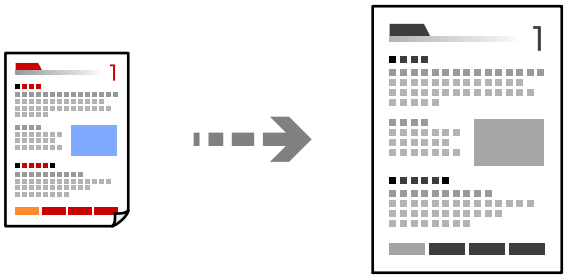
Note:
You can also place the originals on the scanner glass.

"Placing Originals" on page 43

2. Select **Copy** on the home screen.
3. Select the **Basic Settings** tab, select **2-Sided**, and then select **2→2-Sided** or **1→2-Sided**
4. Specify other settings such as the original orientation and the binding position.
5. Tap ⓘ.

Copying by Enlarging or Reducing

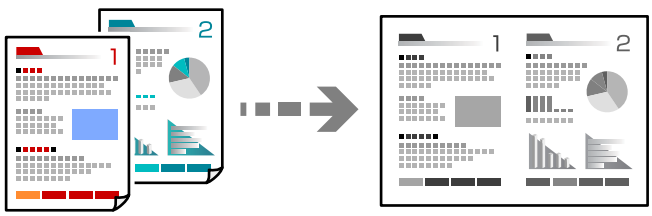
You can copy originals at a specified magnification.



1. Place the originals.
   "Placing Originals" on page 43
2. Select **Copy** on the home screen.
3. Select the **Basic Settings** tab, and then select **Reduce/Enlarge**.
4. Specify the amount of enlargement or reduction.
5. Tap ⓘ.

Copying Multiple Originals onto One Sheet

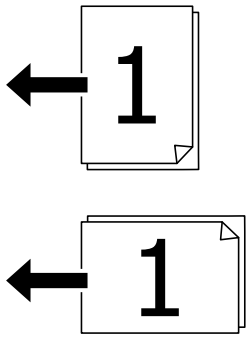
You can copy the multiple originals onto a single sheet.



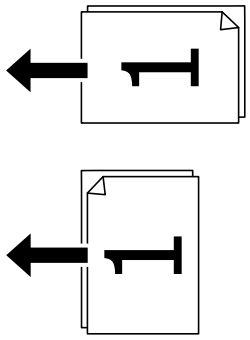
1. Place all originals face up in the ADF.

   Place them in the direction shown in the illustration.

   ❏ Readable Direction

   ❏ Left Direction

   > ***Important:***
   > *If you want to copy originals that are not supported by the ADF, use the scanner glass.*
   > *"Originals that are not Supported by the ADF" on page 46*

   Note:
   You can also place the originals on the scanner glass.
   "Placing Originals" on page 43

2. Select **Copy** on the home screen.

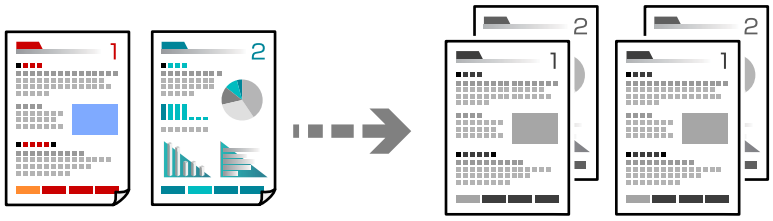
3. Select the **Basic Settings** tab, select **Multi-Page**, and then select **2-up** or **4-up**.

4. Specify the layout order and the original orientation.

5. Tap ⓘ.

Copying in Page Order

When making multiple copies of a multi-page document, you can discharge one copy at a time in page order.



1. Place the originals.

   "Placing Originals" on page 43

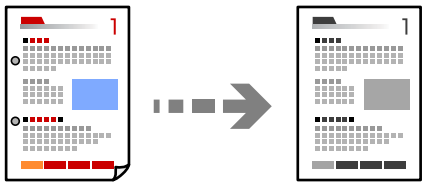
2. Select **Copy** on the home screen.

3. Select the **Basic Settings** tab, and then select **Finishing** > **Collate (Page Order)**.

4. Tap ◇.

Copying Originals Using Good Quality

You can copy originals without shadows and punched holes.



1. Place the originals.

   "Placing Originals" on page 43

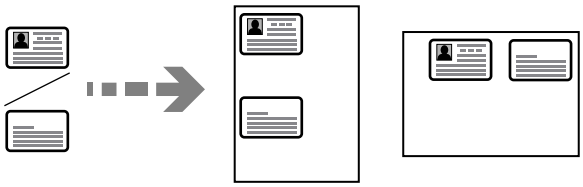
2. Select **Copy** on the home screen.

3. Select the **Advanced** tab, and then enable **Remove Shadow** or **Remove Punch Holes** or adjust the image quality in **Image Quality**.

4. Tap ◇.

Copying ID card

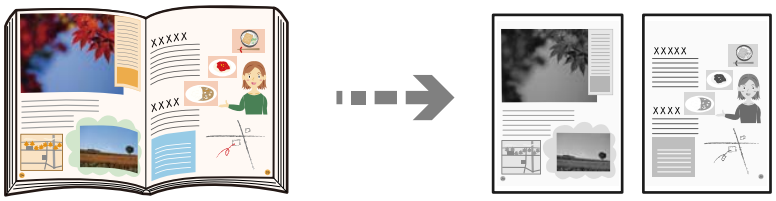
Scans both sides of an ID card and copies onto one side of a paper.



1. Place the originals.
   "Placing Originals" on page 43
2. Select **Copy** on the home screen.
3. Select the **Advanced** tab, select **ID Card Copy**, and then enable the setting.
4. Specify the **Orientation (Original)**.
5. Tap ⓘ.

Copying Books

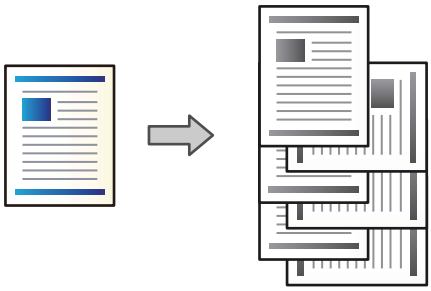
Copies two facing pages of a book and so on onto separate sheets of paper.



1. Place the original on the scanner glass.
   "Placing Originals" on page 43
2. Select **Copy** on the home screen.
3. Select the **Advanced** tab, select **Book →2Pages**, and then enable the setting.
4. Specify **Scan Order**.
5. Tap ⓘ.

Stacking Each Set of Copies by Alternately Rotating 90 Degrees or by Offsetting

You can sort the printouts by stacking them alternately in the portrait orientation and the landscape orientation.



1. Place the originals.

   "Placing Originals" on page 43

2. Select **Copy** on the home screen.

3. Select the **Basic Settings** tab, and then select **Finishing**.

4. Select **Rotate Sort** in **Eject Paper**.

   Check the following settings when using this feature.

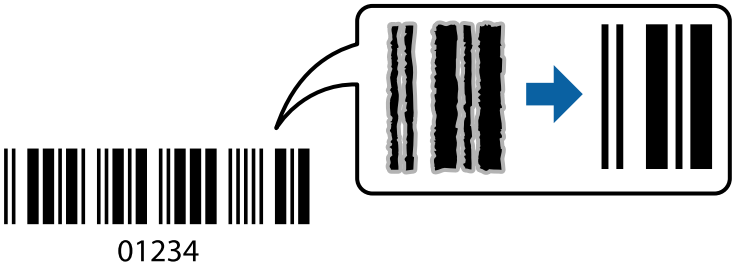
   ❏ Two paper sources are used. Load paper in the portrait orientation in one paper source and in the landscape orientation in the other paper source, and then select **Auto** as the **Paper Setting** in Basic Settings.

   ❏ On the home screen, select **Settings** > **General Settings** > **Printer Settings** > **Output: Copy**, and make sure that the **Face Down Tray** is selected.

5. Tap ◈.

Copying Bar Codes Clearly

You can copy a bar code clearly and make it easy to scan. Only enable this feature if the bar code you printed cannot be scanned.



You can use this feature with the following paper types.

❏ Plain paper

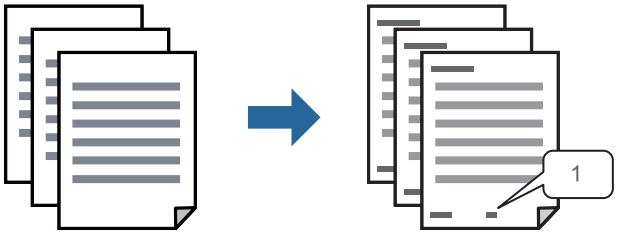
❏ Preprinted paper

- ❏ Letterhead
- ❏ Color paper
- ❏ Recycled paper
- ❏ Thick paper
- ❏ Envelope
- ❏ Epson Bright White Ink Jet Paper
- ❏ Epson Business Paper

1. Place the originals.
   "Placing Originals" on page 43
2. Select **Copy** on the home screen.
3. Select the **Basic Settings** tab, and then select **Original Type** > **Barcode**.
4. Tap ⓘ.

Copying with Page Numbers

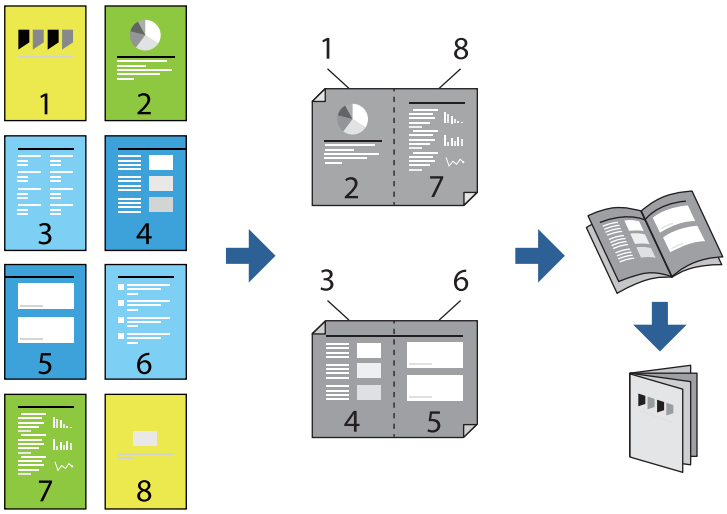
You can make copies with page numbers even if the originals do not have page numbers.



1. Place the originals.
   "Placing Originals" on page 43
2. Select **Copy** on the home screen.
3. Select the **Advanced** tab, and then select **Page Numbering**.
4. Enable the setting, and then make other settings such as the format and the stamp position.
5. Tap ⓘ.

Copying files and creating booklets

You can copy originals and turn the copies into a booklet. You can also add front and back covers to the booklet.



1. Place the originals.

   "Placing Originals" on page 43

2. Select **Copy** on the home screen.

3. Select the **Basic Settings** tab.

4. Select **Paper Setting**, select the paper source in which you loaded the paper, and then select **OK**.

5. Select **2-Sided**, and then select **2→2-Sided** or **1→2-Sided**.

6. Specify other settings such as the original orientation and the binding position as necessary, and then select **OK**.

7. Select **Reduce/Enlarge**, specify the amount of enlargement or reduction, and then select **OK**.

8. Select the **Basic Settings** tab, select **Booklet** > **Booklet**, and then enable **Booklet**.

9. Specify the biding position and binding margin.

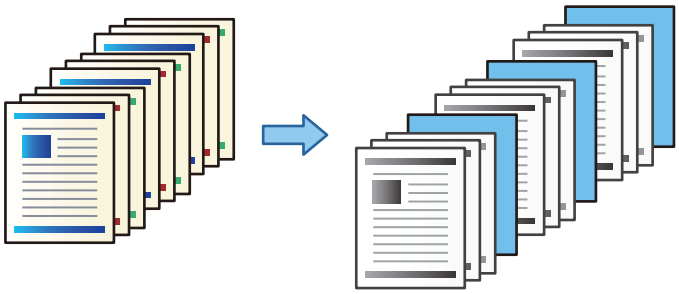
10. If you want to add the covers, enable **Cover**.

    Select the paper source in which you loaded the paper for the covers in **Paper Setting**, and then specitfy the print settings in **Front Cover** and **Back Cover**.

11. Tap ⓘ.

Inserting Slip Sheets into Copies

You can insert slip sheets into the copies and eject them.



1. Place the originals.

   "Placing Originals" on page 43

2. Select **Copy** on the home screen.

3. Select the **Advanced** tab, select **Cover & Slip Sheet** > **Slip Sheet**.

4. Select **End of Job** or **End of Set**, enable the settings, and then specify other settings as necessary.

   If you want specify the page to insert the slipsheet or insert a chapter, select **End of Page or Chapter**, and then specify the details such as the page number, paper, and so on.

5. Tap ◇.

Copying Using Group Print

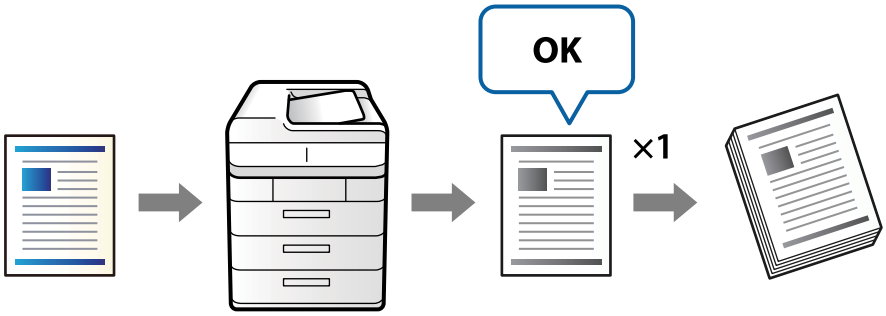
If you save the number of copies and sets for each group, you can sort the copies into groups. See "Related Information" below for more details.

Related Information

➡ "Copying Using Saved Groups" on page 220

Proof Copying

When making multiple copies, you can start with one copy to check the results, and then copy the rest.



1. Place the originals.

   "Placing Originals" on page 43

2. Select **Copy** on the home screen.

3. Select the **Advanced** tab, and then enable **Proof Copy**.

4. Set the number of copies.

5. Tap ⧫.

6. Check the copy results, and then select whether to continue or cancel copying.

Basic Menu Options for Copying

Note:
The items may not be available depending on other settings you made.

Density:

Increase the level of density when the copying results are faint. Decrease the level of density when ink smears.

Paper Setting:

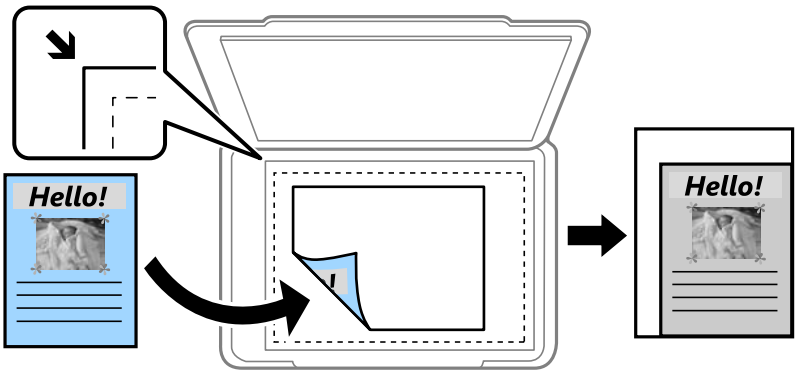
Select the paper source that you want to use. When **Auto** is selected, a suitable size is fed automatically depending on the auto detected original size and the specified magnification ratio.

Reduce/Enlarge:

Configures the magnification ratio of the enlargement or reduction. Tap the value and specify the magnification used to enlarge or reduce the original within a range of 25 to 400%.

❏ Auto

Detects the scan area and automatically enlarges or reduces the original to fit to the paper size you selected. When there are white margins around the original, the white margins from the corner mark (◣) of the scanner glass are detected as the scan area, but the margins at the opposite side may be cropped.



❏ Reduce to Fit Paper

Copies the scanned image at a smaller size than the Reduce/Enlarge value to fit within the paper size. If the Reduce/Enlarge value is larger than the paper size, data may be printed beyond the edges of the paper.

❏ Actual Size

Copies at 100 % magnification.

❏ A3→A4 and others

Automatically enlarges or reduces the original to fit to a specific paper size.

Original Type:

Select the type of your original. Copies in optimal quality to match the type of original.

2-Sided:

Select 2-sided layout.

❏ 1→1-Sided

Copies one side of an original onto a single side of paper.

❏ 2→2-Sided

Copies both sides of a double-sided original onto both sides of a single sheet of paper. Select the orientation of your original and the binding position of the original and the paper.

❏ 1→2-Sided

Copies two single-sided originals onto both sides of a single sheet of paper. Select the orientation of your original and the binding position of the paper.

❏ 2→1-Sided

Copies both sides of a double-sided original onto one side of two sheets of paper. Select the orientation of your original and the binding position of the original.

Multi-Page:

Select the copy layout.

❏ Single Page

Copies a single-sided original onto a single sheet.

❏ 2-up

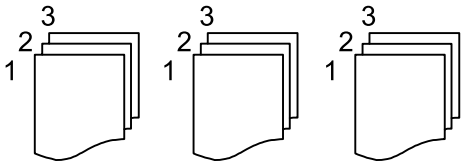
Copies two single-sided originals onto a single sheet in 2-up layout. Select the layout order and the orientation of your original.

❏ 4-up

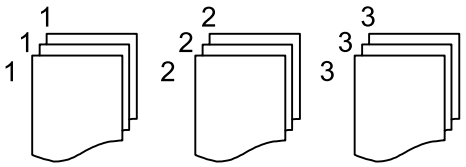
Copies four single-sided originals onto a single sheet in 4-up layout. Select the layout order and the orientation of your original.

Finishing:

Select **Collate (Page Order)** to print multi-page documents collated in order and sorted into sets.



Select **Group (Same Pages)** to print multi-page documents by acquiring the same numbered pages as the group.



If you select Rotate Sort in Eject Paper, you can print alternately in the portrait direction and the landscape direction. Choose **Auto** as the **Paper Setting** when using this feature.

Booklet:

Booklet

Specfy these settings when you want to create a booklet from your copies.

❏ Booklet

Allows you to create a booklet from your copies.

❏ Binding

Select the binding position of the booklet.

❏ Binding Margin

Specify the binding margin. You can set 0 to 50 mm as the binding margin in 1mm increments.

❏ Cover

Allows you to add covers to the booklet.

❏ Paper Setting

Select the paper source in which you loaded the paper for the covers.

❏ Front Cover

Specify the print settings for the front cover. If you do not want to print on the front cover, select **Do not Print**.

❏ Back Cover

Specify the print settings for the back cover. If you do not want to print on the back cover, select **Do not Print**.

Advanced Menu Options for Copying

Note:
The items may not be available depending on other settings you made.

Cover & Slip Sheet:

Cover:

Specify these when you want to add covers to your copies.

❏ Front Cover

Allows you to add front covers to the copies. If you have loaded paper for the cover, select the paper source in **Paper Setting**. If you do not want to print on the front cover, select **Do not Print** in **Print Mode**.

❏ Back Cover

Allows you to add back covers to the copies. If you have loaded paper for the cover, select the paper source in **Paper Setting**. If you do not want to print on the back cover, select **Do not Print** in **Print Mode**.

Slip Sheet:

Specify these settings when you want to insert the slip sheets into the copies.

❏ End of Job

Allows you to insert slip sheets for each copy of the job. If you have loaded paper for the slip sheets, select the paper source in **Paper Setting**.

❏ End of Set

Allows you to insert a slip sheet for each set. If you have loaded paper for the slip sheets, select the paper source in **Paper Setting**. You can also specify the insertion interval for the slip sheets in **Sheets per Set**.

❏ End of Page or Chapter

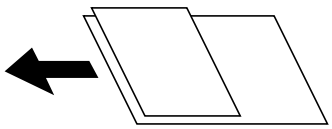
Allows you to make the settings to insert slip sheets of chapters at the pages you want to insert them. The setting values are saved and displayed in a list. You can check the details of the settings by selecting the setting from the list. You can also edit or delete the setting.

Original Size:

Select the size of your original. When you select **Auto Detect**, the size of your original is automatically detected. When copying non-standard size originals, select **User-Defined**, and then specify the original size.

Mixed Size Originals:

You can place the following combination of sizes in the ADF at the same time. A3 and A4; B4 and B5. When using these combinations, originals are copied at the actual size of the originals. Place your originals by aligning the width of the originals as shown below.



Orientation (Original):

Select the orientation of your original.

Book →2Pages:

Copies two facing pages of a booklet onto separate sheets of paper.

Select which page of a booklet to scan.

Continuous Scanning:

You can place a large number of originals in the ADF in batches, and scan them as a single scaninng job.

Image Quality:

Adjust image settings.

❏ Contrast

Adjust the difference between the bright and dark parts.

❏ Sharpness

Adjust the outline of the image.

❏ Remove Background

Select the darkness of the background. Tap + to lighten (whiten) the background and tap - to darken (blacken) it.

If you select **Auto**, the background colors of the originals are detected, and they are removed or lightened automatically. It is not applied correctly if the background color is too dark or not detected.

Binding Margin:

Make settings such as the binding position, binding width, and the orientation of the original.

You can also select how to create the binding margin from the following three menus.

❏ Binding Width

Shifts and copies the image according to the binding width. If the image on the opposite side of the binding margin extends beyond the edge of the paper, the data is not printed.

❏ Reduce to Fit Paper

Copies the scanned image at a smaller size according to the binding width to fit within the size of the paper. If the Reduce/Enlarge value is larger than the paper size, data may be printed beyond the edges of the paper.

❏ Erase Image Over Margin

Erases the image where the binding margin is created to secure the binding margin width.

Reduce to Fit Paper:

Copies the scanned image at a smaller size than the Reduce/Enlarge value to fit within the paper size. If the Reduce/Enlarge value is larger than the paper size, data may be printed beyond the edges of the paper.

Remove Shadow:

Removes shadows that appear around copies when copying thick paper or that appear in the center of copies when copying a booklet.

Remove Punch Holes:

Removes the binding holes when copying.

ID Card Copy:

Scans both sides of an ID card and copies onto one side of a paper.

Proof Copy:

When making multiple copies, you can start with one copy to check the results, and then copy the rest.

Print Sets:

Allows you to make settings to sort copies into groups. You can set the number of copies, number of sets, and the finishing options.

Output Tray:

Select the output tray for Copying.

Page Numbering:

❏ Page Numbering

Select **On** to print page numbers on your copies.

❏ Format

Select the format for page numbering.

❏ Stamp Position

Select the position for page numbering.

❏ Change Numbering

Select which page you want to print the page number. Select **Starting Page Number** to specify the page on which page number printing should begin. You can also specify the starting page number in **First Print Number**.

❏ Size

Select the size of the number.

❏ Background

Select whether or not to make the page number's background white. If you select **White**, you can see the page number clearly when the background for the original is not white.

File Storing:

You can save the scanned image to the storage.

❏ Setting:

Select whether or not to save the scanned image only to the storage.

❏ Folder (Required):

Select the storage in which to save the scanned image.

❏ File Name:

Set the file name.

❏ File Password:

Set the password to select the file.

❏ User Name:

Set the user name.

Scanning

Available Scanning Methods. 136

Scanning Originals to a Network Folder. 136

Scanning Originals to an Email. 140

Scanning Originals to a Computer. 144

Scanning Originals to a Memory Device. 145

Scanning Originals to the Cloud. 148

Scanning Originals to Storage. 150

Scanning Using WSD. 152

Scanning Originals to a Smart Device. 154

Available Scanning Methods

You can use any of the following methods to scan using this printer.

Scanning to a Network Folder

You can save the scanned image to a pre-configured folder on a network.

"Scanning Originals to a Network Folder" on page 136

Scanning to an Email

You can send scanned image files by email directly from the printer through a pre-configured email server.

"Scanning Originals to an Email" on page 140

Scanning to a Computer

You can save the scanned image to a computer connected to the printer.

"Scanning Originals to a Computer" on page 144

Scanning to a Memory Device

You can save scanned images directly to a memory device inserted into the printer.

"Scanning Originals to a Memory Device" on page 145

Sending to a Cloud Service

You can send scanned images from the printer's control panel to cloud services that have been registered in advance.

"Scanning Originals to the Cloud" on page 148

Scanning to Storage

You can save scanned images to the printer's built-in storage.

"Using Storage" on page 202

"Scanning Originals to Storage" on page 150

Scanning Using WSD

You can save the scanned image to a computer connected to the printer, using WSD feature.

"Scanning Using WSD" on page 152

Scanning Directly from Smart Devices

You can save scanned images directly to a smart device such as a smart phone or tablet by using the Epson iPrint application on the smart device.

"Scanning Originals to a Smart Device" on page 154

Scanning Originals to a Network Folder

Check the following before scanning.

❏ Make sure that a network folder is prepared. See the following when creating a shared folder on a network.

"Creating the Shared Folder" on page 536

❏ Register a network folder path in your contacts in advance to easily specify the folder.

"Making Contacts Available" on page 552

Note:
*Make sure the printer's **Date/Time** and **Time Difference** settings are correct. Access the menus from **Settings** > **General Settings** > **Basic Settings** > **Date/Time Settings**.*

1. Place the originals.

   "Placing Originals" on page 43

2. Select **Scan** > **Network Folder/FTP** on the control panel.

3. Specify the folder.

   ❏ To select from frequently used addresses: Select a contact from **Frequent** tab.

   ❏ To enter the folder path directly: Select **Keyboard**. Select **Communication Mode**, enter the folder path as the **Location (Required)**, and then make other folder settings.

   Enter the folder path in the following format.

   When using SMB as the communication mode: \\host name\folder name

   When using FTP as the communication mode: ftp://host name/folder name

   When using FTPS as the communication mode: ftps://host name/folder name

   When using WebDAV (HTTPS) as the communication mode: https://host name/folder name

   When using WebDAV (HTTP) as the communication mode: http://host name/folder name

   ❏ To select from the contacts list: Select **Destination** tab, select a contact.

   To search for a folder from the contacts list, select .

   Note:
   *You can print the history of the folder in which documents are saved by tapping **Menu**.*

4. Select **Scan Settings**, and then check settings such as the save format, and change them if necessary.

   "Menu Options for Scanning to a Folder" on page 137

   Note:

   ❏ *Select to save your settings as a preset.*

   ❏ *Select to restore settings to their defaults.*

   ❏ *To save the originals to the storage, select **File Storing** and make the settings. Set **Setting** to select whether or not to save the scanned image only to the storage.*

   You need not enter the destination information if you save the scanned image only to the storage.

5. Tap ◇.

Menu Options for Scanning to a Folder

Note:
The items may not be available depending on other settings you made.

Edit Location:

Enter the folder path and set each item on the screen.

❏ Communication Mode:

Select the communication mode for the folder.

❏ Location (Required):

Enter a folder path in which to save the scanned image.

Selecting the **Browse** searches a folder on computers connected to the network. You can use the **Browse** only when **Communication Mode** is set to SMB.

❏ User Name:

Enter a user name to log on to the specified folder.

❏ Password:

Enter a password corresponding to the user name.

❏ Connection Mode:

Select the connection mode for the folder.

❏ Port Number:

Enter a port number for the folder.

❏ Proxy Server Settings:

Select whether or not to use a proxy server.

B&W/Color

Select whether to scan in monochrome or in color.

File Format:

Select the format in which to save the scanned image.

When you select PDF, PDF/A, or TIFF as the file format, select whether to save all originals as one file (multi-page) or save each original separately (single page).

❏ Compression Ratio:

Select how much to compress the scanned image.

❏ PDF Settings:

When you have selected PDF as the save format setting, use these settings to protect PDF files.

To create a PDF file that requires a password when opening, set Document Open Password. To create a PDF file that requires a password when printing or editing, set Permissions Password.

Resolution:

Select the scanning resolution.

2-Sided:

Scan both sides of the original.

❏ Orientation (Original):

Select the orientation of the original.

❏ Binding(Original):

Select the binding direction of the original.

Scan Area:

Select the scan area. To scan at the maximum area of the scanner glass, select **Max Area**.

❏ Orientation (Original):

Select the orientation of the original.

Original Type:

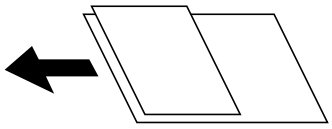
Select the type of your original.

Orientation (Original):

Select the orientation of the original.

Mixed Size Originals:

You can place the following combination of sizes in the ADF at the same time. A3 and A4; B4 and B5. When using these combinations, originals are scanned at the actual size of the originals. Place your originals by aligning the width of the originals as shown below.



Density:

Select the contrast of the scanned image.

Remove Background:

Select the darkness of the background. Tap + to lighten (whiten) the background and tap - to darken (blacken) it.

If you select **Auto**, the background colors of the originals are detected, and they are removed or lightened automatically. It is not applied correctly if the background color is too dark or not detected.

Remove Shadow:

Remove the shadows of the original that appear in the scanned image.

❏ Frame:

Remove the shadows at the edge of the original.

❏ Center:

Remove the shadows of the binding margin of the booklet.

❏ Rear Page:

Set the area for the rear side individually when scanning 2-sided originals.

Remove Punch Holes:

Remove the punch holes that appear in the scanned image. You can specify the area to erase the punch holes by entering a value in the box on the right.

❏ Erasing Position:

Select the position to remove the punch holes.

❏ Orientation (Original):

Select the orientation of the original.

ADF Continuous Scan:

You can place a large number of originals in the ADF in batches, and scan them as a single scanning job.

File Storing:

You can save the scanned image to the storage.

❏ Setting:

Select whether or not to save the scanned image only to the storage.

❏ Folder (Required):

Select the storage in which to save the scanned image.

❏ File Name:

Set the file name.

❏ File Password:

Set the password to select the file.

❏ User Name:

Set the user name.

File Name:

❏ Filename Prefix:

Enter a prefix for the name of the images in alphanumeric characters and symbols.

❏ Add Date:

Add the date to the file name.

❏ Add Time:

Add the time to the file name.

Scanning Originals to an Email

You need to setup the following before scanning.

❏ Configure the email server.

"Configuring a Mail Server" on page 532

❏ Register an email address in your contacts in advance so that you can easily specify the address by selecting it from your contacts.

❏ Make sure the printer's **Date/Time** and **Time Difference** settings are correct. Access the menus from **Settings** > **General Settings** > **Basic Settings** > **Date/Time Settings**.

1. Place the originals.

"Placing Originals" on page 43

2. Select **Scan** > **Email** on the control panel.

3. Specify the addresses.

❏ To select from frequently used addresses: Select a contact from **Frequent** tab.

❏ To enter the email address manually: Select **Keyboard**, enter the email address, and then select **OK**.

❏ To select from the contacts list: Select **Recipient** tab, select a contact.

To search for a folder from the contacts list, select .

❏ To select from the history list: Select on the **Frequent** tab, and then select a recipient from the displayed list.

Note:

❏ *The number of recipients you selected is displayed on the right of the screen. You can send emails to up to 10 addresses and groups.*

If groups is included in recipients, you can select up to 200 individual addresses in total, taking addresses in the groups into account.

❏ *Tap the address box at the top of the screen to display the list of selected addresses.*

❏ *Tap **Menu** to display or print the sending history, or change the email server settings.*

4. Select **Scan Settings**, and then check settings such as the save format, and change them if necessary.

"Menu Options for Scanning to an Email" on page 141

Note:

❏ *Select to save your settings as a preset.*

❏ *Select to restore settings to their defaults.*

❏ *To save the originals to the storage, select **File Storing** and make the settings. Set **Setting** to select whether or not to save the scanned image only to the storage.*

You need not enter the recipient information if you save the scanned image only to the storage.

5. Tap ◇.

Menu Options for Scanning to an Email

Note:
The items may not be available depending on other settings you made.

B&W/Color

Select whether to scan in monochrome or in color.

File Format:

Select the format in which to save the scanned image.

When you select PDF, PDF/A, or TIFF as the file format, select whether to save all originals as one file (multi-page) or save each original separately (single page).

❏ Compression Ratio:

Select how much to compress the scanned image.

❏ PDF Settings:

When you have selected PDF as the save format setting, use these settings to protect PDF files.

To create a PDF file that requires a password when opening, set Document Open Password. To create a PDF file that requires a password when printing or editing, set Permissions Password.

Resolution:

Select the scanning resolution.

2-Sided:

Scan both sides of the original.

❏ Orientation (Original):

Select the orientation of the original.

❏ Binding(Original):

Select the binding direction of the original.

Scan Area:

Select the scan area. To scan at the maximum area of the scanner glass, select **Max Area**.

❏ Orientation (Original):

Select the orientation of the original.

Original Type:

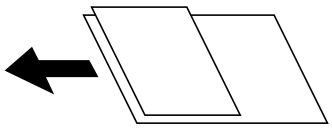
Select the type of your original.

Orientation (Original):

Select the orientation of the original.

Mixed Size Originals:

You can place the following combination of sizes in the ADF at the same time. A3 and A4; B4 and B5. When using these combinations, originals are scanned at the actual size of the originals. Place your originals by aligning the width of the originals as shown below.



Density:

Select the contrast of the scanned image.

Remove Background:

Select the darkness of the background. Tap + to lighten (whiten) the background and tap - to darken (blacken) it.

If you select **Auto**, the background colors of the originals are detected, and they are removed or lightened automatically. It is not applied correctly if the background color is too dark or not detected.

Remove Shadow:

Remove the shadows of the original that appear in the scanned image.

❏ Frame:

Remove the shadows at the edge of the original.

❏ Center:

Remove the shadows of the binding margin of the booklet.

❏ Rear Page:

Set the area for the rear side individually when scanning 2-sided originals.

Remove Punch Holes:

Remove the punch holes that appear in the scanned image. You can specify the area to erase the punch holes by entering a value in the box on the right.

❏ Erasing Position:

Select the position to remove the punch holes.

❏ Orientation (Original):

Select the orientation of the original.

ADF Continuous Scan:

You can place a large number of originals in the ADF in batches, and scan them as a single scanning job.

File Storing:

You can save the scanned image to the storage.

❏ Setting:

Select whether or not to save the scanned image only to the storage.

❏ Folder (Required):

Select the storage in which to save the scanned image.

❏ File Name:

Set the file name.

❏ File Password:

Set the password to select the file.

❏ User Name:

Set the user name.

Subject:

Enter a subject for the email in alphanumeric characters and symbols.

Attached File Max Size:

Select the maximum file size that can be attached to the email.

File Name:

❏ Filename Prefix:

Enter a prefix for the name of the images in alphanumeric characters and symbols.

❏ Add Date:

Add the date to the file name.

❏ Add Time:

Add the time to the file name.

Mail Encryption:

Encrypt emails when sending.

Digital Signature:

Add a digital signature to emails.

Scanning Originals to a Computer

You can save the scanned image to a computer connected over a network.

The method of saving images is registered as a *job* in Document Capture Pro installed on your computer. Preset jobs are available that allow you to save scanned images to a computer. You can also create and register new jobs using Document Capture Pro on your computer.

Note:
You need to setup the following before scanning.

❏ *Install the following applications on your computer.*

❏ Document Capture Pro

❏ Epson Scan 2 (application required to use the scanner feature)

See the following to check for installed applications.

*Windows 10: Click on the start button, and then select **Windows System**-**Control Panel**-**Programs**-**Programs and Features**.*

*Windows 8.1/Windows 8: Select **Desktop**-**Settings**-**Control Panel**-**Programs**-**Programs and Features**.*

*Windows 7: Click the start button, and then select **Control Panel**-**Programs**-**Programs and Features***

*Mac OS: Select **Go** > **Applications** > **Epson Software**.*

❏ *Connect the printer and the computer over a network.*

❏ *If you are using Windows Server, make the settings on the control panel.*

1. Place the originals.

   "Placing Originals" on page 43

2. Select **Scan** > **Computer** on the control panel.

3. Select **Select Computer.**, and then select the computer on which Document Capture Pro is installed.

   Note:
   ❏ *The printer's control panel displays up to 100 computers on which Document Capture Pro is installed.*

   ❏ *If **Server Mode** is set as the operation mode, you do not need to perform this step.*

4. Select **Select Job.**, and then select the job.

   Note:
   If you have set only one job, you do not need to select the job. Proceed to the next step.

5. Select the area in which the job content is displayed, and then check the job details.

6. Tap ⓕ.

   Document Capture Pro automatically starts on your computer, and scanning starts.

Note:

❏ *See the Document Capture Pro help for details on using the features, such as creating and registering new jobs.*

❏ *You can not only start scanning from the printer but also from your computer by using Document Capture Pro. See the Document Capture Pro help for details.*

Related Information

➡ "Application for Scanning Documents(Document Capture Pro)" on page 448

➡ "Installing the Applications Separately" on page 233

➡ "Using Document Capture Pro Server" on page 563

Scanning Originals to a Memory Device

You can save the scanned image to a memory device.

1. Place the originals.

   "Placing Originals" on page 43

2. Insert a memory device into the printer.

   "Inserting an External USB Device" on page 48

3. Select **Scan** > **Memory Device** on the control panel.

4. Make the scan settings.

   "Menu Options for Scanning to a Memory Device" on page 145

   ❏ Select to save your settings as a preset.

   ❏ Select to restore settings to their defaults.

   ❏ To save the originals to the storage, select **File Storing** and make the settings. Set **Setting** to select whether or not to save the scanned image only to the storage.

5. Tap ⓘ.

Menu Options for Scanning to a Memory Device

Note:
The items may not be available depending on other settings you made.

B&W/Color

Select whether to scan in monochrome or in color.

File Format:

Select the format in which to save the scanned image.

When you select PDF, PDF/A, or TIFF as the file format, select whether to save all originals as one file (multi-page) or save each original separately (single page).

❏ Compression Ratio:

Select how much to compress the scanned image.

❏ PDF Settings:

When you have selected PDF as the save format setting, use these settings to protect PDF files.

To create a PDF file that requires a password when opening, set Document Open Password. To create a PDF file that requires a password when printing or editing, set Permissions Password.

Resolution:

Select the scanning resolution.

2-Sided:

Scan both sides of the original.

❏ Orientation (Original):

Select the orientation of the original.

❏ Binding(Original):

Select the binding direction of the original.

Scan Area:

Select the scan area. To scan at the maximum area of the scanner glass, select **Max Area**.

❏ Orientation (Original):

Select the orientation of the original.

Original Type:

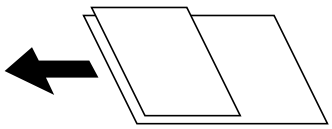
Select the type of your original.

Orientation (Original):

Select the orientation of the original.

Mixed Size Originals:

You can place the following combination of sizes in the ADF at the same time. A3 and A4; B4 and B5. When using these combinations, originals are scanned at the actual size of the originals. Place your originals by aligning the width of the originals as shown below.



Density:

Select the contrast of the scanned image.

Remove Background:

Select the darkness of the background. Tap + to lighten (whiten) the background and tap - to darken (blacken) it.

If you select **Auto**, the background colors of the originals are detected, and they are removed or lightened automatically. It is not applied correctly if the background color is too dark or not detected.

Remove Shadow:

Remove the shadows of the original that appear in the scanned image.

❏ Frame:

Remove the shadows at the edge of the original.

❏ Center:

Remove the shadows of the binding margin of the booklet.

❏ Rear Page:

Set the area for the rear side individually when scanning 2-sided originals.

Remove Punch Holes:

Remove the punch holes that appear in the scanned image. You can specify the area to erase the punch holes by entering a value in the box on the right.

❏ Erasing Position:

Select the position to remove the punch holes.

❏ Orientation (Original):

Select the orientation of the original.

ADF Continuous Scan:

You can place a large number of originals in the ADF in batches, and scan them as a single scanning job.

File Storing:

You can save the scanned image to the storage.

❏ Setting:

Select whether or not to save the scanned image only to the storage.

❏ Folder (Required):

Select the storage in which to save the scanned image.

❏ File Name:

Set the file name.

❏ File Password:

Set the password to select the file.

❏ User Name:

Set the user name.

File Name:

❏ Filename Prefix:

Enter a prefix for the name of the images in alphanumeric characters and symbols.

❏ Add Date:

Add the date to the file name.

❏ Add Time:

Add the time to the file name.

Scanning Originals to the Cloud

Before using this feature, make settings using Epson Connect. See the following Epson Connect portal website for details.

https://www.epsonconnect.com/

http://www.epsonconnect.eu (Europe only)

1. Place the originals.

   "Placing Originals" on page 43

2. Select **Scan** > **Cloud** on the control panel.

3. Select **Select Destination.** box on the top of the screen, and then select a destination.

4. Make the scan settings.

   "Menu Options for Scanning to the Cloud" on page 148

   ❏ Select to save your settings as a preset.

   ❏ Select to restore settings to their defaults.

   ❏ To save the originals to the storage, select **File Storing** and make the settings. Set **Setting** to select whether or not to save the scanned image only to the storage.

   You need not enter the destination information if you save the scanned image only to the storage.

5. Tap ⓕ.

Menu Options for Scanning to the Cloud

Note:
The items may not be available depending on other settings you made.

B&W/Color

Select whether to scan in monochrome or in color.

File Format:

Select the format in which to save the scanned image.

When you select PDF as the file format, select whether to save all originals as one file (multi-page) or save each original separately (single page).

2-Sided:

Scan both sides of the original.

❏ Orientation (Original):

Select the orientation of the original.

❏ Binding(Original):

Select the binding direction of the original.

Scan Area:

Select the scan area. To scan at the maximum area of the scanner glass, select **Max Area**.

❏ Orientation (Original):

Select the orientation of the original.

Original Type:

Select the type of your original.

Orientation (Original):

Select the orientation of the original.

Density:

Select the contrast of the scanned image.

Remove Background:

Select the darkness of the background. Tap + to lighten (whiten) the background and tap - to darken (blacken) it.

If you select **Auto**, the background colors of the originals are detected, and they are removed or lightened automatically. It is not applied correctly if the background color is too dark or not detected.

Remove Shadow:

Remove the shadows of the original that appear in the scanned image.

❏ Frame:

Remove the shadows at the edge of the original.

❏ Center:

Remove the shadows of the binding margin of the booklet.

❏ Rear Page:

Set the area for the rear side individually when scanning 2-sided originals.

Remove Punch Holes:

Remove the punch holes that appear in the scanned image. You can specify the area to erase the punch holes by entering a value in the box on the right.

❏ Erasing Position:

Select the position to remove the punch holes.

❏ Orientation (Original):

Select the orientation of the original.

ADF Continuous Scan:

You can place a large number of originals in the ADF in batches, and scan them as a single scanning job.

File Storing:

You can save the scanned image to the storage.

❏ Setting:

Select whether or not to save the scanned image only to the storage.

❏ Folder (Required):

Select the storage in which to save the scanned image.

❏ File Name:

Set the file name.

❏ File Password:

Set the password to select the file.

❏ User Name:

Set the user name.

Scanning Originals to Storage

See the following for details on the storage feature.

"Using Storage" on page 202

1. Place the originals.

   "Placing Originals" on page 43

2. Select **Scan** > **Storage** on the control panel.

3. Specify the folder.

4. Select **Scan Settings**, and then check settings, and change them if necessary.

   "Menu Options for Scanning to Storage" on page 150

   Note:

   ❏ *Select* *to save your settings as a preset.*

   ❏ *Select* *to restore settings to their defaults.*

5. Tap ◇.

Menu Options for Scanning to Storage

Note:
The items may not be available depending on other settings you made.

B&W/Color

Select whether to scan in monochrome or in color.

Resolution:

Select the scanning resolution.

2-Sided:

Scan both sides of the original.

❏ Orientation (Original):

Select the orientation of the original.

❏ Binding(Original):

Select the binding direction of the original.

Scan Area:

Select the scan area. To scan at the maximum area of the scanner glass, select **Max Area**.

❏ Orientation (Original):

Select the orientation of the original.

Original Type:

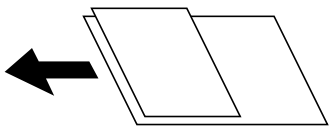
Select the type of your original.

Orientation (Original):

Select the orientation of the original.

Mixed Size Originals:

You can place the following combination of sizes in the ADF at the same time. A3 and A4; B4 and B5. When using these combinations, originals are scanned at the actual size of the originals. Place your originals by aligning the width of the originals as shown below.



Density:

Select the contrast of the scanned image.

Remove Background:

Select the darkness of the background. Tap + to lighten (whiten) the background and tap - to darken (blacken) it.

If you select **Auto**, the background colors of the originals are detected, and they are removed or lightened automatically. It is not applied correctly if the background color is too dark or not detected.

Remove Shadow:

Remove the shadows of the original that appear in the scanned image.

❏ Frame:

Remove the shadows at the edge of the original.

❏ Center:

Remove the shadows of the binding margin of the booklet.

❏ Rear Page:

Set the area for the rear side individually when scanning 2-sided originals.

Remove Punch Holes:

Remove the punch holes that appear in the scanned image. You can specify the area to erase the punch holes by entering a value in the box on the right.

❏ Erasing Position:

Select the position to remove the punch holes.

❏ Orientation (Original):

Select the orientation of the original.

ADF Continuous Scan:

You can place a large number of originals in the ADF in batches, and scan them as a single scanning job.

File Name:

Set the file name.

File Password:

Set the password to select the file.

User Name:

Set the user name for the file.

Scanning Using WSD

Note:

❏ *This feature is only available for computers running Windows 10/Windows 8.1/Windows 8/Windows 7/Windows Vista.*

❏ *If you are using Windows 7/Windows Vista, you need to setup your computer in advance using this feature.*
"Setting Up a WSD Port" on page 152

1. Place the originals.
"Placing Originals" on page 43
2. Select **Scan** > **WSD** on the control panel.
3. Select a computer.
4. Tap ⓓ.

Setting Up a WSD Port

This section explains how to set up a WSD port for Windows 7/Windows Vista.

Note:
For Windows 10/Windows 8.1/Windows 8, the WSD port is set up automatically.

The following is necessary to set up a WSD port.

❏ The printer and the computer are connected to the network.

❏ The printer driver is installed on the computer.

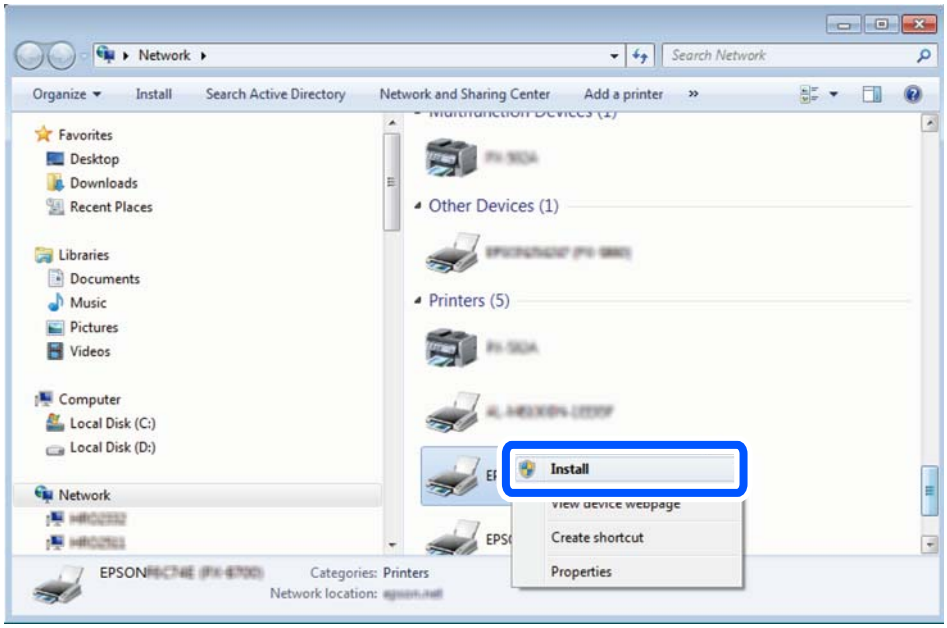
1. Turn the printer on.

2. Click start, and then click **Network** on the computer.

3. Right-click the printer, and then click **Install**.

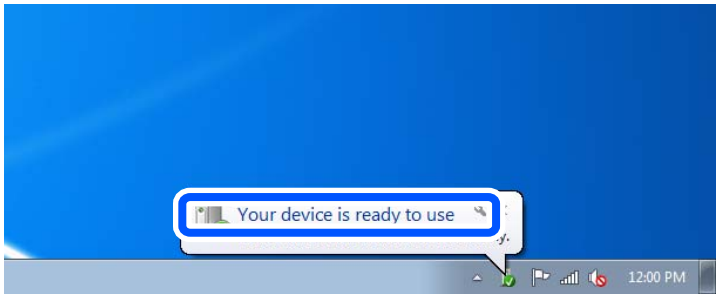
   Click **Continue** when the **User Account Control** screen is displayed.

   Click **Uninstall** and start again if the **Uninstall** screen is displayed.

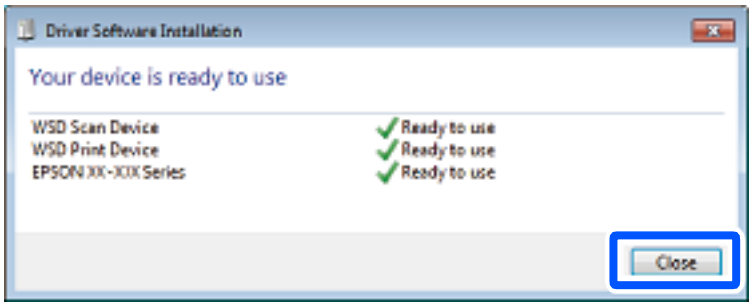


Note:
The printer name you set on the network and model name (EPSON XXXXXX (XX-XXXX)) are displayed on the network screen. You can check the printer's name set on the network from the printer's control panel or by printing a network status sheet.

4. Click **Your device is ready to use**.



5. Check the message, and then click **Close**.



6. Open the **Devices and Printers** screen.
   - ❏ Windows 7
     Click start > **Control Panel** > **Hardware and Sound** (or **Hardware**) > **Devices and Printers**.
   - ❏ Windows Vista
     Click start > **Control Panel** > **Hardware and Sound** > **Printers**.

7. Check that an icon with the printer's name on the network is displayed.
   Select the printer name when using with WSD.

Scanning Originals to a Smart Device

Note:
- ❏ *Before scanning, install Epson iPrint on your smart device.*
- ❏ *Epson iPrint screens are subject to change without notice.*
- ❏ *Epson iPrint contents may vary depending on the product.*

1. Place the originals.
   "Placing Originals" on page 43

2. Start Epson iPrint.

3. Tap **Scan** on the home screen.

4. Tap **Scan**.
   Note:
   You can set the scan settings. Tap the ⚙ *icon at the top-right of the screen.*

   Scanning starts.

5. Check the scanned image, and then select the saving method.
   - ❏ 💾: Displays the screen where you can save the scanned images.
   - ❏ ✉: Displays the screen where you can send scanned images by email.

❏ : Displays the screen where you can print scanned images.

6. Finally, follow the on-screen instructions.

Faxing (Fax-Capable Printers Only)

Before Using Fax Features. 157

Overview of this Printer's Fax Features. 157

Sending Faxes Using the Printer. 162

Receiving Faxes on the Printer. 170

Menu Options for Faxing. 176

Menu Options for Fax Box. 181

Checking the Status or Logs for Fax Jobs. 191

Sending a Fax from a Computer. 193

Receiving Faxes on a Computer. 198

Before Using Fax Features

Check the following before you start using the fax features.

❏ The printer and the phone line, and (if it is being used) the phone machine are connected correctly

❏ Fax basic settings (Fax Setting Wizard) is complete

❏ Other necessary Fax Settings are complete

"Connecting the Printer to a Phone Line" on page 565

"Making the Printer Ready to Send and Receive Faxes" on page 568

"Making Settings for the Printer's Fax Features According to Use" on page 570

"Fax Settings (Fax-Capable Printers Only)" on page 464

"Configuring a Mail Server" on page 532

"Setting a Shared Network Folder" on page 536

"Making Contacts Available" on page 552

See the following for information on adding optional faxes to the printer.

"Fax Board (Super G3/G3 Multi Fax Board)" on page 419

If your organization has a printer administrator, contact your administrator to check the status or conditions of the connection and settings.

Overview of this Printer's Fax Features

Feature: Sending Faxes

Sending Methods

❏ Sending automatically

When you scan an original by tapping ◇ (**Send**), the printer dials the recipients and sends the fax.

"Sending Faxes Using the Printer" on page 162

❏ Sending manually

When you perform a manual check on the line connection by dialing the recipient, tap ◇ (**Send**) to start sending a fax directly.

"Sending Faxes After Confirming the Recipient's Status" on page 164

"Sending Faxes Dialing from the External Phone Device" on page 165

Recipient Designation when Sending a Fax

You can enter recipients using **Enter Directly**, **Contacts**, and **Recent**.

"Recipient" on page 177

"Making Contacts Available" on page 552

Scan Settings when Sending a Fax

You can select items such as **Resolution** or **Original Size (Glass)** when sending faxes.

"Scan Settings:" on page 177

Using Fax Send Settings when Sending a Fax

You can use **Fax Send Settings** such as **Direct Send** (to send a large document stably) or **Backup** when normal sending fails. If you make settings to back up sent faxes when sending a fax but the backup fails, the printer can send an email notification automatically when the backup is performed.

"Fax Send Settings:" on page 178

"Backup Error Report:" on page 465

"Configuring a Mail Server" on page 532

Feature: Receiving Faxes

Receive Mode

There are two options in **Receive Mode** for receiving incoming faxes.

❏ Manual

Mainly for phoning, but also for faxing

"Usage of Manual Mode" on page 171

❏ Auto

- Only for faxing (external phone device is not required)
- Mainly for faxing, and sometimes phoning

"Usage of Auto Mode" on page 171

Receiving Faxes by Operating a Connected Phone

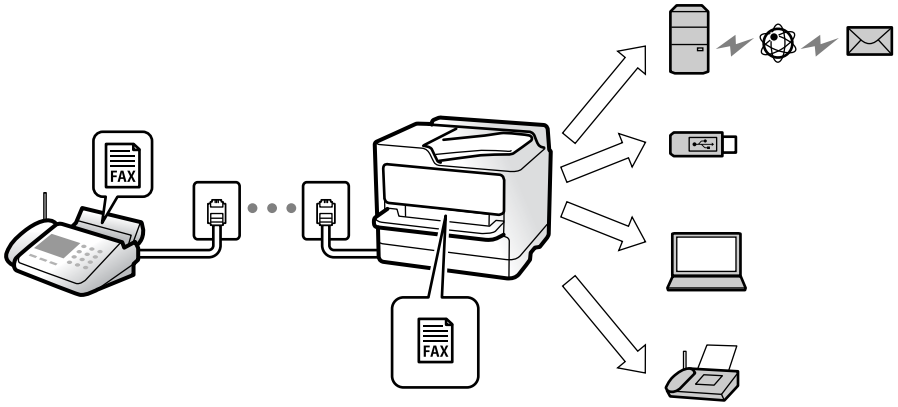
You can receive faxes by only operating an external phone device.

"Basic Settings" on page 465

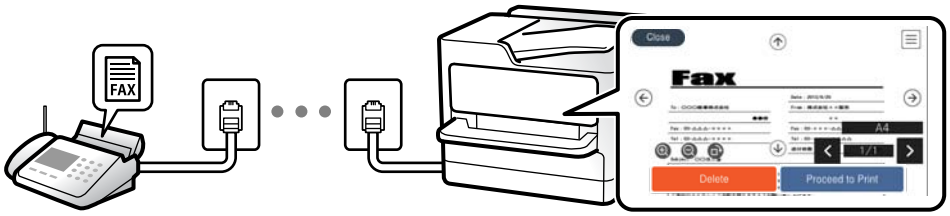
"Making Settings When You Connect a Phone Device" on page 571

Destinations of Received Faxes

❏ Output without conditions: Received faxes are printed unconditionally by default. You can set up destinations for received faxes to the inbox, a computer, an external memory, emails, folders, or other faxes. If you save in the inbox, you can check the contents on the screen.



"Unconditional Save/Forward:" on page 470



"Inbox settings:" on page 474

"Viewing Received Faxes on the Printer's LCD Screen" on page 175

❏ Output when conditions match: You can set up destinations for received faxes to the inbox or a confidential box, an external memory, an email, a folder, or another fax when specific conditions are met. If you save in the inbox or a confidential box, you can check the contents on the screen.

"Conditional Save/Forward:" on page 472

"Conditional Save/Forward list:" on page 180

Feature: PC-FAX Send/Receive (Windows/Mac OS)

PC-FAX Send

You can send faxes from a computer.

"PC to FAX Function:" on page 470

"Software for Faxing" on page 450

"Sending a Fax from a Computer" on page 193

PC-FAX Receive

You can receive faxes on a computer.

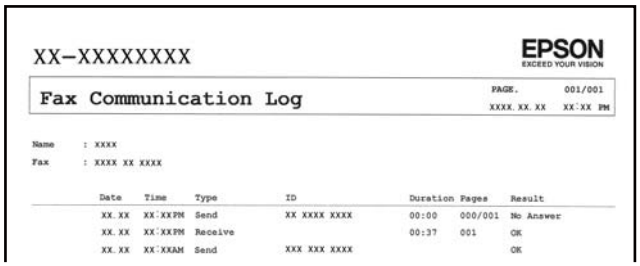
"Making Settings to Send and Receive Faxes on a Computer" on page 579

"Software for Faxing" on page 450

"Receiving Faxes on a Computer" on page 198

Features: Various Fax Reports

You can check the status of sent and received faxes in a report.


XX-XXXXXXXX

EPSON
EXCEED YOUR VISION

Fax Communication Log

PAGE. 001/001
XXXX XX XX XX:XX PM

Name : XXXX
Fax : XXXX XX XXXX

Date	Time	Type	ID	Duration	Pages	Result
XX.XX	XX:XXPM	Send	XX XXXX XXXX	00:00	000/001	No Answer
XX.XX	XX:XXPM	Receive		00:37	001	OK
XX.XX	XX:XXAM	Send	XXX XXX XXXX			OK

"Report Settings" on page 464

"Fax Send Settings:" on page 178

"Transmission Log:" on page 180

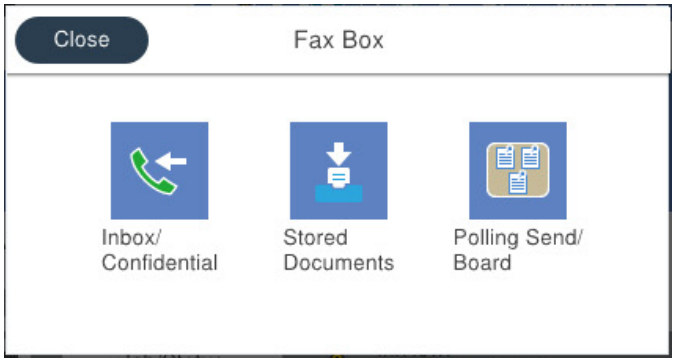
"Fax Report:" on page 180

Feature: Status or Logs for Fax Jobs

You can check the fax jobs in progress or check the job history.

"Checking the Status or Logs for Fax Jobs" on page 191

Feature: Fax Box



Inbox and confidential boxes

You can store received faxes in the inbox or confidential boxes.

"Inbox/Confidential" on page 181

Stored Documents Box

You can send faxes using documents saved in this box.

"Stored Documents:" on page 184

Polling Send/Board Box

Documents stored in the Polling Send box or bulletin board boxes can be sent upon request from another fax machine.

"Polling Send/Board" on page 187

Security for Fax Box feature

You can set a password for each box.

"Feature: Security when Sending and Receiving Faxes" on page 161

Feature: Security when Sending and Receiving Faxes

You can use many security features such as **Direct Dialing Restrictions** to prevent sending to the wrong destination, or **Backup Data Auto Clear** to prevent information leakage. You can set a password for each fax box in the printer.

"Security Settings" on page 468

"Inbox Password Settings:" on page 475

"Menu Options for Fax Box" on page 181

"Box Document Delete Settings:" on page 475

Features: Other Useful Features

Blocking Junk Faxes

You can reject junk fax.

"Making Settings for Blocking Junk Faxes" on page 579

Receiving Faxes After Dialing

After dialing to another fax machine, you can receive the document from the fax machine.

"Receiving Faxes by Making a Phone Call" on page 172

"Polling Receive:" on page 180

Regarding Sending Faxes

You can change the first tab displayed on the **Fax** menu, or display settings frequently used for sendig faxes first on the **Frequent** tab.

"User Settings" on page 464

"Quick Operation Button:" on page 176

Sending Faxes Using the Printer

You can send faxes by entering fax numbers for recipients on the control panel.

Note:

- *When sending a fax in monochrome, you can preview the scanned image on the LCD screen before sending.*
- *You can reserve up to 50 monochrome fax jobs even while the phone line is in use for a voice call, sending another fax, or receiving a fax. You can check or cancel reserved fax jobs from **Job/Status**.*

1. Place the originals.

   You can send up to 200 pages in one transmission; however depending on the remaining amount of memory, you may not be able to send faxes even with less than 200 pages.

2. Select **Fax** on the home screen.

3. Specify the recipient.

   "Selecting Recipients" on page 163

   See the following for information on adding optional faxes to the printer.

   "Sending Faxes Using the Printer with Optional Fax Boards" on page 422

4. Select the **Fax Settings** tab, and then make settings as necessary.

5. Tap ◇ to send the fax .

Note:

❏ *If the fax number is busy or there is some problem, the printer automatically redials after one minute.*

❏ *To cancel sending, tap ▽.*

❏ *It takes longer to send a fax in color because the printer performs scanning and sending simultaneously. While the printer is sending a fax in color, you cannot use the other features.*

Related Information

➡ "Fax Settings" on page 177

➡ "Checking Fax Jobs in Progress" on page 192

Selecting Recipients

You can specify recipients on the **Recipient** tab to send the fax using the following methods.

Entering Fax Number Manually

Select **Enter Directly**, enter a fax number on the screen displayed, and then tap **OK**.

- To add a pause (pause for three seconds during dialing), enter a hyphen(-).

- If you have set an external access code in **Line Type**, enter "#" (hash) instead of the actual external access code at the beginning of the fax number.

Note:

*If you cannot manually enter a fax number, **Direct Dialing Restrictions** in **Security Settings** is set to **On**. Select fax recipients from the contacts list or the sent fax history.*

Selecting recipients from the contacts list

Select **Contacts** and select recipients you want to send. The following icon displays the contacts list.

To search for a recipient from the contacts list, select .

If the recipient you want to send to has not been registered in **Contacts** yet, select to register it.

Selecting recipients from the sent fax history

Select (Recent), and then select a recipient.

Selecting recipients from the list on the Recipient tab

Select a recipient registered as **Assign to Frequent Use** in Web Config.

Note:

*To delete recipients you entered, display the list of recipients by tapping on the field of a fax number or the number of recipients on the LCD screen, select the recipient from the list, and then select **Remove**.*

Related Information

➡ "Making Contacts Available" on page 552
➡ "Destination Setting Items" on page 553
➡ "Recipient" on page 177

Various Ways of Sending Faxes

Sending a Fax after Checking the Scanned Image

You can preview the scanned image on the LCD screen before sending the fax. (Monochrome fax only)

1. Place the originals.
   "Placing Originals" on page 43
2. Select **Fax** on the home screen.
3. Specify the recipient.
   "Selecting Recipients" on page 163
   See the following for information on adding optional faxes to the printer.
   "Sending Faxes Using the Printer with Optional Fax Boards" on page 422
4. Select the **Fax Settings** tab, and then make settings as necessary.
   "Fax Settings" on page 177
5. Tap on the fax top screen to scan, check the scanned document image.
6. Select **Start Sending**. Otherwise, select **Cancel**
   - : Moves the screen in the direction of the arrows.
   - : Reduces or enlarges.
   - : Moves to the previous or the next page.

   Note:
   ❏ *When **Direct Send** is enabled, you cannot preview.*
   ❏ *When the preview screen is left untouched for the time set in **Settings** > **General Settings** > **Fax Settings** > **Send Settings** > **Fax Preview Display Time**, the fax is sent automatically.*
   ❏ *The image quality of a sent fax may be different from what you previewed depending on the capability of the recipient machine.*

Sending Faxes After Confirming the Recipient's Status

You can send a fax while listening to sounds or voices through the printer's speaker while dialing, communicating, and transmitting. You can also use this feature when you want to receive a fax from a fax information service by following audio guidance.

1. Select **Fax** on the home screen.

2. Select the **Fax Settings** tab, and then make settings such as the resolution and the sending method as necessary. When you have finished making settings, select the **Recipient** tab.

3. Tap and then specify the recipient.

   Note:
   You can adjust the sound volume of the speaker.

4. When you hear a fax tone, select **Send/Receive** at the upper right corner of the LCD screen, and then select **Send**.

   Note:
   When receiving a fax from a fax information service, and you hear the audio guidance, follow the guidance to make the printer operations.

5. Tap ⓕ to send the fax.

6. When sending is complete, remove the originals.

Related Information

➡ "Fax Settings" on page 177

Sending Faxes Dialing from the External Phone Device

You can send a fax by dialing using the connected telephone when you want to talk over the phone before sending a fax, or when the recipient's fax machine does not switch to the fax automatically.

1. Pick up the handset of the connected telephone, and then dial the recipient's fax number using the phone.

   Note:
   When the recipient answers the phone, you can talk with the recipient.

2. Select **Fax** on the home screen.

3. Make necessary settings on the**Fax Settings**.

   "Fax Settings" on page 177

4. When you hear a fax tone, tap ⓕ, and then hang up the handset.

   Note:
   When a number is dialed using the connected telephone, it takes longer to send a fax because the printer performs scanning and sending simultaneously. While sending the fax, you cannot use the other features.

Related Information

➡ "Fax Settings" on page 177

Sending Faxes on Demand (Using Polling Send/Bulletin Board Box)

If you store a monochrome document in the printer in advance, the stored document can be sent upon request from another fax machine that has a polling receive feature. There is one Polling Send box and 10 bulletin board boxes in the printer for this feature. In each box, you can store one document with up to 200 pages. To use a bulletin board box, the one box to store a document must be registered beforehand, and the fax machine of the recipient must support the subaddress/password feature.

Related Information

➡ "Setting the Polling Send Box" on page 166

➡ "Registering a Bulletin Board Box" on page 166

➡ "Storing a Document in the Polling Send/Bulletin Board Box" on page 167

Setting the Polling Send Box

You can store a document in the **Polling Send Box** without registering. Make the following settings as necessary.

1. Select **Fax Box** > **Polling Send/Board** from the home screen.

2. Select **Polling Send**, and then select **Settings**.

   Note:
   If a password entry screen is displayed, enter the password.

3. Make the appropriate settings, such as **Notify Send Result**.

   Note:
   *If you set a password in **Box Open Password**, you will be asked to enter the password from the next time you open the box.*

4. Select **OK** to apply the settings.

Related Information

➡ "Polling Send:" on page 187

Registering a Bulletin Board Box

You must register a bulletin board box for storing a document beforehand. Follow the steps below to register the box.

1. Select **Fax Box** > **Polling Send/Board** from the home screen.

2. Select one of the boxes named **Unregistered Bulletin Board**.

   Note:
   If a password entry screen is displayed, enter the password.

3. Make settings for the items on the screen.

   ❏ Enter a name in **Name (Required)**

   ❏ Enter a subaddress in **Subaddress(SEP)**

❏ Enter a password in **Password(PWD)**

4. Make the appropriate settings such as **Notify Send Result**.

   Note:
   *If you set a password in **Box Open Password**, you will be asked to enter the password from the next time you open the box.*

5. Select **OK** to apply the settings.

Related Information

➡ "Unregistered Bulletin Board:" on page 189

Storing a Document in the Polling Send/Bulletin Board Box

1. Select **Fax Box** on the home screen, and then select **Polling Send/Board**.

2. Select **Polling Send** or one of the bulletin board boxes that have already been registered.

   If the password entry screen is displayed, enter the password to open the box.

3. Tap **Add Document**.

4. On the fax top screen that is displayed, check the fax settings, and then tap ◇ to scan and store the document.

To check the document you stored, select **Fax Box** > **Polling Send/Board**, select the box containing the document you want to check, and then tap **Check Document**. On the screen that is displayed, you can view, print or delete the scanned document.

Related Information

➡ "Each Registered Bulletin Board" on page 189

Sending Many Pages of a Monochrome Document (Direct Send)

When sending a fax in monochrome, the scanned document is temporarily stored in the printer's memory. Therefore, sending a lot of pages may cause the printer to run out of memory and stop sending the fax. You can avoid this by enabling the **Direct Send** feature, however, it takes longer to send the fax because the printer performs scanning and sending simultaneously. You can use this feature when there is only one recipient.

Accessing the Menu

You can find the menu on the printer's control panel below.

Fax > **Fax Settings** > **Direct Send**.

Sending a Fax Preferentially (Priority Send)

You can send an urgent document ahead of the other faxes waiting to be sent.

Note:
You cannot send your document preferentially while one of the following is in progress because the printer cannot accept another fax.

- ❏ *Sending a monochrome fax with **Direct Send** enabled*
- ❏ *Sending a color fax*
- ❏ *Sending a fax using a connected telephone*
- ❏ *Sending a fax sent from the computer (except when sending from memory)*

Accessing the Menu

You can find the menu on the printer's control panel below.

Fax > **Fax SettingsPriority Send**.

Related Information

➡ "Checking the Status or Logs for Fax Jobs" on page 191

Sending Faxes in Monochrome at Specified Time of the Day (Send Fax Later)

You can set to send a fax at a specified time. Only monochrome faxes can be sent when the time to send is specified.

Accessing the Menu

You can find the menu on the printer's control panel below.

Fax > **Fax Settings**

Enable **Send Fax Later**, and then specify the time of day to send the fax.

Note:
*To cancel the fax while the printer is waiting for the specified time to arrive, cancel it from **Job/Status** on the home screen.*

Related Information

➡ "Checking the Status or Logs for Fax Jobs" on page 191

Sending Different Size Documents Using ADF (ADF Continuous Scan)

Sending faxes by placing originals one by one, or by placing originals by size, you can send them as one document at their original sizes.

If you place different sized originals in the ADF, all of the originals are sent at the largest size among them. To send originals at their original sizes, do not place originals with mixed sizes.

1. Place the first batch of originals at the same size.
2. Select **Fax** on the home screen.
3. Specify the recipient.

4. Select the **Fax Settings** tab, and then tap **ADF Continuous Scan** to set this to **On**.

   You can also make settings such as the resolution and the sending method as necessary.

5. Tap ◇ (**Send**).

6. When scanning the first set of originals is complete and a message is displayed on the control panel asking you to scan the next set of originals, set the next originals, and then select **Start Scanning**.

   Note:
   *If you leave the printer untouched for the time set in **Wait Time for Next Original** after you have been prompted to set the next originals, the printer stops storing and starts sending the document.*

Sending a Fax with a Subaddress(SUB) and Password(SID)

You can send faxes to the confidential boxes or the relay boxes in the recipient's fax machine when the recipient's fax machine has the feature to receive confidential faxes or relay faxes. The recipients can receive them securely, or can forward them to specified fax destinations.

1. Place the originals.

2. Select **Fax** on the home screen.

3. Select the contacts list and select a recipient with a registered subaddress and password.

   Note:
   The following icon displays the contacts list.

   You can also select the recipient from (Recent) if it was sent with a subaddress and password.

4. Select the **Fax Settings** tab, and then make settings such as the resolution and the sending method as necessary.

5. Send the fax.

Related Information

➡ "Making Contacts Available" on page 552

Sending the Same Documents Multiple Times

Related Information

➡ "Storing a Fax Without Specifying a Recipient (Store Fax Data)" on page 170
➡ "Sending Faxes Using the Stored Document Feature" on page 170

Storing a Fax Without Specifying a Recipient (Store Fax Data)

Since you can send faxes using documents stored in the printer, you can save the time spent scanning documents when you need to send the same document frequently. You can store up to 200 pages of a single document in monochrome. You can store 200 documents in the printer's stored documents box.

Note:
Saving 200 documents may not be possible depending on the usage conditions such as the file size of stored documents.

1. Place the originals.
2. Select **Fax Box** on the home screen.
3. Select **Stored Documents**, tap ☰ (Box Menu), and then select **Store Fax Data**.
4. In the **Fax Settings** tab that is displayed, make settings such as the resolution as necessary.
5. Tap ◇ to store the document.

Related Information

➡ "Stored Documents:" on page 184

Sending Faxes Using the Stored Document Feature

1. Select **Fax Box** on the home screen, and then select **Stored Documents**.
2. Select the document you want to send,and then select **Send/Save** > **Send Fax**.
   When the message **Delete this document after sending?** is displayed, select **Yes** or **No**.
3. Specify the recipient.
4. Select the **Fax Settings** tab, and then make settings such as the sending method as necessary.
5. Tap ◇ to send the fax.

Related Information

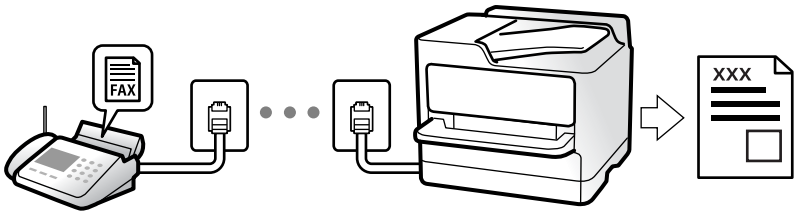
➡ "Stored Documents:" on page 184
➡ "Checking the Status or Logs for Fax Jobs" on page 191

Receiving Faxes on the Printer

If the printer is connected to the phone line and basic settings have been completed using the Fax Setting Wizard, you can receive faxes.

You can save received faxes, check them on the printer screen, and forward them.

Received faxes are printed in the printer's initial settings.



When you want to check the status of the fax settings, print a **Fax Settings List** by selecting **Fax** > ☰ (Menu) > **Fax Report** > **Fax Settings List**.

Related Information

➡ "Menu" on page 180

Receiving Incoming Faxes

There are two options in **Receive Mode**.

Related Information

➡ "Usage of Manual Mode" on page 171
➡ "Usage of Auto Mode" on page 171

Usage of Manual Mode

This mode is mainly for making phone calls, but is also for faxing.

Receiving Faxes

When the telephone rings, you can answer the ringing manually by picking up the handset.

❏ When you hear a fax signal (baud):

Select **Fax** on the printer's home screen, select **Send/Receive** > **Receive**, and then tap ◇. Next, hang up the handset.

❏ If the ringing is for a voice call:

You can answer the phone as normal.

Receiving Faxes Using only the Connected Telephone

When **Remote Receive** is set, you can receive faxes by simply entering the **Start Code**.

When the telephone rings, pick up the handset. When you hear a fax tone (baud), dial the two digit **Start Code**, and then hang up the handset. If you do not know the start code, ask the administrator.

Usage of Auto Mode

This mode allows you to use the line for the following uses.

❏ Using the line for faxing only (external telephone is not necessary)

❏ Using the line for faxing mainly, and sometimes phoning

Receiving Faxes Without an External Phone Device

The printer automatically switches to receive faxes when the number of rings you set in **Rings to Answer** is complete.

Receiving Faxes With an External Phone Device

A printer with an external phone device works as follows.

❏ When the answering machine answers within the number of rings set in **Rings to Answer**:

- If the ringing is for a fax: The printer automatically switches to receive faxes.
- If the ringing is for a voice call; The answering machine can receive voice calls and record voice messages.

❏ When you pick up the handset within the number of rings set in **Rings to Answer**:

- If the ringing is for a fax: Hold the line until the printer automatically starts receiving the fax. Once the printer starts receiving the fax, you can hang up the handset. To start receiving the fax immediately, use the same steps as for **Manual**. You can receive the fax using the same steps as for **Manual**. Select **Fax** on the home screen, and then select **Send/Receive** > **Receive**. Next, tap ⓕ, and then hang up the handset.
- If the ringing is for a voice call: You can answer the phone as normal.

❏ When the ringing stops and the printer automatically switches to receive faxes:

- If the ringing is for a fax: The printer starts receiving faxes.
- If the ringing is for a voice call: You cannot answer the phone. Ask the person to call you back.

Note:
*Set the number of rings to answer for the answering machine to a lower number than the number set in **Rings to Answer**. Otherwise, the answering machine cannot receive voice calls to record voice messages. For details on setting up the answering machine, see the manual supplied with the answering machine.*

Receiving Faxes by Making a Phone Call

You can receive a fax stored on another fax machine by dialing the fax number.

Related Information

➡ "Receiving Faxes After Confirming the Sender's Status" on page 172

➡ "Receiving Faxes by Polling (Polling Receive)" on page 173

➡ "Receiving Faxes from a Board with a Subaddress (SEP) and Password (PWD) (Polling Receive)" on page 173

Receiving Faxes After Confirming the Sender's Status

You can receive a fax while listening to sounds or voices through the printer's speaker while dialing, communicating, and transmitting. You can use this feature when you want to receive a fax from a fax information service by following an audio guide.

1. Select **Fax** on the home screen.

2. Tap , and then specify the sender.

   Note:
   You can adjust the sound volume of the speaker.

3. Wait until the sender answers your call. When you hear a fax tone, select **Send/Receive** at the upper right corner of the LCD screen, and then select **Receive**.

   Note:
   When receiving a fax from a fax information service, and you hear the audio guidance, follow the guidance to make the printer operations.

4. Tap ⓘ.

Receiving Faxes by Polling (Polling Receive)

You can receive a fax stored on another fax machine by dialing the fax number. Use this feature to receive a document from a fax information service.

Note:

- *If the fax information service has an audio guidance feature that you need to follow to receive a document, you cannot use this feature.*
- *To receive a document from a fax information service that uses audio guidance, just dial the fax number using the **On Hook** feature or the connected telephone, and operate the phone and the printer following the audio guidance.*

1. Select **Fax** on the home screen.

2. Tap ☰ (Menu).

3. Select **Extended Fax**.

4. Tap the **Polling Receive** box to set this to **On**.

5. Tap **Close**, and then tap **Close** again.

6. Enter the fax number.

   Note:
   *If you cannot manually enter a fax number, **Direct Dialing Restrictions** in **Security Settings** is set to **On**. Select fax recipients from the contacts list or the sent fax history.*

7. Tap ⓘ.

Receiving Faxes from a Board with a Subaddress (SEP) and Password (PWD) (Polling Receive)

By dialing to a sender, you can receive faxes from a board stored on sender's fax machine with a subaddress (SEP) and password (PWD) feature. To use this feature, register the contact with the subaddress (SEP) and password (PWD) in the contacts list in advance.

1. Select **Fax** on the home screen.

2. Select ☰ (Menu).
3. Select **Extended Fax**.
4. Tap **Polling Receive** to set this to **On**.
5. Tap **Close**, and then tap **Close** again.
6. Select the contacts list, and then select the contact with the registered subaddress (SEP) and password (PWD) to match the destination board.

   Note:
   The following icon displays the contacts list.

7. Tap ◇.

Related Information

➡ "Making Contacts Available" on page 552

Saving and Forwarding Received Faxes

Summary of the Features

If your organization has a printer administrator, contact your administrator to check the status of the printer settings.

Saving Received Faxes in the Printer

The received faxes can be saved in the printer, and you can view them on the printer's screen. You can print only the faxes you want to print or delete unnecessary faxes.

Saving and/or Forwarding Received Faxes to Destinations Other than the Printer

The following can be set as destinations.

- ❏ Computer (PC-FAX reception)
- ❏ External memory device
- ❏ Email address
- ❏ Shared folder on a network
- ❏ Another fax machine

Note:
The fax data is saved as PDF or TIFF format.

Sorting Received Faxes by Conditions such as Subaddress and Password

You can sort and save received faxes to your Inbox or bulletin board boxes. You can also forward received faxes to destinations other than the printer.

- ❏ Email address
- ❏ Shared folder on a network
- ❏ Another fax machine

Note:

- ❏ *The fax data is saved as PDF or TIFF format.*
- ❏ *You can print the save/forward conditions set in the printer. Select **Fax** on the home screen, and then select ☰ (Menu) > **Fax Report** > **Conditional Save/Forward list**.*

Related Information

- ➡ "Making Settings to Save and Forward Received Faxes" on page 572
- ➡ "Making Settings to Save and Forward Received Faxes with Specific Conditions" on page 575
- ➡ "Viewing Received Faxes on the Printer's LCD Screen" on page 175

Related Information

- ➡ "Making Settings to Save and Forward Received Faxes" on page 572
- ➡ "Making Settings to Save and Forward Received Faxes with Specific Conditions" on page 575
- ➡ "Viewing Received Faxes on the Printer's LCD Screen" on page 175

Viewing Received Faxes on the Printer's LCD Screen

To view received faxes on the printer's screen, you must make settings on the printer in advance.

"Making Saving Settings to Receive Faxes" on page 572

1. Select **Fax Box** on the home screen.

   Note:

   When there are received faxes that have not been read, the number of unread documents is displayed on the *on the home screen.*

2. Select **Inbox/Confidential**.

3. Select the inbox or the confidential box you want to view.

4. If the inbox, or the confidential box has been password protected, enter the inbox password, the confidential box password, or the administrator password.

5. Select the fax you want to view.

   You can switch the document display between thumbnails and lists.

6. Select **Preview**.

   The contents of the fax are displayed.

   To view details about a page, select that page, and then select to display the page preview screen.

- ❏ : Rotates the image to the right by 90 degrees.
- ❏ : Moves the screen in the direction of the arrows.
- ❏ : Reduces or enlarges.
- ❏ : Moves to the previous or the next page.
- ❏ To hide the operation icons, tap anywhere on the preview screen except for the icons. Tap again to display the icons.

7. Select whether to print or delete the document you have viewed, and then follow the on-screen instructions.

> ***Important:***
> *If the printer runs out of memory, receiving and sending faxes is disabled. Delete documents that you have already read or printed.*

Related Information

➡ "Inbox/Confidential" on page 181

Menu Options for Faxing

Frequent

Select the menus on the control panel as described below.

Fax > **Frequent**

You can send faxes using registered frequently used contacts, or using the history of recently sent faxes.

Select a recipient from the quick dial list displayed.

Select a recipient from the sent fax history. You can also add the recipient to the contacts list.

Frequent Contacts:

Displays contacts you registered in **Settings** > **Contacts Manager** > **Frequent**.

Quick Operation Button:

Displays up to four frequently used items such as **Transmission Log** and **Original Type**. These allow you to quickly and easily make settings.

You must assign items in advance in **Settings** > **General Settings** > **Fax Settings** > **User Settings** > **Quick Operation Button**

Recipient

Select the menus on the control panel as described below.

Fax > **Recipient**

Contacts

The following icon displays the contacts list.

Displays the registered contacts list in alphabetic order so that you can select a contact as a recipient from the list.

To search for a recipient from the contacts list, select .

Select a recipient from the quick dial list displayed.

Select a recipient from the sent fax history. You can also add the recipient to the contacts list.

Add New

You can register a new recipient or a group into the contacts list.

Fax Settings

Select the menus on the control panel as described below.

Fax > **Fax Settings**

Scan Settings:

Original Size (Glass):

Select the size and orientation of the original you placed on the scanner glass.

Original Type:

Select the type of your original.

Color Mode:

Select whether to scan in color or in monochrome.

Resolution:

Select the resolution of the outgoing fax. If you select a higher resolution, the data size becomes larger and it takes time to send the fax.

Density:

Sets the density of the outgoing fax. + makes the density darker, and - makes it lighter.

Remove Background:

Select the darkness of the background. Tap + to lighten (whiten) the background and tap - to darken (blacken) it.

If you select **Auto**, the background colors of the originals are detected, and they are removed or lightened automatically. It is not applied correctly if the background color is too dark or not detected.

Sharpness:

Enhances or defocuses the outline of the image. + enhances the sharpness, and - defocuses the sharpness.

ADF 2-Sided:

Scans both sides of originals placed in the ADF and sends a monochrome fax.

ADF Continuous Scan:

When sending a fax from the ADF, you cannot add originals in the ADF after starting scanning. If you place different sized originals in the ADF, all of the originals are sent at the largest size among them. Enable this option so that the printer asks if you want to scan another page after an original in the ADF has finished scanning. Then you can sort and scan your originals by size and send them as a single fax.

Fax Send Settings:

Direct Send:

Sends a monochrome fax while scanning the originals. Since scanned originals are not stored temporarily in the printer's memory even when sending a large volume of pages, you can avoid printer errors due to a lack of memory. Note that sending using this feature takes longer than not using this feature. See the related information below on this topic.

You cannot use this feature when:

- ❏ Sending a fax using the **ADF 2-Sided** option
- ❏ Sending a fax to multiple recipients

Priority Send:

Sends the current fax before other faxes waiting to be sent. See the related information below on this topic.

Send Fax Later:

Sends a fax at a time you specified. Only a monochrome fax is available when using this option. See the related information below on this topic.

Add Sender Information:

❏ Add Sender Information

Select the position where you want to include the header information (sender name and fax number) in the outgoing fax, or not to include the information.

- **Off**: Sends a fax with no header information.

- **Outside of Image**: Sends a fax with header information in the top white margin of the fax. This keeps the header from overlapping with the scanned image, however, the fax received by the recipient may be printed across two sheets depending on the size of the originals.

- **Inside of Image**: Sends a fax with header information approximately 7 mm lower than the top of the scanned image. The header may overlap with the image, however, the fax received by the recipient will not be split into two documents.

❏ Fax Header

Select the header for the recipient. To use this feature, you should register multiple headers in advance.

❏ Additional Information

Select the information you want to add. You can select one from **Your Phone Number**, **Destination List**, and **None**.

Notify Send Result:

Sends a notification after you send a fax.

Transmission Report:

Prints a transmission report after you send the fax.

Print on Error prints a report only when an error occurs.

When **Attach Fax image to report** has been set in **Settings** > **General Settings** > **Fax Settings** > **Report Settings**, faxes with errors are also printed with the report.

Backup:

Saves a backup of the sent fax that is scanned and saved to the printer's memory automatically. The backup feature is available when:

❏ Sending a fax in monochrome

❏ Sending a fax using the **Send Fax Later** feature

❏ Sending a fax using the **Batch Send** feature

❏ Sending a fax using the **Store Fax Data** feature

File Name:

If you set this to **On** and send a fax, you can specify the name of the document to be saved in the **Stored Documents** box and the **Polling Send/Board** box.

Related Information

➡ "Sending Different Size Documents Using ADF (ADF Continuous Scan)" on page 168

➡ "Sending Many Pages of a Monochrome Document (Direct Send)" on page 167

➡ "Sending a Fax Preferentially (Priority Send)" on page 167

➡ "Sending Faxes in Monochrome at Specified Time of the Day (Send Fax Later)" on page 168

Menu

Select the menus on the control panel as described below.

Fax > **Menu**

Transmission Log:

You can check the history of sent or received fax jobs.

Note that you can also check the history of sent or received fax jobs from **Job/Status**.

Fax Report:

Last Transmission:

Prints a report for the previous fax that was sent or received through polling.

Fax Log:

Prints a transmission report. You can set to print this report automatically using the following menu.

Settings > **General Settings** > **Fax Settings** > **Report Settings** > **Fax Log**

Stored Fax Documents:

Prints a list of fax documents stored in the printer's memory, such as unfinished jobs.

Fax Settings List:

Prints the current fax settings.

Conditional Save/Forward list:

Prints the Conditional Save/Forward List.

Protocol Trace:

Prints a detailed report for the previous fax that was sent or received.

Extended Fax:

Polling Receive:

When this is set to **On** and you call the sender's fax number, you can receive documents from the sender's fax machine. See the related information below for details on how to receive faxes using **Polling Receive**.

When you leave the Fax menu, the setting returns to **Off** (default).

Polling Send/Board:

When this is set to **On** by selecting the polling send box or a bulletin board box, you can scan and store documents to the box you selected by tapping ◇ on the **Fax Settings** tab.

You can store one document to the polling send box. You can store up to 10 documents to up to 10 bulletin boards in the printer, but you must register them from **Fax Box** before storing documents. See the related information below for details on how to register a bulletin board box.

When you leave the Fax menu, the setting returns to **Off** (default).

Store Fax Data:

When this is set to **On**, and you tap ◇ on the **Fax Settings** tab, you can scan and store documents to the **Stored Documents** box. You can store up to 200 documents.

You can also scan and save documents to the **Stored Documents** box from **Fax Box**. See the related information below for details on how to store documents from **Fax Box**

When you leave the Fax menu, the setting returns to **Off** (default).

Save to Stored Documents Box after sending:

When this is set to **On** and you send a fax, the sent document is saved in the **Stored Documents** box. You can send the document repeatedly from the **Stored Documents** box.

Fax Box:

Accesses the **Fax Box** on the home screen.

Fax Settings:

Accesses **Settings** > **General Settings** > **Fax Settings**. Access the setting menu as an administrator.

Related Information

- "Receiving Faxes by Polling (Polling Receive)" on page 173
- "Setting the Polling Send Box" on page 166
- "Registering a Bulletin Board Box" on page 166
- "Storing a Document in the Polling Send/Bulletin Board Box" on page 167
- "Polling Send/Board" on page 187
- "Storing a Fax Without Specifying a Recipient (Store Fax Data)" on page 170
- "Stored Documents:" on page 184
- "Checking the Status or Logs for Fax Jobs" on page 191
- "Checking the Fax Job History" on page 193

Menu Options for Fax Box

Inbox/Confidential

You can find **Inbox/Confidential** in **Fax Box** on the home screen.

Inbox and Confidential Boxes (List)

Inbox and confidential boxes are in **Fax Box** > **Inbox/Confidential**.

You can save up to 200 documents in the inbox and the confidential box in total.

You can use one Inbox and register up to 10 confidential boxes. The box name is displayed on the box. **Confidential XX** is the default name for each confidential box.

Inbox and Confidential Boxes

Displays the received faxes list by sender name, date received, and pages. If **File Name** is set in **Others**, the file name is displayed instead of the sender's name.

Preview:

Displays the preview screen for the document.

Select to display the page preview.

page preview screen

- ❏ : Reduces or enlarges.
- ❏ : Rotates the image to the right by 90 degrees.
- ❏ : Moves the screen in the direction of the arrows.
- ❏ : Moves to the previous or the next page.

To hide the operation icons, tap anywhere on the preview screen except for the icons. Tap again to display the icons.

Proceed to Print:

Prints the document you are previewing. You can make settings such as **Copies** before starting printing.

Delete:

Deletes the document you are previewing.

Details:

Displays information for the selected document such as the saved date and time, and total number of pages.

Send/Save:

You can perform the following operations for the selected document.

- ❏ Send Fax
- ❏ Forward(Email)
- ❏ Forward(Network Folder)
- ❏ Save to Memory Device

You can select PDF or TIFF in **File Format** when saving or forwarding the document. When you select PDF, you can make the following settings in **PDF Settings** as necessary.

- ❏ **Document Open Password**
- ❏ **Permissions Password** for **Printing** and **Editing**

When the message **Delete When Complete** is displayed, select **On** to delete faxes after completing processes such as **Forward(Email)** or **Save to Memory Device**.

Delete:

Deletes the selected document.

Others:

Set the **File Name** for faxes you want to display in the received faxes list in the box.

☰ (Box Menu)

Print All:

This is displayed only when there are stored faxes in the box. Prints all faxes in the box. Selecting **On** in **Delete When Complete** deletes all faxes when printing is complete.

Save All to Memory Device:

This is displayed only when there are stored faxes in the box. Saves all faxes to external memory devices in the box.

You can select PDF or TIFF in **File Format** when saving or forwarding the document. When you select PDF, you can make the following settings in **PDF Settings** as necessary.

❏ **Document Open Password**

❏ **Permissions Password** for **Printing** and **Editing**

Selecting **On** in **Delete When Complete** deletes all documents when saving is complete.

Delete All Reads:

This is displayed when there are documents in the box. Deletes all read documents in the box.

Delete All Unreads:

This is displayed when there are documents in the box. Deletes all unread documents in the box.

Delete All:

This is displayed only when there are stored fax documents in the box. Deletes all faxes in the box.

Settings:

The following items are displayed when you select **Inbox** > **Box Menu** > **Settings**.

❏ Options when memory is full: Select one option to print or to decline incoming faxes after the Inbox is full.

❏ Inbox Password Settings: You can set a password or change it.

❏ Auto Delete Received Faxes: Selecting **On** automatically deletes received fax documents in the inbox after a certain period of time. When **Follow Fax Settings** is selected, the following settings are used.

Settings > **General Settings** > **Fax Settings** > **Receive Settings** > **Save/Forward Settings** > **Common Settings** > **Box Document Delete Settings**

The following items are displayed when you select a confidential box and select **Box Menu** > **Settings**.

❏ Name: Enter a name for the confidential box.

❏ Box Open Password: You can set a password or change it.

❏ Auto Delete Received Faxes: Selecting **On** automatically deletes received fax documents in the inbox after a certain period of time.

Delete Box:

This item is displayed only when you select a confidential box and select **Box Menu**. Clears the current settings for Confidential Boxes and deletes all stored documents.

Copies:

Set the number of copies to print.

Print Settings:

You can set the following items.

2-Sided:

Prints multiple pages of received faxes on both sides of the paper.

Binding Margin

Finishing:

- ❏ Finishing
- ❏ Eject Paper
- ❏ Staple
- ❏ Punch

Output Tray:

Select the output tray.

Select Page:

Select the pages you want to print.

Delete When Complete:

When this is selected, the selected document is deleted when printing is complete.

Start Printing:

Prints the selected document.

Related Information

➡ "Checking the Fax Job History" on page 193

Stored Documents:

You can find **Stored Documents** in **Fax Box** on the home screen.

You can store up to 200 pages of a single document in monochrome, and up to 200 documents in the box. This allows you to save time spent scanning documents when you need to send the same document frequently.

Note:
You may not be able to save 200 documents depending on the usage conditions such as the size of saved documents.

Stored Documents Box

Displays the stored documents list with information such as the date it was saved and the number of pages.

Preview:

Displays the preview screen for the document.

Select to display the page preview.

page preview screen

- : Reduces or enlarges.
- : Rotates the image to the right by 90 degrees.
- : Moves the screen in the direction of the arrows.
- : Moves to the previous or the next page.

To hide the operation icons, tap anywhere on the preview screen except for the icons. Tap again to display the icons.

Delete:

Deletes the document you are previewing.

Start Sending:

Proceeds to the fax sending screen.

Details:

Displays information for the selected document such as the saved date and time, and total number of pages.

Send/Save:

You can perform the following operations for the selected document.

- Send Fax
- Forward(Email)
- Forward(Network Folder)
- Save to Memory Device

You can select PDF or TIFF in **File Format** when saving or forwarding the document. When you select PDF, you can make the following settings in **PDF Settings** as necessary.

- **Document Open Password**
- **Permissions Password** for **Printing** and **Editing**

When the message **Delete When Complete** is displayed, select **On** to delete faxes after completing processes such as **Forward(Email)** or **Save to Memory Device**.

Delete:

Deletes the selected document.

Others:

Set the **File Name** for faxes you want to display in the received faxes list in the box.

☰ (Box Menu)

Store Fax Data:

Displays the screen for the **Fax** > **Fax Settings** tab. Tapping ⓕ on the screen starts scanning documents to store to the Stored Documents Box.

Print All:

This is displayed only when there are stored faxes in the box. Prints all faxes in the box. Selecting **On** in **Delete When Complete** deletes all faxes when printing is complete.

Save All to Memory Device:

This is displayed only when there are stored faxes in the box. Saves all faxes to external memory devices in the box.

You can select PDF or TIFF in **File Format** when saving or forwarding the document. When you select PDF, you can make the following settings in **PDF Settings** as necessary.

❏ **Document Open Password**

❏ **Permissions Password** for **Printing** and **Editing**

Selecting **On** in **Delete When Complete** deletes all documents when saving is complete.

Delete All:

This is displayed only when there are stored faxes in the box. Deletes all faxes in the box.

Settings:

Box Open Password: You can set a password or change it.

Copies:

Set the number of copies to print.

Print Settings:

You can set the following items.

2-Sided:

Prints multiple pages of received faxes on both sides of the paper.

Binding Margin

Finishing:

❏ Finishing

❏ Eject Paper

❏ Staple

❏ Punch

Output Tray:

Select the output tray.

Select Page:

Select the pages you want to print.

Delete When Complete:

When this is selected, the selected document is deleted when printing is complete.

Start Printing:

Prints the selected document.

Related Information

➡ "Sending the Same Documents Multiple Times" on page 169
➡ "Checking the Fax Job History" on page 193

Polling Send/Board

You can find **Polling Send/Board** in **Fax Box** on the home screen.

There is a Polling Send Box and 10 bulletin boards. You can store up to 200 pages of a single document in monochrome, and one document in each box.

Related Information

➡ "Sending Faxes on Demand (Using Polling Send/Bulletin Board Box)" on page 166

Polling Send:

You can find **Polling Send** in **Fax Box** > **Polling Send/Board**.

Polling Send Box:

Displays the setting items and values in **Settings** in ☰ (Menu).

Settings:

Box Open Password:

Set or change the password used to open the box.

Delete Document After Sending:

Setting this to **On** deletes the document in the box when the next request from a recipient to send the document (Polling Send) is completed.

Notify Send Result:

When **Email Notifications** is set to **On**, the printer sends a notification to the **Recipient** when a request to send the document (Polling Send) is completed.

Delete:

Deletes the document you are previewing.

Add Document:

Displays the screen for the **Fax** > **Fax Settings** tab. Tapping ◇ on the screen starts scanning documents to store them in the box.

When a document is in the box, **Check Document** is displayed instead.

Check Document:

Displays the preview screen when a document is in the box. You can print or delete the document while you are previewing.

page preview screen

- : Reduces or enlarges.
- : Rotates the image to the right by 90 degrees.
- : Moves the screen in the direction of the arrows.
- : Moves to the previous or the next page.

To hide the operation icons, tap anywhere on the preview screen except for the icons. Tap again to display the icons.

Proceed to Print:

Prints the document you are previewing. You can make settings such as **Copies** before starting printing.

2-Sided:

Prints multiple pages of received faxes on both sides of the paper.

Binding Margin

Finishing:

- Finishing
- Eject Paper
- Staple
- Punch

Output Tray:

Select the output tray.

Select Page:

Select the pages you want to print.

Related Information

➡ "Checking the Fax Job History" on page 193

Unregistered Bulletin Board:

You can find **Unregistered Bulletin Board** in **Fax Box** > **Polling Send/Board**. Select one of the **Unregistered Bulletin Board** boxes. After registering a board, the registered name is displayed on the box instead of **Unregistered Bulletin Board**.

You can register up to 10 bulletin boards.

Bulletin Board Box Settings:

Name (Required):

Enter a name for the bulletin board box.

Subaddress(SEP):

Make or change the conditions for a recipient to receive the fax.

Password(PWD):

Make or change the conditions for a recipient to receive the fax.

Box Open Password:

Set or change the password used to open the box.

Delete Document After Sending:

Setting this to **On** deletes the document in the box when the next request from a recipient to send the document (Polling Send) is completed.

Notify Send Result:

When **Email Notifications** is set to **On**, the printer sends a notification to the **Recipient** when a request to send the document (Polling Send) is completed.

Related Information

➡ "Each Registered Bulletin Board" on page 189

Each Registered Bulletin Board

You can find bulletin boards in **Fax Box** > **Polling Send/Board**. Select the box for which the registered name is displayed. The name displayed on the box is the name registered in **Unregistered Bulletin Board**.

You can register up to 10 bulletin boards.

(Registered Bulletin Board Name)

Displays the setting values of the items in **Settings** in ☰ (Menu).

Settings:

Bulletin Board Box Settings:

Name (Required):

Enter a name for the bulletin board box.

Subaddress(SEP):

Make or change the conditions for a recipient to receive the fax.

Password(PWD):

Make or change the conditions for a recipient to receive the fax.

Box Open Password:

Set or change the password used to open the box.

Delete Document After Sending:

Setting this to **On** deletes the document in the box when the next request from a recipient to send the document (Polling Send) is completed.

Notify Send Result:

When **Email Notifications** is set to **On**, the printer sends a notification to the **Recipient** when a request to send the document (Polling Send) is completed.

Delete Box:

Deleles the selected box clearing the current settings and deleting all stored documents.

Add Document:

Displays the screen for the **Fax** > **Fax Settings** tab. Tapping ◇ on the screen starts scanning documents to store them in the box.

When a document is in the box, **Check Document** is displayed instead.

Check Document:

Displays the preview screen when a document is in the box. You can print or delete the document while you are previewing.

page preview screen

- : Reduces or enlarges.
- : Rotates the image to the right by 90 degrees.
- : Moves the screen in the direction of the arrows.
- : Moves to the previous or the next page.

To hide the operation icons, tap anywhere on the preview screen except for the icons. Tap again to display the icons.

Proceed to Print:

Prints the document you are previewing. You can make settings such as **Copies** before starting printing.

2-Sided:

Prints multiple pages of received faxes on both sides of the paper.

Binding Margin

Finishing:

- ❏ Finishing
- ❏ Eject Paper
- ❏ Staple
- ❏ Punch

Output Tray:

Select the output tray.

Select Page:

Select the pages you want to print.

Delete:

Deletes the document you are previewing.

Related Information

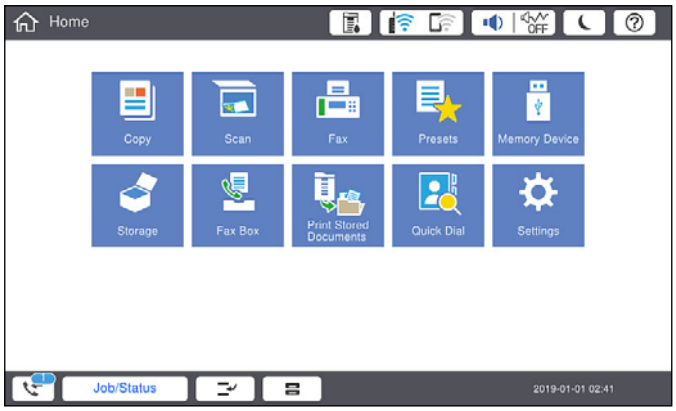
➡ "Unregistered Bulletin Board:" on page 189
➡ "Checking the Fax Job History" on page 193

Checking the Status or Logs for Fax Jobs

Displaying Information when Received Faxes are Unprocessed (Unread/Not Printed/Not Saved/Not Forwarded)

When there are unprocessed received documents, the number of unprocessed jobs is displayed on the on the home screen. See the table below for a definition of the "unprocessed".

> ***Important:***
> *When the inbox is full, receiving faxes is disabled. You should delete the documents from the inbox once they have been checked.*



Received Fax Save/Forward Setting	Unprocessed Status
Printing*1	There are received documents waiting to be printed or printing is in progress.
Saving in the inbox or the confidential box	There are unread received documents in the inbox or the confidential box.
Saving in an external memory device	There are received documents that have not been saved in the device because there is no device containing a folder specifically created to save received documents connected to the printer or for other reasons.
Saving on a computer	There are received documents that have not been saved on the computer because the computer is in sleep mode or for other reasons.
Forwarding	There are received documents that have not been forwarded or failed to be forwarded*2.

*1 : When you have not set any of the fax save/forward settings, or when you have set to print received documents while saving them to an external memory device or a computer.

*2 : When you have set to save documents that could not be forwarded in the inbox, there are unread documents that failed to be forwarded in the inbox. When you have set to print documents that failed to be forwarded, printing is not complete.

Note:
If you are using more than one of the fax save/forward settings, the number of unprocessed jobs may be displayed as "2" or "3" even if only one fax has been received. For example, if you have set to save faxes in the inbox and on a computer and one fax is received, the number of unprocessed jobs is displayed as "2" if the fax has not been saved to the inbox and on a computer.

Related Information

➡ "Viewing Received Faxes on the Printer's LCD Screen" on page 175
➡ "Checking Fax Jobs in Progress" on page 192

Checking Fax Jobs in Progress

You can display the screen to check fax jobs for which processing is incomplete. The following jobs are displayed on the check screen. From this screen, you can also print documents that have not yet been printed, or you can resend documents that have failed to send.

❏ Received fax jobs below

- ❏ Not printed yet (When the jobs are set to be printed)
- ❏ Not saved yet (When the jobs are set to be saved)
- ❏ Not forwarded yet (When the jobs are set to be forwarded)

❏ Outgoing fax jobs that have failed to be sent (If you have enabled **Save Failure Data**)

Follow the steps below to display the check screen.

1. Tap **Job/Status** on the home screen.
2. Tap the **Job Status** tab, and then tap **Active**.
3. Select the job you want to check.

Related Information

➡ "Displaying Information when Received Faxes are Unprocessed (Unread/Not Printed/Not Saved/Not Forwarded)" on page 191

Checking the Fax Job History

You can check the history of sent or received fax jobs, such as the date, time and result for each job.

1. Tap **Job/Status** on the home screen.
2. Select **Log** on the **Job Status** tab.
3. Tap > on the right, and then select **Send** or **Receive**.

   The log for sent or received fax jobs is displayed in reverse chronological order. Tap a job you want to check to display the details.

You can also check the fax history by printing **Fax Log** by selecting **Fax** > ☰ (Menu) > **Fax Log**.

Related Information

➡ "Menu" on page 180

Reprinting Received Documents

You can reprint received documents from the logs of printed fax jobs.

Note that the printed received documents are deleted in chronological order when the printer runs out of memory.

1. Tap **Job/Status** on the home screen.
2. Select **Log** on the **Job Status** tab.
3. Tap > on the right, and then select **Print**.

   The history of sent or received fax jobs is displayed in reverse chronological order.
4. Select a job with from the history list.

   Check the date, time, and result to determine if it is the document you want print.
5. Tap **Print Again** to print the document.

Sending a Fax from a Computer

You can send faxes from the computer by using the FAX Utility and PC-FAX driver.

Note:

❏ *Check if the FAX Utility and the printer's PC-FAX driver has been installed before using this feature.*

"Application for Configuring Fax Operations and Sending Faxes (FAX Utility)" on page 450

"Application for Sending Faxes (PC-FAX Driver)" on page 450

❏ *If the FAX Utility is not installed, use one of the following methods and install the FAX Utility.*

❏ Using the EPSON Software Updater (application for updating software)

"Application for Updating Software and Firmware (Epson Software Updater)" on page 454

❏ Using the disc supplied with your printer. (Windows users Only)

Related Information

➡ "Enabling Sending Faxes from a Computer" on page 579

Sending Documents Created Using an Application (Windows)

By selecting a printer fax from the **Print** menu of an application like Microsoft Word or Excel, you can directly transmit data such as documents, drawings, and tables you have created, with a cover sheet.

Note:

The following explanation uses Microsoft Word as an example. The actual operation may differ depending on the application you use. For details, see the application's help.

1. Using an application, create a document to transmit by fax.

   You can send up to 200 pages in monochrome or 100 pages in color including cover sheet in one fax transmission.

2. Click **Print** from the **File** menu.

   The application's **Print** window appears.

3. Select **XXXXX (FAX)** (where XXXXX is your printer name) in **Printer**, and then check the settings for fax sending.

   Specify **1** in **Number of copies**. Fax may not be transmitted correctly if you specify **2** or more.

4. Click **Printer Properties** or **Properties** if you want to specify **Paper Size**, **Orientation**, **Color**, **Image Quality**, or **Character Density**.

   For details, see the PC-FAX driver help.

5. Click **Print**.

   Note:

   *When Using FAX Utility for the first time, a window for registering your information is displayed. Enter the necessary information, and then click **OK**.*

   Recipient Settings screen of FAX Utility is displayed.

6. When you want to send other documents in the same fax transmission, select **Add documents to send** checkbox.

   The screen for adding documents is displayed when you click **Next** in step 10.

7. Select **Attach a cover sheet** checkbox if necessary.

8. Specify a recipient.

❏ Selecting a recipient (name, fax number and so on) from **PC-FAX Phone Book**:

If the recipient is saved in the phone book, do the steps below.

❶ Click the **PC-FAX Phone Book** tab.

❷ Select the recipient from the list and click **Add**.

❏ Selecting a recipient (name, fax number and so on) from the contacts on the printer:

If the recipient is saved in the contacts on the printer, do the steps below.

❶ Click the **Contacts on Printer** tab.

❷ Select contacts from the list and click **Add** to proceed to **Add to Recipient** window.

❸ Select the contacts from the list displayed, and then click **Edit**.

❹ Add the personal data such as **Company/Corp.** and **Title** as necessary, and then click **OK** to return to the **Add to Recipient** window.

❺ As necessary, select the checkbox of **Register in the PC-FAX Phone Book** to save the contacts to **PC-FAX Phone Book**.

❻ Click **OK**.

❏ Specifying a recipient (name, fax number and so on) directly:

Do the steps below.

❶ Click the **Manual Dial** tab.

❷ Enter the necessary information.

❸ Click **Add**.

Furthermore, by clicking **Save to Phone Book**, you can save the recipient in the list under the **PC-FAX Phone Book** tab.

Note:

❏ *If your printer's Line Type is set to **PBX** and the access code has been set to use # (hash) instead of entering the exact prefix code, enter # (hash). For details, see Line Type in Basic Settings from related information link below.*

❏ *If you have selected **Enter fax number twice** in the **Optional Settings** on the FAX Utility main screen, you need to enter the same number again when you click **Add** or **Next**.*

The recipient is added to the **Recipient List** displayed in the upper part of the window.

9. Click **Sending options** tab, and make the transmission option settings

See the following for information on adding optional faxes to the printer.

"Sending Documents Created in an Application Using an Optional Fax Board (Windows)" on page 423

❏ **Transmission mode**:

Select how the printer transmits the document.

- **Memory Trans.**: Sends a fax by storing the data temporarily in the printer's memory. If you want to send a fax to multiple recipients or from multiple computers at the same time, select this item.

- **Direct Trans.**: Sends a fax without storing the data temporarily in the printer's memory. If you want to send a large volume of monochrome pages, select this item to avoid an error due to insufficient printer's memory.

❏ **Time specification**:

Select **Specify the transmission time** to send a fax at a specific time, and then enter the time in **Transmission time**.

10. Click **Next**.

❏ When you have selected **Add documents to send** checkbox, follow the steps below to add documents in the **Document Merging** window.

❶ Open a document you want to add, and then select the same printer (fax name) in the **Print** window. The document is added to the **Document List to Merge** list.

❷Click **Preview** to check the merged document.

❸ Click **Next**.

Note:
*The **Image Quality** and **Color** settings you have selected for the first document are applied to other documents.*

❏ When you have selected **Attach a cover sheet** checkbox, specify the content of the cover sheet in the **Cover Sheet Settings** window.

❶ Select a cover sheet from samples in the **Cover Sheet** list. Note that there is no function to create an original cover sheet or to add an original cover sheet to the list.

❷ Enter the **Subject** and **Message**.

❸ Click **Next**.

Note:
*Perform the following as necessary in **Cover Sheet Settings**.*

❏ *Click **Cover Sheet Formatting** if you want to change the order of the items on the cover sheet. You can select the cover sheet size in **Paper Size**. You can also select a cover sheet at a different size to the document being transmitted.*

❏ *Click **Font** if you want to change the font used for the text on the cover sheet.*

❏ *Click **Sender Settings** if you want to change the sender information.*

❏ *Click **Detailed Preview** if you want to check the cover sheet with the subject and the message you entered.*

11. Check the transmission content and click **Send**.

Make sure the name and fax number of the recipient are correct before transmitting. Click **Preview** to preview the cover sheet and document to transmit.

Once transmission starts, a window displaying the transmission status appears.

Note:

❏ *To stop transmitting, select the data, and click **Cancel** . You can also cancel using the printer's control panel.*

❏ *If an error occurs during transmission, the **Communication error** window appears. Check the error information and retransmit.*

❏ *The Fax Status Monitor screen (the screen mentioned above where you can check the transmission status) is not displayed if Display Fax Status Monitor During Transmission is not selected in the **Optional Settings** screen of the FAX Utility main screen.*

Related Information

➡ "Basic Settings" on page 465

Sending Documents Created Using an Application (Mac OS)

By selecting a fax-capable printer from the **Print** menu of a commercially available application, you can send data such as documents, drawings, and tables, you have created.

Note:
The following explanation uses Text Edit, a standard Mac OS application as an example.

1. Create the document you want to send by fax in an application.

   You can send up to 200 pages in monochrome, or 100 pages in color including cover sheet, and up to a size of 2GB, in one fax transmission.

2. Click **Print** from the **File** menu.

   The application's **Print** window is displayed.

3. Select your printer (fax name) in **Name**, click ▼ to display the detailed settings, check the print settings, and then click **OK**.

4. Make settings for each item.

   Specify **1** in **Number of copies**. Even if you specify **2** or more, only 1 copy is sent.

   Note:
   The page size of documents you can send is the same as the paper size you can fax from the printer.

5. Select Fax Settings from the popup menu, and then make settings for each item.

   See the PC-FAX driver's help for explanations on each setting item.

   Click at the bottom left of the window to open the PC-FAX driver's help.

6. Select the Recipient Settings menu, and then specify the recipient.

   ❏ Specifying a recipient (name, fax number, and so on) directly:

   Click the **Add** item, enter the necessary information, and then click . The recipient is added to the Recipient List displayed in the upper part of the window.

   If you have selected "Enter fax number twice" in the PC-FAX driver settings, you need to enter the same number again when you click .

   If your fax connection line requires a prefix code, enter External Access Prefix.

   Note:
   *If your printer's Line Type is set to **PBX** and the access code has been set to use # (hash) instead of entering the exact prefix code, enter # (hash). For details, see Line Type in Basic Settings from Related Information link below.*

   ❏ Selecting a recipient (name, fax number, and so on) from the phone book:

   If the recipient is saved in the phone book, click . Select the recipient from the list, and then click **Add** > **OK**.

   If your fax connection line requires a prefix code, enter External Access Prefix.

   Note:
   *If your printer's Line Type is set to **PBX** and the access code has been set to use # (hash) instead of entering the exact prefix code, enter # (hash). For details, see Line Type in Basic Settings from Related Information link below.*

7. Check the recipient settings, and then click **Fax**.

   Sending starts.

   Make sure the name and fax number of the recipient are correct before transmitting.

   Note:
   - ❏ *If you click the printer icon in Dock, the transmission status check screen is displayed. To stop sending, click the data, and then click **Delete**.*
   - ❏ *If an error occurs during transmission, the **Sending failed** message is displayed. Check the transmission records on the **Fax Transmission Record** screen.*
   - ❏ *Mixed paper size documents may not be sent correctly.*

Receiving Faxes on a Computer

Faxes can be received by a printer and saved in PDF or TIFF format on a computer connected to the printer. Use the FAX Utility (application) to make settings.

For details on how to operate FAX Utility, see Basic Operations in the FAX Utility help (displayed on the main window). If the password entry screen is displayed on the computer screen while you are making settings, enter the password. If you do not know the password, contact your administrator.

Note:
- ❏ *Check if the FAX Utility and the printer's PC-FAX driver have been installed and the FAX Utility settings have been made before using this feature.*

  "Application for Configuring Fax Operations and Sending Faxes (FAX Utility)" on page 450

  "Application for Sending Faxes (PC-FAX Driver)" on page 450
- ❏ *If the FAX Utility is not installed, install the FAX Utility using the EPSON Software Updater (application for updating software).*

Important:
- ❏ *To receive faxes on a computer, the **Receive Mode** on the printer's control panel must be set to **Auto**. Contact your administrator for information on the printer settings status. To make settings on the printer's control panel, select **Settings** > **General Settings** > **Fax Settings** > **Basic Settings** > **Receive Mode**.*
- ❏ *The computer set to receive faxes should always be on. Received documents are saved in the printer's memory temporarily before the documents are saved on the computer. If you turn off the computer, the printer's memory might become full as it cannot send the documents to the computer.*
- ❏ *The number of documents that have been temporarily saved to the printer's memory are displayed on the* *on the home screen.*
- ❏ *To read the received faxes, you need to install a PDF viewer such as Adobe Reader in the computer.*

Related Information

➡ "Making Settings to Send and Receive Faxes on a Computer" on page 579

Checking for New Faxes (Windows)

By setting up a computer to save faxes received by the printer, you can check the processing status of received faxes, and whether or not there are any new faxes using the fax icon on the Windows task bar. By setting up the computer

to display a notification when new faxes are received, a notification screen pops up near the Windows system tray, and you can check the new faxes.

Note:

❏ *Received fax data saved to the computer is removed from the printer's memory.*

❏ *You need Adobe Reader to view the received faxes saved as PDF files.*

Using the Fax Icon on the Task Bar (Windows)

You can check for new faxes and the operation status by using the fax icon displayed on the Windows taskbar.

1. Check the icon.

   ❏ : Standing by.

   ❏ : Checking for new faxes.

   ❏ : Importing new faxes is complete.

2. Right-click the icon, and then click **View Receiving Fax Record**.

   The **Receiving Fax Record** screen is displayed.

3. Check the date and the sender in the list, and then open the file received as a PDF or TIFF.

   Note:

   ❏ *Received faxes are automatically renamed using the following naming format.*

   YYYYMMDDHHMMSS_xxxxxxxxxx_nnnnn (Year/Month/Day/Hour/Minute/Second_sender's number)

   ❏ *You can also open the received fax folder directly when you right-click the icon. For details, see **Optional Settings** in the FAX Utility or see its help (displayed on the main window).*

While the fax icon indicates that it is standing by, you can check for new faxes instantly by selecting **Check new faxes now**.

Using the Notification Window (Windows)

When you set to notify you the new faxes exist, a notification window is displayed near the task bar for each the fax.

1. Check the notification screen displayed on your computer screen.

   Note:

   The notification screen disappears if no operation is performed for a given length of time. You can change the notification settings such as the display time.

2. Click anywhere in the notification screen, except for the button.

   The **Receiving Fax Record** screen is displayed.

3. Check the date and the sender in the list, and then open the file received as a PDF or TIFF.

   Note:
   ❏ *Received faxes are automatically renamed using the following naming format.*

   YYYYMMDDHHMMSS_xxxxxxxxxx_nnnnn (Year/Month/Day/Hour/Minute/Second_sender's number)

   ❏ *You can also open the received fax folder directly when you right-click the icon. For details, see **Optional Settings** in the FAX Utility or see its help (displayed on the main window).*

Checking for New Faxes (Mac OS)

You can check for new faxes using one of the following methods. This is available only on computers set to **"Save" (save faxes on this computer)**.

❏ Open the received fax folder (specified in **Received Fax Output Settings.**)

❏ Open the Fax Receive Monitor and click **Check new faxes now**.

❏ Notification that new faxes have been received

Select the **Notify me of new faxes via a dock icon** in the **Fax Receive Monitor** > **Preferences** in the FAX Utility, the fax receive monitor icon on the Dock jumps to notify you that new faxes have arrived.

Open the Received Fax Folder from Received Fax Monitor (Mac OS)

You can open the save folder from the computer specified to receive faxes when selecting **"Save" (save faxes on this computer)**.

1. Click the received fax monitor icon on the Dock to open **Fax Receive Monitor**.

2. Select the printer and click **Open folder**, or double click the printer name.

3. Check the date and the sender in the file name, and then open the PDF file.

   Note:
   Received faxes are automatically renamed using the following naming format.

   YYYYMMDDHHMMSS_xxxxxxxxxx_nnnnn (Year/Month/Day/Hour/Minute/Second_sender's number)

   Information sent from the sender is displayed as the sender's number. This number may not be displayed depending on the sender.

Canceling the Feature that Saves Incoming Faxes to the Computer

You can cancel saving faxes to the computer by using the FAX Utility.

For details, see Basic Operations in the FAX Utility help (displayed on the main window).

Note:
❏ *If there are any faxes that have not been saved to the computer, you cannot cancel the feature that saves faxes on the computer.*

❏ *You cannot change settings that have been locked by your administrator.*

❏ *You can also change the settings on the printer. Contact your administrator for information on canceling settings to save received faxes on the computer.*

Related Information

➡ "Making Save to Computer Setting not to Receive Faxes" on page 580

Using Storage

Overview of the Storage Feature. 203

Creating Folders. 205

Saving Files to Storage. 206

Using the Files in Storage. 208

Managing Folders and Files. 215

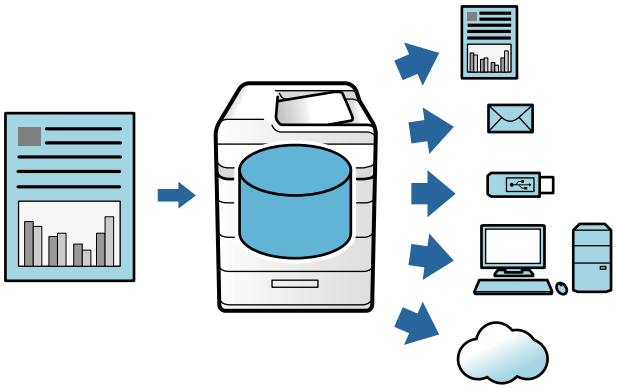
Overview of the Storage Feature

About Storage

You can store files to the built-in hard disk unit on the printer to view, print, or output them at any time.

The space where you store files is called a "folder".

Storing frequently used files allows you to quickly and easily print files or attach them to e-mail without using a computer.



Important:

Data in the folder may be lost or corrupted in the following situations.

- ❏ *When affecteded by static electricity or electronic noise.*
- ❏ *When used incorrectly*
- ❏ *When a problem occurs or the printer undergoes repairs*
- ❏ *When the printer is damaged by a natural disaster*

Epson takes no responsibility for any data loss, data corruption, or other problems due to any cause, even including those listed above and within the warranty period. Be aware that we are also not responsible for the recovery of lost or corrupted data.

Related Information

➡ "Storage Settings" on page 478

➡ "Storage Specifications" on page 515

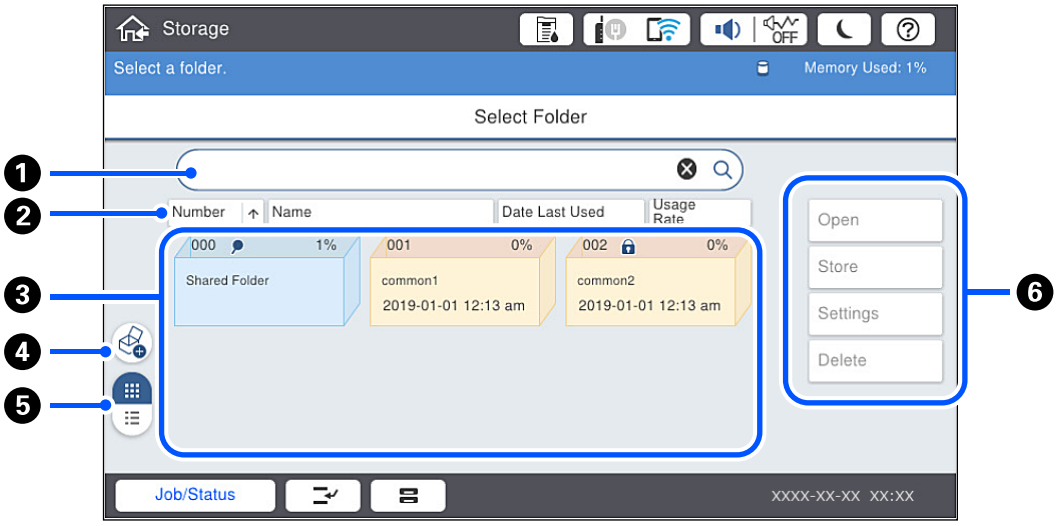
Types of Folders

Type		Overview
Shared folder	**Shared Folder**	All users can store and use files in the folders. Users cannot change the name of the folder, set a password for the folder, or delete the folder.
	Shared folder	Users can create folders and assign files to each folder. You can set a password for the folder. This allows you to limit users who have access to the folder. If a password is set for a file, access to the file is also limited.
Personal folder		When user authentication is implemented, only users logged in to the folder can store and use the files. If another user logs in, the folder is not displayed. A user can have one folder only.

Guide to the Folder Screen

Configuration of the Folder List Screen

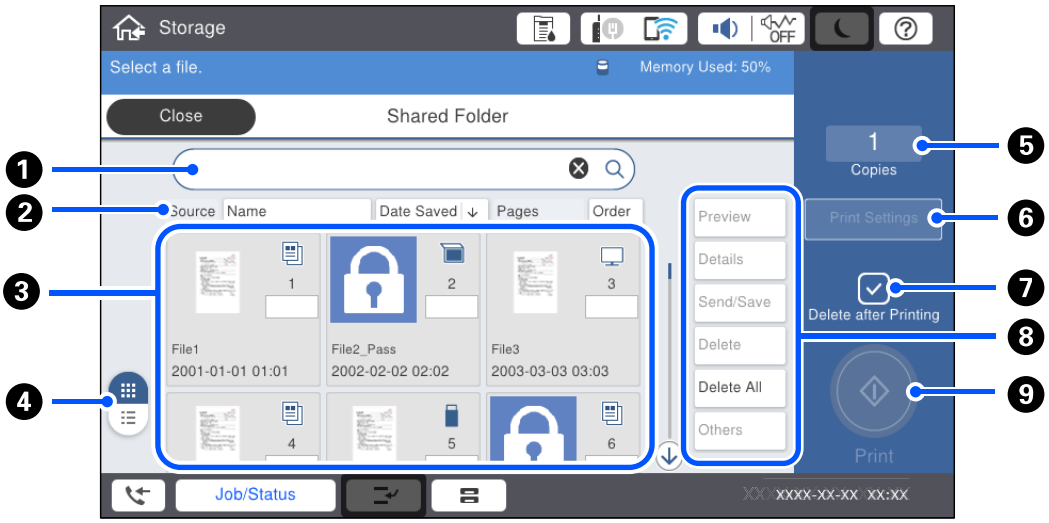
Select **Storage** on the home screen to view the **Folder List** screen.



❶	Search for the folder by entering the name or the number of the folder.
❷	Sort the folder by items. You can switch the order between ascending or descending.
❸	Displays thumbnails of the folders.
❹	Create a new shared optional folder.
❺	Switches the folder display between thumbnails and lists.
❻	Select operations such as storing in the folder and changing settings.

Configuration of the File List Screen

Select a folder on the **Folder List** screen, and then select Open to view a list of the files in the folder.



❶	Search for the document by entering the name of the document or the user.
❷	Sort the files by items. You can switch the order between ascending or descending.
❸	Displays thumbnails of the files. A key icon is displayed if a password is set for the file. Indicates from which function the file was saved.
❹	Switches the document display between thumbnails and lists.
❺	Set the number of prints.
❻	Displays the **Print Settings** menu.
❼	Select to delete the file after printing.
❽	Select the operation you want to perform such as previewing, outputting, and deleting the file, or you can change the name of files, users, and passwords from here.
❾	Start printing the file.

Creating Folders

An administrator or a user can create a shared folder. However, user can only create shared folders when the **Settings** > **General Settings** > **Storage Settings** > **Shared Folder Access Control** > **Access** setting is set to **Allowed** and the **Operation Authority** setting is set to **User**.

User cannot create **Personal folder**.

1. Select **Storage** on the printer's control panel.

2. Select .

3. Set each item on the Storage Settings screen.
   - ❏ Folder Number: Unused numbers are assigned automatically.
   - ❏ Folder Name (Required): Enter any name within 30 letters. You can enter a name that already exists.
   - ❏ Folder Password: Set to password-protect the folder. When you set a password, you are prompted for the password when saving files to the folder, viewing files in the folder, or operating the folder.
   - ❏ Automatic File Delete Settings: Select whether or not to delete the saved file automatically. Select **On** to set **Period Until Deletion**. Files are automatically deleted when the set period has elapsed after the last time the file was used. If files have not been used, they are deleted when the set period has elapsed after they were saved. Users can set this when the **Settings** > **General Settings** > **Storage Settings** > **Shared Folder Access Control** > **Access** setting is set to **Allowed** and the **Automatic Delete Setting Authority** setting is set to **User**. Administrators can set this regardless of the **Automatic Delete Setting Authority** setting.

Saving Files to Storage

Saving to Storage Original Data to be Copied

You can save data to Storage at the same time as copying. You can also just save data to Storage.

1. Place the originals.
   "Placing Originals" on page 43
2. Select **Copy** on the printer's control panel.
3. Select the **Advanced** tab, and then select **File Storing**.
4. Enable the **File Storing** setting.
5. Specify the settings.
   "File Storing:" on page 133
6. Tap ⓘ.

Saving Data on a Memory Device to Storage

You can save data to Storage at the same time as printing. You can also just save data to Storage.

1. Connect the memory device to the printer's external interface USB port.
   "Inserting an External USB Device" on page 48
2. Select **Memory Device** on the home screen.
3. Select the file type and the file you want to save.
4. Select the **Advanced** tab, and then select **File Storing**.

5. Select **On** as the **File Storing** setting.

6. Specify the folder, and then change the other settings as necessary.

   "Advanced Menu Options for JPEG Settings" on page 113

   "Advanced Menu Options for TIFF Settings" on page 115

   "Advanced Menu Options for PDF Settings" on page 108

   Note:
   *Select whether or not to perform printing at the same time as saving the data to Storage in the **Setting** option.*

7. Tap ◈.

Saving Documents from a Computer to Storage (Windows)

You can select a document and save to storage when printing a document from the printer driver. You can also save the document to storage without printing.

1. On the printer driver, open the **Finishing** tab or **More Options** tab.

2. Select **Save to Storage and Print** from **Job Type**.

   Note:
   *To save the document to storage without printing, select **Save to Storage** from **Job Type**.*

3. Click **Settings**.

4. If the folder name you want to save to is not displayed in **Folder Name** on the Storage Settings screen, click **Folder Settings**, add the folder name to **Folder List (Computer)**, and then click **OK**.

   Note:
   *If the folder name you want to save to is not displayed in **Folder List (Printer)**, click **Update Folder List** and wait until the update is complete.*

5. On the Storage Settings screen, select the folder name you want to save to from **Folder Name**.

   Note:
   *If you do not know the **Password**, contact your administrator.*

6. Set the other items as necessary, and then click **OK**.

7. To change the resolution of the document when saving to a storage, click the **Main** tab > **Quality** > **More Settings** set the print quality on the Quality Settings screen, and then click **OK**.

8. Set the other items on the **Main**, **Finishing** or **More Options** tabs as necessary, and then click **OK**.

   "Main Tab" on page 51

   "Finishing Tab" on page 53

   "More Options Tab" on page 55

9. Click **Print**.

Related Information

➡ "Printing from a Computer - Windows" on page 50
➡ "Using the Files in Storage" on page 208

Saving Documents from a Computer to Storage (Mac OS)

You can select a document and save to storage when printing a document from the printer driver. You can also save the document to storage without printing.

Note:
If you are using applications made by Apple such as TextEdit on macOS Mojave (10.14), you cannot save the document to storage from the printer driver.

1. Click **Storage Settings** on the Epson Printer Utility screen.
2. Make settings such as the save destination, and then click **OK**.
3. On the printer driver's pop-up menu, select **Print Settings**.
4. Select **Save to Storage and Print** in **Job Type**.

   Note:
   *Select **Save to Storage** to save the print data in a user storage without printing the document.*
5. Set the other items as necessary.
6. Click **Print**.

Related Information

➡ "Printing from a Computer - Mac OS" on page 96
➡ "Menu Options for Print Settings" on page 99
➡ "Using the Files in Storage" on page 208

Using the Files in Storage

Printing Data from Storage

1. Select **Storage** on the printer's control panel.
2. Select the folder containing the file you want to print, and then select **Open**.
3. Select the file.
4. Set the number of copies.

5. Set the print settings if necessary.
   "Menu Options for Print Settings" on page 211
6. Tap ◈.
   See the following to print using the saved group.

Related Information

➡ "Printing Using Saved Groups (Storage)" on page 222

Saving Data in Storage to a Memory Device

1. Select **Storage** on the printer's control panel.
2. Select the folder containing the file you want to save to a memory device, and then select **Open**.
3. Select the file.
4. Select **Send/Save**.
5. Select **Storage to Memory Device**.
6. Make save settings if necessary.
   "Menu Options for Send/Save" on page 214
7. Tap ◈.

Sending Files in Storage by Email

Configure the email server before sending.

"Configuring a Mail Server" on page 532

1. Select **Storage** on the printer's control panel.
2. Select the folder containing the file you want to send, and then select **Open**.
3. Select the file.
4. Select **Send/Save**.
5. Select **Storage to Email**.
6. Specify the recipient.
7. Set the save settings if necessary.
   "Menu Options for Send/Save" on page 214

8. Tap ⓘ.

Saving Files in Storage to a Network Folder or Cloud Services (Backup)

We recommend saving files in storage to a network folder or cloud service as a backup.

You need to setup a network folder or Epson Connect before you can save.

See the following when creating a shared folder on a network.

"Creating the Shared Folder" on page 536

See the following Epson Connect portal website for details.

https://www.epsonconnect.com/

http://www.epsonconnect.eu (Europe only)

1. Select **Storage** on the printer's control panel.
2. Select the folder containing the file you want to save to a network folder or cloud service, and then select **Open**.
3. Select one file.
4. Select **Send/Save**.
5. Select **Storage to Network Folder/FTP** or **Storage to Cloud**.
6. Specify the destination.

   Note:
   When you save to a network folder, enter the folder path in the following format.

   - ❏ *When using SMB: \\host name\folder name*
   - ❏ *When using FTP: ftp://host name/folder name*
   - ❏ *When using FTPS: ftps://host name/folder name*
   - ❏ *When using WebDAV (HTTPS): https://host name/folder name*
   - ❏ *When using WebDAV (HTTP): http://host name/folder name*
7. Set the save settings if necessary.

   "Menu Options for Send/Save" on page 214
8. Tap ⓘ.

Menu Options for Printing or Saving

Menu Options for Print Settings

Note:
The items may not be available depending on other settings you made.

Basic Settings

Paper Setting:

Specify the paper source settings which you want to print on.

Reduce/Enlarge:

Configures the magnification ratio of the enlargement or reduction. Tap the value and specify the magnification within a range of 25 to 400%.

❏ Saved Settings

Applies settings you have made for saving to storage.

❏ Auto

Automatically enlarges or reduces the data to fit to the paper size you selected.

❏ Reduce to Fit Paper

Prints the data at a smaller size than the Reduce/Enlarge value to fit within the paper size. If the Reduce/Enlarge value is larger than the paper size, data may be printed beyond the edges of the paper.

❏ Actual Size

Prints at 100 % magnification.

❏ A3→A4 and others

Automatically enlarges or reduces the data to fit to a specific paper size.

2-Sided:

Select 2-sided layout.

❏ 2-Sided

Select whether or not to print using 2-sided.

❏ Binding

Select the binding position for 2-sided printing.

Multi-Page:

Select the print layout.

❏ Single Page

Prints single-sided data onto a single sheet.

❏ 2-up

Prints two single-sided data onto a single sheet in 2-up layout. Select the layout order.

❏ 4-up

Prints four single-sided data onto a single sheet in 4-up layout. Select the layout order.

Finishing:

❏ Finishing

Select **Collate (Page Order)** to print multi-page documents collated in order and sorted into sets. Select **Group (Same Pages)** to print multi-page documents by acquiring the same numbered pages as the group.

❏ Eject Paper

If you select Rotate Sort, you can print alternately in the portrait direction and the landscape direction.

Booklet:

Specify these settings when you want to create a booklet from your printouts.

❏ Booklet

Allows you to create a booklet from your printouts.

❏ Binding

Select the binding position of the booklet.

❏ Binding Margin

Specify the binding margin. You can set 0 to 50 mm as the binding margin in 1mm increments.

❏ Cover

Allows you to add covers to the booklet.

❏ Paper Setting

Select the paper source in which you loaded the paper for the covers.

❏ Front Cover

Specify the print settings for the front cover. If you do not want to print on the front cover, select **Do not Print**.

❏ Back Cover

Specify the print settings for the back cover. If you do not want to print on the back cover, select **Do not Print**.

Advanced

Cover & Slip Sheet

❏ Cover

Specify these when you want to add covers to your printouts.

❏ Front Cover

Allows you to add front covers to the printouts. If you have loaded paper for the cover, select the paper source in **Paper Setting**. If you do not want to print on the front cover, select **Do not Print** in **Print Mode**.

❏ Back Cover

Allows you to add back covers to the printouts. If you have loaded paper for the cover, select the paper source in **Paper Setting**. If you do not want to print on the back cover, select **Do not Print** in **Print Mode**.

❏ Slip Sheet

Specify these settings when you want to insert the slip sheets into the printouts.

❏ End of Job

Allows you to insert slip sheets for each print job. If you have loaded paper for the slip sheets, select the paper source in **Paper Setting**.

❏ End of Set

Allows you to insert a slip sheet for each set. If you have loaded paper for the slip sheets, select the paper source in **Paper Setting**. You can also specify the insertion interval for the slip sheets in **Sheets per Set**.

❏ End of Page or Chapter

Allows you to make the settings to insert slip sheets of chapters at the pages you want to insert them. The setting values are saved and displayed in a list. You can check the details of the settings by selecting the setting from the list. You can also edit or delete the setting.

Binding Margin:

Select the binding margin and binding position for 2-sided printing.

Reduce to Fit Paper:

Prints the data at a smaller size than the Reduce/Enlarge value to fit within the paper size. If the Reduce/Enlarge value is larger than the paper size, data may be printed beyond the edges of the paper.

Print Sets:

Select when printing copies in several groups. You can set the number of copies, number of sets, and the finishing options.

Output Tray:

Select which output tray to use for printouts.

Page Numbering:

❏ Page Numbering

Select **On** to print page numbers on your printouts.

❏ Format

Select the format for page numbering.

❏ Stamp Position

Select the position for page numbering.

❏ Change Numbering

Select which page you want to print the page number. Select **Starting Page Number** to specify the page on which page number printing should begin. You can also specify the starting page number in **First Print Number**.

❏ Size

Select the size of the number.

❏ Background

Select whether or not to make the page number's background white. If you select **White**, you can see the page number clearly when the background for the data is not white.

Print Position Shift:

Specify the print position on the paper. Set the margins for the top and left of the paper.

Menu Options for Send/Save

Note:

❏ *Depending on the items, the settings which are selected when the file was saved to the storage will be applied automatically.*

❏ *The items may not be available depending on other settings you made.*

Saved Settings/B&W/Color:

Select the color for the file when sending or saving.

File Format:

Select the file format.

When you select PDF, PDF/A, or TIFF as the file format, select whether to save all originals as one file (multi-page) or save each original separately (single page).

❏ Compression Ratio:

Select how much to compress the image.

❏ PDF Settings:

When you have selected PDF as the save format setting, use these settings to protect PDF files.

To create a PDF file that requires a password when opening, set Document Open Password. To create a PDF file that requires a password when printing or editing, set Permissions Password.

Resolution:

Select the resolution.

Subject:

Enter a subject for the email in alphanumeric characters and symbols.

Attached File Max Size:

Select the maximum file size that can be attached to the email.

File Name:

❏ Filename Prefix:

Enter a prefix for the name of the images in alphanumeric characters and symbols.

❏ Add Date:

Add the date to the file name.

❏ Add Time:

Add the time to the file name.

Mail Encryption:

Encrypt emails when sending.

Digital Signature:

Add a digital signature to emails.

Managing Folders and Files

Searching for Folders and Files

You can use the following keywords to search for folders and files.

❏ When searching for a folder, enter the folder number or name.

❏ When searching for a file, enter the file name or the user name.

1. Select **Storage** on the printer's control panel.
2. Enter keywords in the search window on the Folder List screen.

   "Configuration of the **Folder List** Screen" on page 204

   When searching for files, enter keywords in the search window on the File List screen.

Deleting Files Stored in the Folder

1. Select **Storage** on the printer's control panel.
2. Select the folder where the file you want to delete is stored in, and then select **Open**.
3. Select the file, and then select **Delete**.

   You can delete multiple files at the same time.

Changing the Storage Period or Set to Never Delete

By default, files saved in the folder are maintained and are not deleted automatically.

Administrators and users can change the storage period or set to never delete. However, user can only change the storage period or set to never delete when the **Settings** > **General Settings** > **Storage Settings** > **Shared Folder Access Control** > **Access** setting is set to **Allowed** and the **Automatic Delete Setting Authority** setting is set to **User**.

1. Select **Settings** on the printer's control panel.
2. Select **General Settings** > **Storage Settings** >**Shared Folder File Management**.
3. Change the period until files are deleted.

Deleting Folders

Administrators and users can delete shared folders. However, user can only delete shared folders when the **Settings** > **General Settings** > **Storage Settings** > **Shared Folder Access Control** > **Access** setting is set to **Allowed** and the **Operation Authority** setting is set to **User**.

1. Select **Storage** on the printer's control panel.

2. Select the folder you want to delete, and then select **Delete**.
   - ❏ Users need to enter a password to delete password-protected folders. However, administrators can delete folders without entering the password.
   - ❏ Users cannot delete folders that contain password-protected folders. However, administrators can delete folders in this situation.
   - ❏ The files in the folder are also deleted when you delete the folder.

Restricting Shared Folder Operations

Set whether to allow only the administrator or other users to operate shared folders.

1. Select **Settings** on the printer's control panel.

2. Select **General Settings** > **Storage Settings** > **Shared Folder Access Control** > **Operation Authority**.

3. Select **User** or **Administrator Only**.

Printing Using Saved Settings (Print Sets)

Overview of Print Sets. 218

Copying Using Saved Groups. 219

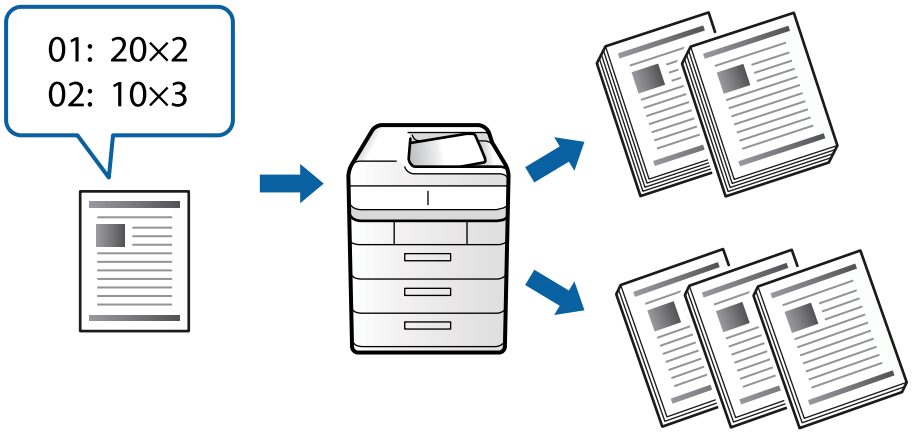
Printing Using Saved Groups (Storage). 221

Printing Using Saved Groups (Computer). 224

Overview of Print Sets

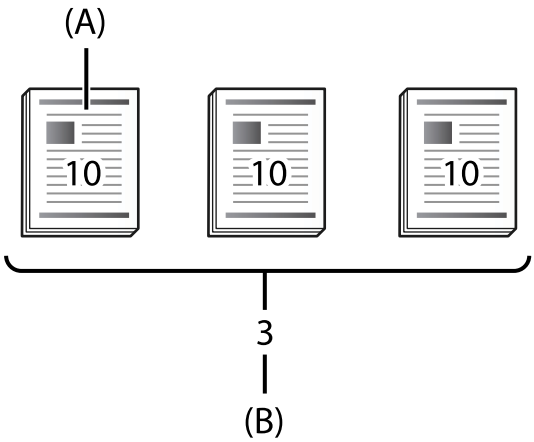
What is Print Sets?

By saving the number of copies and sets for each group, you can print or copy without entering the number of copies each time. You can also print data saved in storage. This is useful when you want to print a different number of copies for each set. You can also make finishing settings such as collate, slip sheet, and eject paper.



Setting Copies and Sets

Specify the number of copies and how many sets to print for each group. You can save up to 60 groups. You can enter up to 9999 copies and 99 sets.



A: Copies

B: Sets

For example, if you wanted to print handouts for four classes (Class 1: 30 students, Class 2: 31 students, Class 3: 32 students, Class 4: 30 students) in a school, you would make the following settings.

-	Group 1	Group 2	Group 3	Group 4
Class	Class 1	Class 2	Class 3	Class 4

-	Group 1	Group 2	Group 3	Group 4
Copies x Sets	30×1	31×1	32×1	30×1

You could also make the following settings because the number of students is the same for classes 1 and 4.

-	Group 1	Group 2	Group 3
Class	Class 1 and Class 4	Class 2	Class 3
Copies x Sets	30×2	31×1	32×1

Finishing Types

❏ Finishing (Printer driver: Sort)

Select whether or not to collate the printed pages. **Group (Same Pages)** prints multiple copies of the same page together. **Collate (Page Order)** prints the document pages in sequence.

❏ Slip Sheet

Select settings for inserting separator sheets. **By Sets** inserts separator sheets between sets and between groups. **By Groups** inserts separator sheets between groups. You can also print numbers on separator sheets.

❏ Eject Paper

Select eject paper settings. **Rotate Sort** prints alternately in the portrait and landscape directions. **Shift Sort** offsets the printouts. Select by sets or by group.

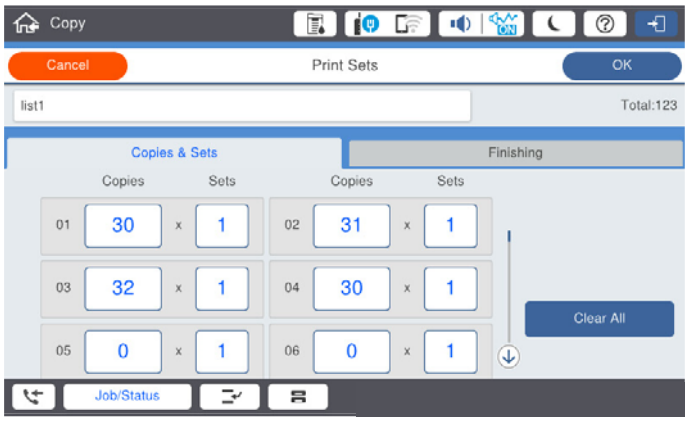
Copying Using Saved Groups

Saving Groups for Copying

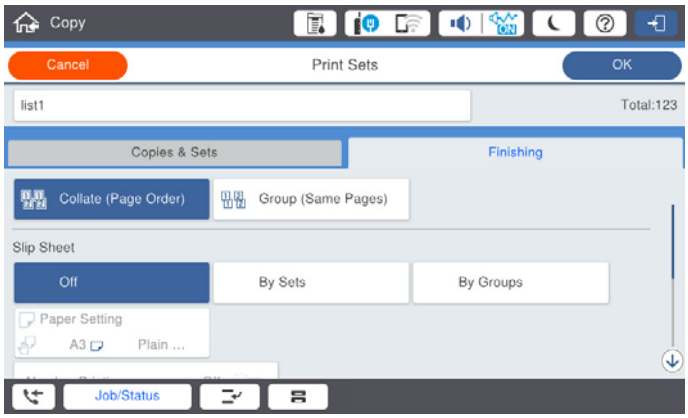
1. Select **Copy** on the printer's control panel.
2. Select the **Advanced** tab, and then select **Print Sets**.
3. Select **Not Set** from the list, and then select **Register/Overwrite**.
4. Enter the group name.

5. Specify the copies and sets on the **Copies & Sets** tab.

   For example, if you wanted to print handouts for four classes (Class 1: 30 students, Class 2: 31 students, Class 3: 32 students, Class 4: 30 students) in a school, you would make the following settings.



6. Select the slip sheets and eject paper settings on the **Finishing** tab.



7. Select **OK** to save.

Copying Using Saved Groups

1. Place the originals.
2. Select **Copy** on the printer's control panel.
3. Select the **Advanced** tab, and then select **Print Sets**.
4. Select the group that you wan to use from the list, and then select **OK**.

   If you select **Edit**, you can temporarily change the settings for Print Sets.
5. Make the necessary copy settings.
6. Tap ◈.

Editing Groups for Copying Saved on the Printer

You can change the name and settings for the saved group.

Note:
You can also edit groups that have been saved in storage.

1. Select **Copy** on the printer's control panel.
2. Select the **Advanced** tab, and then select **Print Sets**.
3. Select the group that you want to change from the list, and then select **Register/Overwrite**.
4. Set the following settings as necessary.
   - ❏ Group name
   - ❏ Copies and Sets
     Specify the copies and sets on the **Copies & Sets** tab.
   - ❏ Finishing
     Make settings for each item on the **Finishing** tab.
5. Select **OK** to save.

Deleting Groups for Copying Saved on the Printer

1. Select **Copy** on the printer's control panel.
2. Select the **Advanced** tab, and then select **Print Sets**.
3. Select the group that you want to remove from the list, and then select **Delete**.

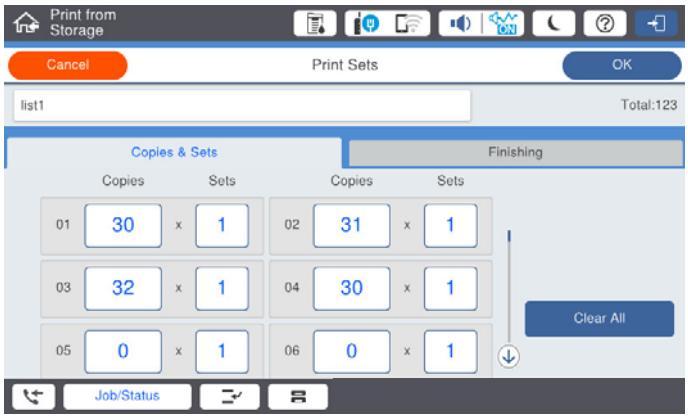
Printing Using Saved Groups (Storage)

Saving Groups for Storage

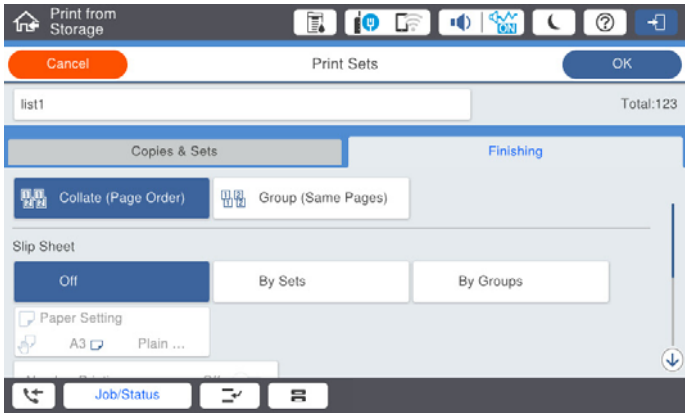
1. Select **Storage** on the printer's control panel.
2. Select the folder containing the file you want to print, and then select **Open**.
3. Select the file, and then select **Print Settings**.
4. Select the **Advanced** tab, and then select **Print Sets**.
5. Select **Not Set** from the list, and then select **Register/Overwrite**.
6. Enter the group name.

7. Specify the copies and sets on the **Copies & Sets** tab.

   For example, if you wanted to print handouts for four classes (Class 1: 30 students, Class 2: 31 students, Class 3: 32 students, Class 4: 30 students) in a school, you would make the following settings.



8. Select the slip sheets and eject paper settings on the **Finishing** tab.



9. Select **OK** to save.

Printing Using Saved Groups (Storage)

1. Select **Storage** on the printer's control panel.

2. Select the folder containing the file you want to print, and then select **Open**.

3. Select the file, and then select **Print Settings**.

4. Select the **Advanced** tab, and then select **Print Sets**.

5. Select the group that you want to use from the list, and then select **OK**.

   If you select **Edit**, you can temporarily change the settings for Print Sets.

6. Set the print settings if necessary.

7. Tap ◈.

Editing Groups for Storage Saved on the Printer

You can change the name and settings for the saved group.

Note:
You can also edit groups that were saved for copying.

1. Select **Storage** on the printer's control panel.
2. Select the folder containing the group you want to edit, and then select **Open**.
3. Select the file, and then select **Print Settings**.
4. Select the **Advanced** tab, and then select **Print Sets**.
5. Select the group that you want to change from the list, and then select **Register/Overwrite**.
6. Set the following settings as necessary.
   - ❏ Group name
   - ❏ Copies and Sets
     Specify the copies and sets on the **Copies & Sets** tab.
   - ❏ Finishing
     Make settings for each item on the **Finishing** tab.
7. Select **OK** to save.

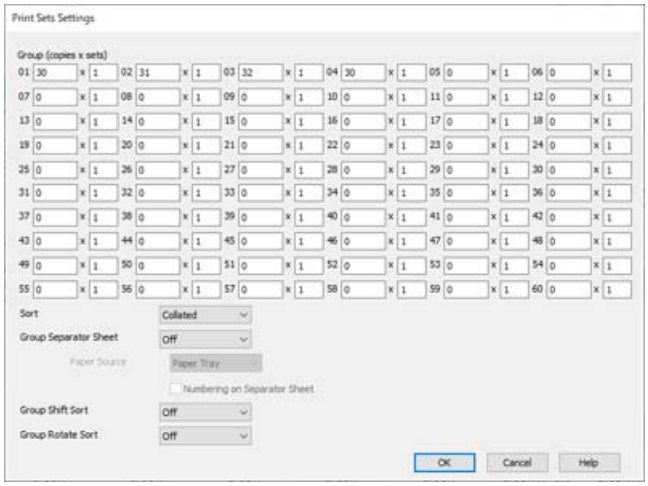
Deleting Groups for Storage Saved on the Printer

1. Select **Storage** on the printer's control panel.
2. Select the folder containing the group you want to remove, and then select **Open**.
3. Select the file, and then select **Print Settings**.
4. Select the **Advanced** tab, and then select **Print Sets**.
5. Select the group that you want to remove from the list, and then select **Delete**.

Printing Using Saved Groups (Computer)

Saving a Group for Printing from a Computer

1. On the printer driver, open the **More Options** tab.
2. Select **Print Sets**, and then click **Settings**.
3. Set each item on the Print Sets Settings screen, and then click **OK**.



4. Set the other items on the **Main**, **Finishing** or **More Options** tabs as necessary, and then click **OK**.
"Main Tab" on page 51
"Finishing Tab" on page 53
"More Options Tab" on page 55
5. On the **Main** or **More Options** tab, click **Add/Remove Presets** in **Printing Presets**.
6. Enter a **Name** and, if necessary, enter a comment.
7. Click **Save** and then **Close**.

Printing Using Saved Groups (Computer)

1. On the printer driver, open the **Main** tab or **More Options** tab.
2. In **Printing Presets**, select the setting name that was used to save the group print settings.
3. Check each setting, change the settings as necessary, and then click **OK**.
4. Click **Print**

Editing Groups Saved to the Printer Driver

You can change the name and settings for the saved group.

1. On the printer driver, open the **More Options** tab.
2. Select the group that you want to change from the **Printing Presets**.
3. Select **Print Sets**, and then click **Settings**.
4. Set each item on the Print Sets Settings screen, and then click **OK**.
5. Set the other item on the **Main**,**Finishing** or **More Options** tabs as necessary.
6. On the **Main** or **More Options** tab, click **Add/Remove Presets** in **Printing Presets**.
7. Select the setting name that you changed from the setting list.
   If you want to save a new setting name, enter the group name in **Name**.
8. Click **Save** and then **Close**.

Deleting Groups Saved to the Printer Driver

1. On the printer driver, select the **Main** or **More Options** tab.
2. Click **Add/Remove Presets**.
3. Select the setting name that you want to remove from the **Printing Presets**, and then click **Delete**.
4. Click **OK**.

Maintaining the Printer

Checking the Consumables Status. 227

Improving Print, Copy, Scan, and Fax Quality. 227

Saving Power. 233

Installing or Uninstalling Applications Separately. 233

Replacing Maintenance Rollers. 241

Checking the Consumables Status

You can check the approximate ink levels and the approximate service life of the maintenance box from the control panel or the computer.

Checking the Ink Levels

Tap on the home screen and select **Consumables/Others** to display the approximate remaining ink levels.

Two black ink cartridges are installed in this printer. Since ink cartridges switch automatically, you can continue printing even if either one of them is low.

When using the printer driver, you can also check from your computer. For Windows users, note that you need to install EPSON Status Monitor 3 to enable this feature.

Note:
You can continue printing while the ink low message is displayed. Replace the ink cartridges when required.

Checking the Available Space in the Maintenance Box

Tap on the home screen and select **Consumables/Others** to display the approximate available space in the maintenance box.

When using the printer driver, you can also check from your computer. For Windows users, note that you need to install EPSON Status Monitor 3 to enable this feature.

Related Information

➡ "It is Time to Replace the Ink Cartridges" on page 307
➡ "It is Time to Replace the Maintenance Box" on page 308
➡ "Guide to Windows Printer Driver" on page 444

Improving Print, Copy, Scan, and Fax Quality

Checking the Clogged Nozzles

If the nozzles are clogged, the printouts become faint, or banding may appear. When there is a problem in printing quality or when printing large quantities, we recommend using the nozzle check feature. If the nozzles are clogged, clean the print head.

Important:
Do not open the ink cartridge cover or turn off the printer during head cleaning. If the head cleaning is incomplete, you may not be able to print.

Note:
- *Because print head cleaning uses some ink, it may not be performed when ink is low.*
- *Drying causes clogging. To prevent the print head from drying out, always turn the printer off by pressing the button. Do not unplug the printer while the power is on.*

1. Tap **Settings** on the home screen.
2. Tap **Maintenance**.
3. Tap **Print Head Nozzle Check**.
4. Follow the on-screen instructions to select the paper source in which you loaded A4 size plain paper.
5. Follow the on-screen instructions to print the nozzle check pattern.
6. Check the printed pattern to see if the print head nozzles are clogged.

   If the nozzles are not clogged, tap **OK** to finish.

   OK

   NG

7. If the nozzles are clogged, tap **NG** to clean the print head.
8. After cleaning is finished, print the nozzle check pattern again to make sure that there is no clogging. If nozzles are still clogged, repeat head cleaning and run a nozzle check.

Preventing nozzle clogging

Always use the power button when turning the printer on and off.

Check that the power light is off before you disconnect the power cord.

The ink itself can dry out if it is not covered. Just like placing a cap on a fountain pen or an oil pen to prevent it from drying, make sure the print head is capped properly to prevent the ink from drying.

When the power cord is unplugged or a power outage occurs while the printer is in operation, the print head may not be capped properly. If the print head is left as it is, it will dry out causing nozzles (ink outlets) to clog.

In these cases, turn the printer on and off again as soon as possible to cap the print head.

Cleaning the Scanner Glass

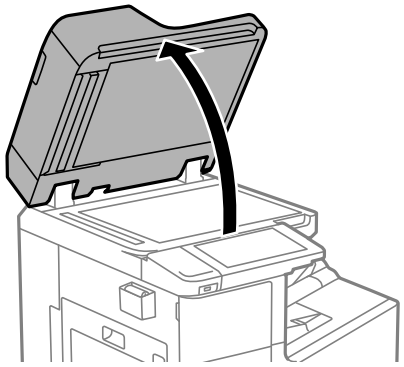
When the copies or scanned images are smeared, clean the scanner glass.

> ⚠ ***Caution:***
>
> *Be careful not to trap your hand or fingers when opening or closing the document cover. Otherwise you may be injured.*

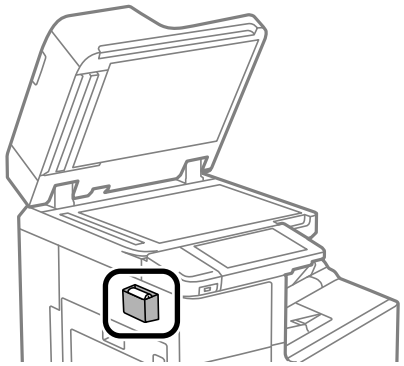
Important:

Never use alcohol or thinner to clean the printer. These chemicals can damage the printer.

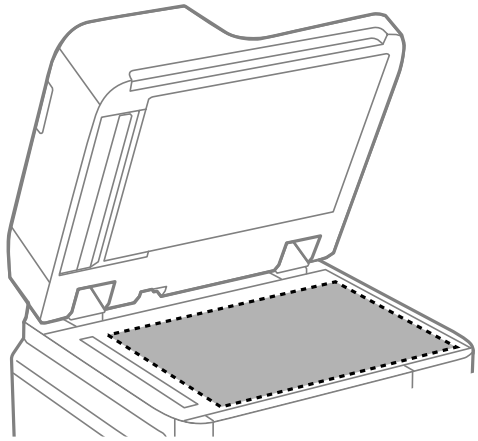
1. Open the document cover.



2. Take the cleaning cloth from the cleaning cloth holder.



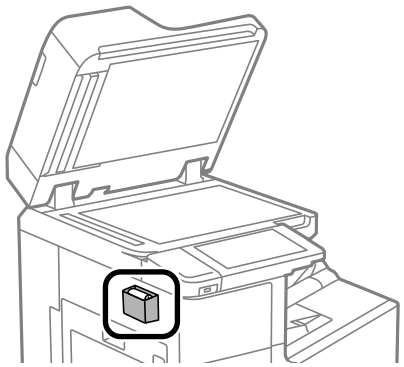
3. Use the cleaning cloth to clean the surface of the scanner glass.



Important:

- ❏ *If the glass surface is stained with grease or some other hard-to-remove material, use a small amount of glass cleaner and a soft cloth to remove it. Wipe off all remaining liquid.*
- ❏ *Do not press the glass surface too hard.*
- ❏ *Be careful not to scratch or damage the surface of the glass. A damaged glass surface can decrease the scan quality.*

4. Return the cleaning cloth to the cleaning cloth holder.



5. Close the document cover.

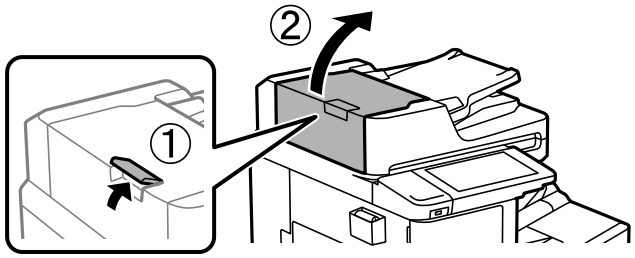
Cleaning the ADF

When the copied or scanned images from the ADF are smeared or the originals do not feed in the ADF correctly, clean the ADF.

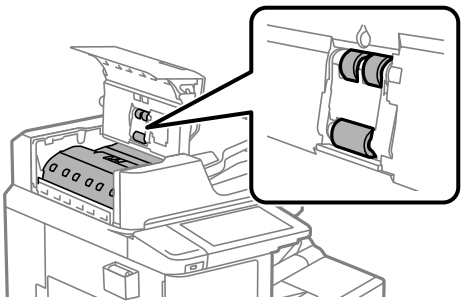
Important:

Never use alcohol or thinner to clean the printer. These chemicals can damage the printer.

1. Open the ADF cover.



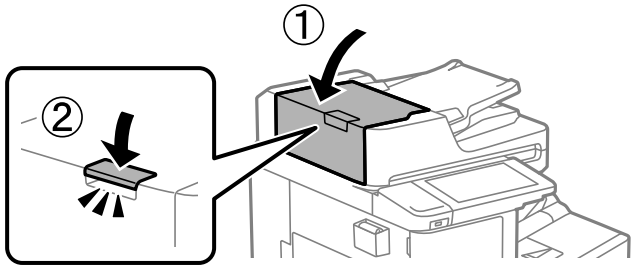
2. Use a soft, moist cloth to clean the roller and the interior of the ADF.



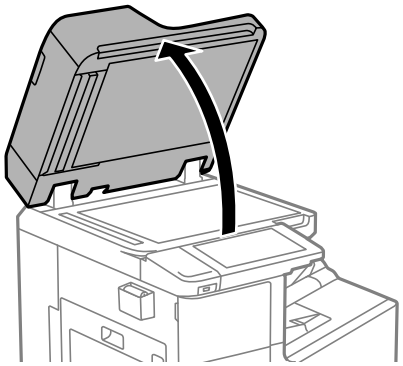
> ***Important:***
> ❏ *Using a dry cloth may damage the surface of the roller.*
> ❏ *Use the ADF after the roller has dried.*

3. Close the ADF cover.

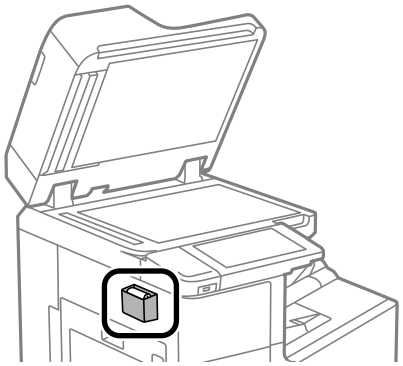
   Press the lever until it clicks.



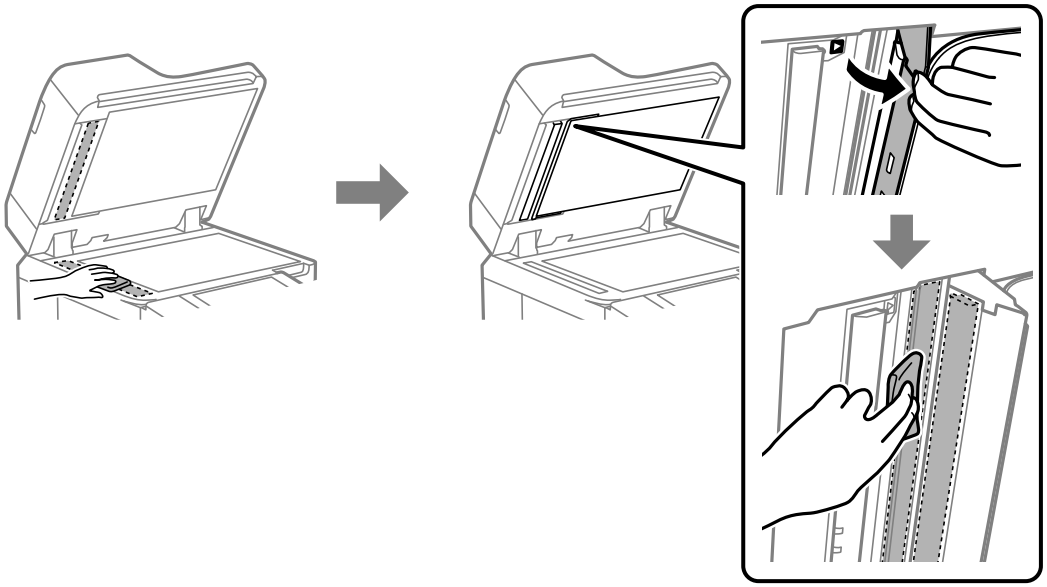
4. Open the document cover.



5. Take the cleaning cloth from the cleaning cloth holder.



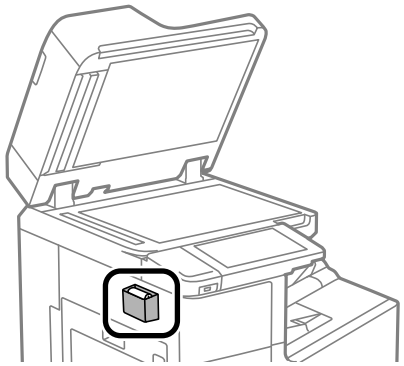
6. Use the cleaning cloth to clean the part that is shown in the illustration.



Important:

- ❏ *If the glass surface is stained with grease or some other hard-to-remove material, use a small amount of glass cleaner and a soft cloth to remove it. Wipe off all remaining liquid.*
- ❏ *Do not press the glass surface too hard.*
- ❏ *Be careful not to scratch or damage the surface of the glass. A damaged glass surface can decrease the scan quality.*

7. Return the cleaning cloth to the cleaning cloth holder.



8. Close the document cover.

Saving Power

The printer enters sleep mode or turns off automatically if no operations are performed for a set period. You can adjust the time before power management is applied. Any increase will affect the product's energy efficiency. Please consider the environment before making any change.

Saving Power (Control Panel)

1. Select **Settings** on the home screen.
2. Select **General Settings** > **Basic Settings**.
3. Do one of the following.

   Note:
   *Your product may have the **Power Off Settings** or **Power Off Timer** feature depending on the location of purchase.*

   - ❏ Select **Sleep Timer** or **Power Off Settings** > **Power Off If Inactive** or **Power Off If Disconnected**, and then make settings.
   - ❏ Select **Sleep Timer** or **Power Off Timer**, and then make settings.

Installing or Uninstalling Applications Separately

Connect your computer to the network and install the latest version of applications from the website. Log in to your computer as an administrator. Enter the administrator password if the computer prompts you.

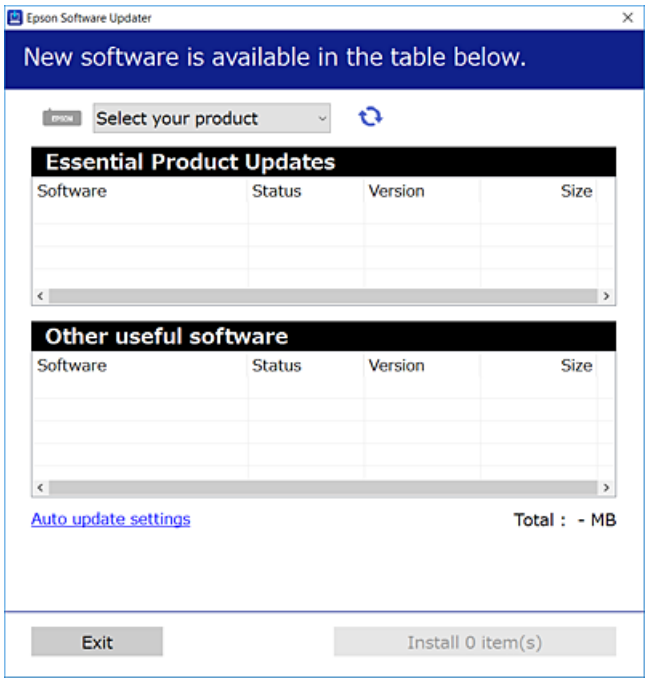
Installing the Applications Separately

Note:
When reinstalling an application, you need to uninstall it first.

1. Make sure the printer and the computer are available for communication, and the printer is connected to the Internet.

2. Start EPSON Software Updater.

   The screenshot is an example on Windows.



3. For Windows, select your printer, and then click to check for the latest available applications.

4. Select the items you want to install or update, and then click the install button.

> ***Important:***
>
> *Do not turn off or unplug the printer until the update is complete. Doing so may result in malfunction of the printer.*

Note:

- ❏ *You can download the latest applications from the Epson website.*

  http://www.epson.com

- ❏ *If you use Windows Server operating systems, you cannot use Epson Software Updater. Download the latest applications from the Epson website.*

Related Information

➡ "Application for Updating Software and Firmware (Epson Software Updater)" on page 454

➡ "Uninstalling Applications" on page 237

Checking if a genuine Epson printer driver is installed - Windows

You can check if a genuine Epson printer driver is installed on your computer by using one of the following methods.

Select **Control Panel** > **View devices and printers** (**Printers**, **Printers and Faxes**), and then do the following to open the print server properties window.

❏ Windows Windows 10/Windows 8.1/Windows 8/Windows 7/Windows Server 2019/Windows Server 2016/ Windows Server 2012 R2/Windows Server 2012/Windows Server 2008 R2

Click the printer icon, and then click **Print server properties** at the top of the window.

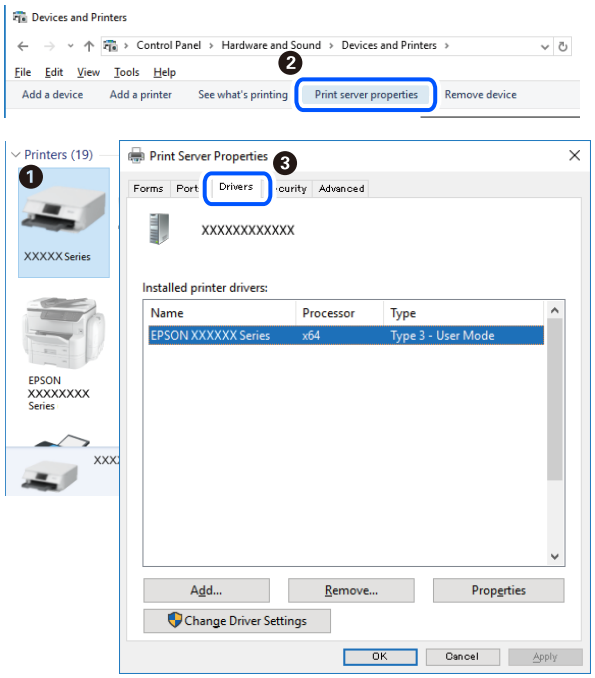
❏ Windows Vista/Windows Server 2008

Right-click on the **Printers** folder, and then click **Run as administrator** > **Server Properties**.

❏ Windows XP/Windows Server 2003 R2/Windows Server 2003

From the **File** menu, select **Server Properties**.

Click the **Driver** tab. If your printer name is displayed in the list, a genuine Epson printer driver is installed on your computer.



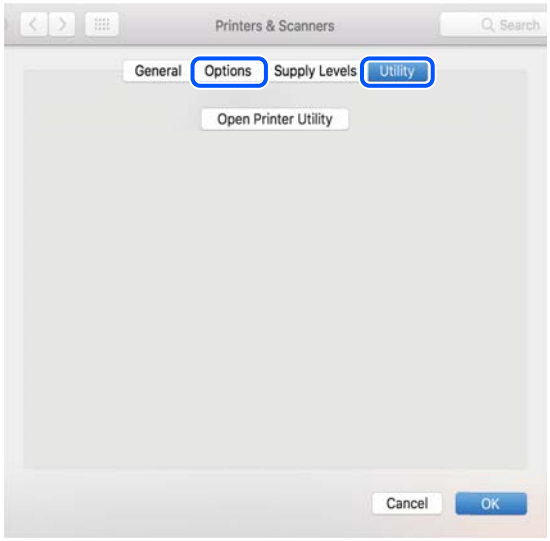
Related Information

➡ "Installing the Applications Separately" on page 233

Checking if a genuine Epson printer driver is installed - Mac OS

You can check if a genuine Epson printer driver is installed on your computer by using one of the following methods.

Select **System Preferences** from the Apple menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then select the printer. Click **Options & Supplies**, and if the **Options** tab and **Utility** tab are displayed on the window, a genuine Epson printer driver is installed on your computer.



Related Information

➡ "Installing the Applications Separately" on page 233

Installing a PostScript Printer Driver

Installing a PostScript Printer Driver - Windows

1. Start the installation process from one of the following options.

   ❏ **Use the software disc supplied with the printer.**

   Insert the software disc into the computer, access the following folder path, and then run SETUP64.EXE (or SETUP.EXE).

   Driver\PostScript\WINX64 (or WINX86)\SETUP\SETUP64.EXE (or SETUP.EXE)

   ❏ **Download from the website.**

   Access your printer page from the following website, download the PostScript printer driver, and then run the execution file.

   http://www.epson.eu/Support (Europe)

   http://support.epson.net/ (outside Europe)

2. Select your printer.

3. Follow the on-screen instructions.

4. Select the connection method from the network connection or USB connection.

   ❏ **For network connection.**

   A list of available printers in the same network is displayed.

   Select the printer you want to use.

   ❏ **For USB connection.**

   Follow the on-screen instructions to connect the printer to the computer.

5. Follow the on-screen instructions to install the PostScript printer driver.

Installing a PostScript Printer Driver - Mac OS

Download the printer driver from the Epson Support website, and then install it.

http://www.epson.eu/Support (Europe)

http://support.epson.net/ (outside Europe)

You need the IP address of the printer while installing the printer driver.

Select the network icon on the printer's home screen, and then select the active connection method to confirm the printer's IP address.

Adding the Printer (for Mac OS Only)

1. Select **System Preferences** from the Apple menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**).

2. Click +, and then select **Add Other Printer or Scanner**.

3. Select your printer, and then select your printer from the **Use**.

4. Click **Add**.

   Note:

   ❏ *If your printer is not listed, check that it is correctly connected to the computer and that the printer is on.*

   ❏ *For a USB, IP, or Bonjour connection, set the optional paper cassette unit manually after adding the printer.*

Uninstalling Applications

Log in to your computer as an administrator. Enter the administrator password if the computer prompts you.

Uninstalling Applications - Windows

1. Press the ⏻ button to turn off the printer.

2. Quit all running applications.

3. Open **Control Panel**:
   - ❏ Windows 10/Windows Server 2019/Windows Server 2016
     Click on the start button, and then select **Windows System** > **Control Panel**.
   - ❏ Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012
     Select **Desktop** > **Settings** > **Control Panel**.
   - ❏ Windows 7/Windows Vista/Windows XP/Windows Server 2008 R2/Windows Server 2008/Windows Server 2003 R2/Windows Server 2003
     Click the start button and select **Control Panel**.
4. Open **Uninstall a program** (or **Add or Remove Programs**):
   - ❏ Windows 10/Windows 8.1/Windows 8/Windows 7/Windows Vista/Windows Server 2019/Windows Server 2016/Windows Server 2012 R2/Windows Server 2012/Windows Server 2008 R2/Windows Server 2008
     Select **Uninstall a program** in **Programs**.
   - ❏ Windows XP/Windows Server 2003 R2/Windows Server 2003
     Click **Add or Remove Programs**.
5. Select the application you want to uninstall.
   You cannot uninstall the printer driver if there is any print jobs. Delete or wait to be printed the jobs before uninstalling.
6. Uninstall the applications:
   - ❏ Windows 10/Windows 8.1/Windows 8/Windows 7/Windows Vista/Windows Server 2019/Windows Server 2016/Windows Server 2012 R2/Windows Server 2012/Windows Server 2008 R2/Windows Server 2008
     Click **Uninstall/Change** or **Uninstall**.
   - ❏ Windows XP/Windows Server 2003 R2/Windows Server 2003
     Click **Change/Remove** or **Remove**.

   Note:
   *If the **User Account Control** window is displayed, click **Continue**.*
7. Follow the on-screen instructions.

Uninstalling Applications - Mac OS

1. Download the Uninstaller using EPSON Software Updater.
   Once you have downloaded the Uninstaller, you do not need to download it again each time you uninstall the application.
2. Press the ⏻ button to turn off the printer.
3. To uninstall the printer driver or PC-FAX driver, select **System Preferences** from the Apple menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then remove the printer from the enabled printers list.
4. Quit all running applications.

5. Select **Go** > **Applications** > **Epson Software** > **Uninstaller**.

6. Select the application you want to uninstall, and then click **Uninstall**.

> ***Important:***
> *The Uninstaller removes all drivers for Epson inkjet printers on the computer. If you use multiple Epson inkjet printers and you only want to delete some drivers, delete all of them first, and then install the necessary printer driver again.*

Note:
*If you cannot find the application you want to uninstall in the application list, you cannot uninstall using the Uninstaller. In this situation, select **Go** > **Applications** > **Epson Software**, select the application you want to uninstall, and then drag it to the trash icon.*

Related Information

➡ "Application for Updating Software and Firmware (Epson Software Updater)" on page 454

Updating Applications and Firmware

You may be able to clear certain problems and improve or add functions by updating the applications and the firmware. Make sure you use the latest version of the applications and firmware.

1. Make sure that the printer and the computer are connected, and the computer is connected to the internet.

2. Start EPSON Software Updater, and update the applications or the firmware.

> ***Important:***
> *Do not turn off the computer or the printer until the update is complete; otherwise, the printer may malfunction.*

Note:
If you cannot find the application you want to update in the list, you cannot update using the EPSON Software Updater. Check for the latest versions of the applications from your local Epson website.

http://www.epson.com

Related Information

➡ "Application for Updating Software and Firmware (Epson Software Updater)" on page 454

Updating the Printer's Firmware Automatically

You can set the firmware to update automatically when the printer is connected to the Internet.

When the administrator lock is enabled, only the administrator can execute this function. Contact your printer administrator for assistance.

1. Select **Settings** on the printer's control panel.

2. Select **General Settings** > **System Administration** > **Firmware Update**.

3. Select **Automatic Firmware Update** to display the settings screen.

4. Select **Automatic Firmware Update** to enable this feature.

   Select **Agree** on the confirmation screen to return to the settings screen.

5. Set the day and time for the update, and then select **Proceed**.

   Note:
   You can select multiple days of the week, but you cannot specify the time for each day of the week.

Setup is complete when the connection to the server is confirmed.

Important:

- *Do not turn off or unplug the printer until the update is complete. The next time you turn on the printer, "Recovery Mode" may be displayed on the LCD screen and you may not be able to operate the printer.*
- *If "Recovery Mode" is displayed, follow the steps below to update the firmware again.*

  1. Connect the computer and the printer using a USB cable. (You cannot perform updates in recovery mode over a network.)

  2. Download the latest firmware from the Epson website and start updating. For details, see "Update method" on the download page.

Note:
*You can set to update the firmware automatically from Web Config. Select the **Device Management** tab > **Automatic Firmware Update**, enable the settings, and then set the day of the week and time.*

Updating Firmware Using Web Config

When the printer can connect to the Internet, you can update the firmware from Web Config.

1. Access Web Config and select the **Device Management** tab > **Firmware Update**.

2. Click **Start**, and then follow the on-screen instructions.

   The firmware confirmation starts, and the firmware information is displayed if the updated firmware exists.

Note:
You can also update the firmware using Epson Device Admin. You can visually confirm the firmware information on the device list. It is useful when you want to update multiple devices' firmware. See the Epson Device Admin guide or help for more details.

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451

Updating Firmware without Connecting to the Internet

You can download the device's firmware from Epson website on the computer, and then connect the device and the computer by USB cable to update the firmware. If you cannot update over the network, try this method.

1. Access Epson website and download the firmware.
2. Connect the computer that contains the downloaded firmware to the printer by USB cable.
3. Double-click the downloaded .exe file.
   Epson Firmware Updater starts.
4. Follow the on-screen instructions.

Replacing Maintenance Rollers

See the slip sheet supplied with the maintenance roller's carton box to replace the maintenance rollers.

Related Information

➡ "Maintenance Rollers Code" on page 442

Solving Problems

The Printer Does Not Work as Expected. 243

A Message is Displayed on the LCD Screen. 304

Paper Gets Jammed. 306

It is Time to Replace the Ink Cartridges. 307

It is Time to Replace the Maintenance Box. 308

Printing, Copying, Scanning, and Faxing Quality is Poor. 310

Cannot Solve Problem After Trying All Solutions. 325

The Printer Does Not Work as Expected

The Printer Does Not Turn On or Off

Power Does Not Turn On

The following causes can be considered.

The power cord is not plugged in properly to the electrical outlet.

Solutions

Make sure the power cord is securely plugged in.

The ⏻ button was not pressed for long enough.

Solutions

Hold down the ⏻ button for a little longer.

Power Does Not Turn Off

The ⏻ button was not pressed for long enough.

Solutions

Hold down the ⏻ button for a little longer. If you still cannot turn off the printer, unplug the power cord.

To prevent the print head from drying out, turn the printer back on and turn it off by pressing the ⏻ button.

Printer Turns Off During Use

The overcurrent protection function was activated.

Solutions

Unplug and plug in the power cord, and then turn the printer back on. If the problem cannot be cleared, contact Epson support.

Paper Does Not Feed or Eject Correctly

No Paper Feeds

The following causes can be considered.

The installation location is inappropriate.

Solutions

Place the printer on a flat surface and operate in the recommended environmental conditions.

➡ "Environmental Specifications" on page 497

Unsupported paper is being used.

Solutions

Use paper supported by this printer.

➡ "Available Paper and Capacities" on page 438
➡ "Unavailable Paper Types" on page 441

Paper handling is inappropriate.

Solutions

Follow paper handling precautions.

➡ "Paper Handling Precautions" on page 36

Too many sheets are loaded in the printer.

Solutions

Do not load more than the maximum number of sheets specified for the paper. For plain paper, do not load above the line indicated by the triangle symbol on the edge guide.

➡ "Available Paper and Capacities" on page 438

The paper settings on the printer are incorrect.

Solutions

Make sure the paper size and paper type settings match the actual paper size and paper type loaded in the printer.

➡ "Paper Size and Type Settings" on page 36

Paper Feeds at a Slant

The following causes can be considered.

The installation location is inappropriate.

Solutions

Place the printer on a flat surface and operate in the recommended environmental conditions.

➡ "Environmental Specifications" on page 497

Unsupported paper is being used.

Solutions

Use paper supported by this printer.

➡ "Available Paper and Capacities" on page 438
➡ "Unavailable Paper Types" on page 441

Paper handling is inappropriate.

Solutions

Follow paper handling precautions.

➡ "Paper Handling Precautions" on page 36

The paper is loaded incorrectly.

Solutions

Load paper in the correct direction, and slide the edge guide against the edge of the paper.

➡ "Loading Paper" on page 38

Too many sheets are loaded in the printer.

Solutions

Do not load more than the maximum number of sheets specified for the paper. For plain paper, do not load above the line indicated by the triangle symbol on the edge guide.

➡ "Available Paper and Capacities" on page 438

The paper settings on the printer are incorrect.

Solutions

Make sure the paper size and paper type settings match the actual paper size and paper type loaded in the printer.

➡ "Paper Size and Type Settings" on page 36

Several Sheets of Paper are Fed at a Time

The following causes can be considered.

The installation location is inappropriate.

Solutions

Place the printer on a flat surface and operate in the recommended environmental conditions.

➡ "Environmental Specifications" on page 497

Unsupported paper is being used.

Solutions

Use paper supported by this printer.

➡ "Available Paper and Capacities" on page 438
➡ "Unavailable Paper Types" on page 441

Paper handling is inappropriate.

Solutions

Follow paper handling precautions.

➡ "Paper Handling Precautions" on page 36

The paper is moist or damp.

Solutions

Load new paper.

Static electricity is causing sheets of paper to stick to each other.

Solutions

Fan the paper before loading. If the paper still does not feed, load one sheet of paper at a time.

Too many sheets are loaded in the printer.

Solutions

Do not load more than the maximum number of sheets specified for the paper. For plain paper, do not load above the line indicated by the triangle symbol on the edge guide.

➡ "Available Paper and Capacities" on page 438

The paper settings on the printer are incorrect.

Solutions

Make sure the paper size and paper type settings match the actual paper size and paper type loaded in the printer.

➡ "Paper Size and Type Settings" on page 36

Paper Out Error Occurs

Paper is not loaded in the center of the paper tray.

Solutions

When a paper out error occurs although paper is loaded in the paper tray, reload paper in the center of the paper tray.

Original Does Not Feed in the ADF

The following causes can be considered.

Originals that are not supported by the ADF are being used.

Solutions

Use originals supported by the ADF.

➡ "ADF Specifications" on page 488

The originals are loaded incorrectly.

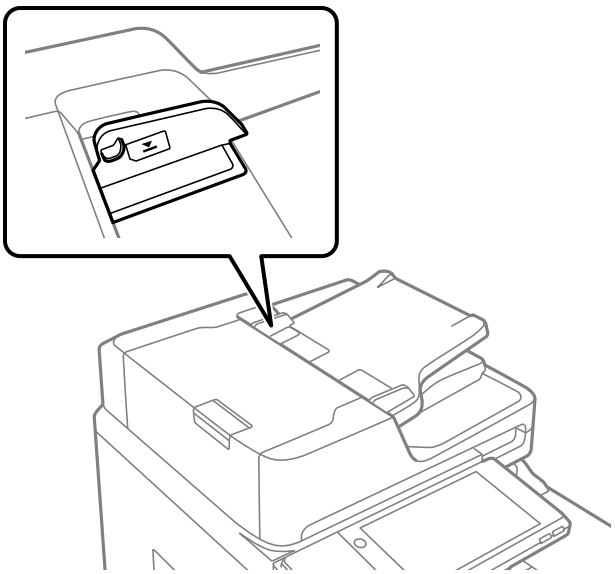
Solutions

Load originals in the correct direction, and slide the ADF edge guides against the edges of the originals.

Too many originals are loaded in the ADF.

Solutions

Do not load originals above the line indicated by the triangle symbol on the ADF.



The original slips when paper dust adheres to the roller.

Solutions

Clean the inside of the ADF.

➡ "Cleaning the ADF" on page 230

Originals are not detected.

Solutions

On the screen for copy or scan, or fax, check that the ADF icon is on. If it is off, place the originals again.

Cannot Print

Cannot Print from Windows

Make sure the computer and the printer are connected correctly.

The cause and solution to the problem differ depending on whether or not they are connected.

Checking the Connection Status

Use EPSON Status Monitor 3 to check the connection status for the computer and the printer.

You need to install EPSON Status Monitor 3 to enable this feature. You can download it from the Epson website.

1. Access the printer driver.
   - ❏ Windows 10/Windows Server 2019/Windows Server 2016

     Click on the start button, and then select **Windows System** > **Control Panel** > **View devices and printers** in **Hardware and Sound**. Right-click on your printer, or press and hold it and then select **Printing preferences**
   - ❏ Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012

     Select **Desktop** > **Settings** > **Control Panel** > **View devices and printers** in **Hardware and Sound**. Right-click on your printer, or press and hold it and then select **Printing preferences**
   - ❏ Windows 7/Windows Server 2008 R2

     Click the start button, and select **Control Panel** > **View devices and printers** in **Hardware and Sound**. Right-click on your printer and select **Printing preferences**.
2. Click the **Maintenance** tab.
3. Click **EPSON Status Monitor 3**.

When the remaining ink levels are displayed, a connection has been successfully established between the computer and the printer.

Check the following if a connection has not been established.

❏ The printer is not recognized over a network connection

"Cannot connect to a Network" on page 248

❏ The printer is not recognized using a USB connection

"The Printer Cannot Connect by USB (Windows)" on page 251

Check the following if a connection has been established.

❏ The printer is recognized, but printing cannot be performed.

"Cannot Print Even Though a Connection has been Established (Windows)" on page 252

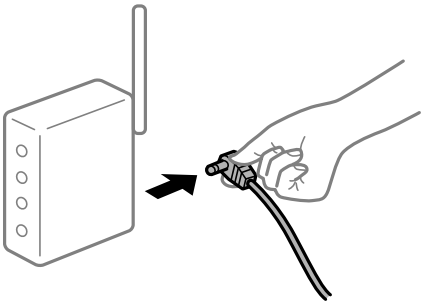
Cannot connect to a Network

The problem could be one of the following issues.

Something is wrong with the network devices for Wi-Fi connection.

Solutions

Turn off the devices you want to connect to the network. Wait for about 10 seconds, and then turn on the devices in the following order; wireless router, computer or smart device, and then printer. Move the printer and computer or smart device closer to the wireless router to help with radio wave communication, and then try to make network settings again.



Devices cannot receive signals from the wireless router because they are too far apart.

Solutions

After moving the computer or the smart device and the printer closer to the wireless router, turn off the wireless router, and then turn it back on.

When changing the wireless router, the settings do not match the new router.

Solutions

Make the connection settings again so that they match the new wireless router.

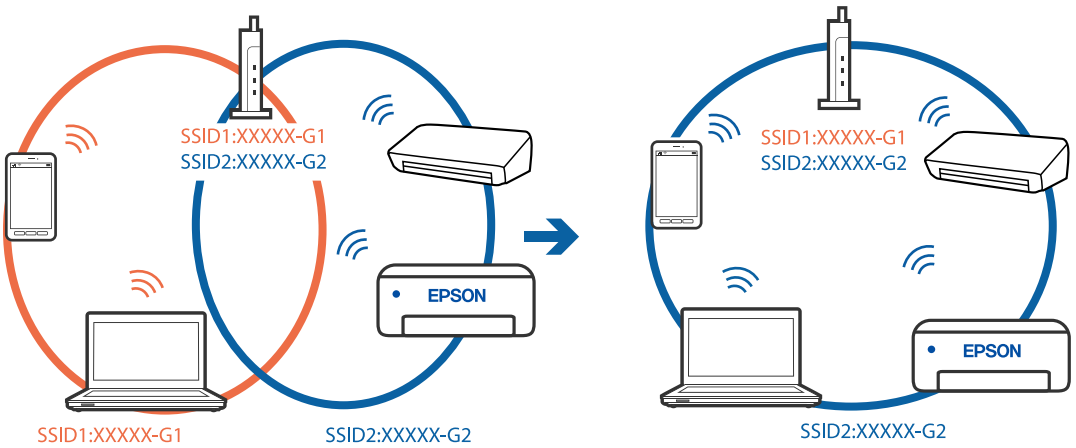
➡ "When Replacing the Wireless Router" on page 329

The SSIDs connected from the computer or smart device and computer are different.

Solutions

When you are using multiple wireless routers at the same time or the wireless router has multiple SSIDs and devices are connected to different SSIDs, you cannot connect to the wireless router.

Connect the computer or smart device to the same SSID as the printer.



A privacy separator on the wireless router is available.

Solutions

Most wireless routers have a separator function that blocks communication between devices within the same SSID. If you cannot communicate between the printer and the computer or smart device even if they are connected to the same network, disable the separator function on the wireless router. See the manual provided with the wireless router for details.

The IP address is incorrectly assigned.

Solutions

If the IP address assigned to the printer is 169.254.XXX.XXX, and the subnet mask is 255.255.0.0, the IP address may not be assigned correctly.

Select **Settings** > **General Settings** > **Network Settings** > **Advanced** on the printer's control panel, and then check the IP address and the subnet mask assigned to the printer.

Restart the wireless router or reset the network settings for the printer.

➡ "Re-setting the Network Connection" on page 329

There is a problem with the network settings on the computer.

Solutions

Try accessing any website from your computer to make sure that your computer's network settings are correct. If you cannot access any website, there is a problem on the computer.

Check the network connection of the computer. See the documentation provided with the computer for details.

The printer has been connected by Ethernet using devices that support IEEE802.3az (Energy Efficient Ethernet).

Solutions

When you connect the printer by Ethernet using devices that support IEEE802.3az (Energy Efficient Ethernet), the following problems may occur depending on the hub or router that you are using.

- ❏ Connection becomes unstable, the printer is connected and disconnected again and again.
- ❏ Cannot connect to the printer.
- ❏ The communication speed becomes slow.

Follow the steps below to disable IEEE802.3az for the printer and then connect.

1. Remove the Ethernet cable connected to the computer and the printer.
2. When IEEE802.3az for the computer is enabled, disable it.

   See the documentation provided with the computer for details.
3. Connect the computer and the printer with an Ethernet cable directly.
4. On the printer, print a network connection report.

   "Printing a Network Connection Report" on page 344
5. Check the printer's IP address on the network connection report.

6. On the computer, access Web Config.
   Launch a Web browser, and then enter the printer's IP address.
   "Running Web Config on a Web Browser" on page 451
7. Select the **Network Settings** tab > **Wired LAN**.
8. Select **OFF** for **IEEE 802.3az**.
9. Click **Next**.
10. Click **OK**.
11. Remove the Ethernet cable connected to the computer and the printer.
12. If you disabled IEEE802.3az for the computer in step 2, enable it.
13. Connect the Ethernet cables that you removed in step 1 to the computer and the printer.

If the problem still occurs, devices other than the printer may be causing the problem.

The Printer Cannot Connect by USB (Windows)

The following causes can be considered.

The USB cable is not plugged into the electrical outlet correctly.

Solutions

Connect the USB cable securely to the printer and the computer.

There is a problem with the USB hub.

Solutions

If you are using a USB hub, try to connect the printer directly to the computer.

There is a problem with the USB cable or the USB inlet.

Solutions

If the USB cable cannot be recognized, change the port, or change the USB cable.

The printer is connected to a SuperSpeed USB port.

Solutions

If you connect the printer to a SuperSpeed USB port using a USB 2.0 cable, a communication error may occur on some computers. In this case, re-connect the printer using one of the following methods.

- ❏ Use a USB 3.0 cable.
- ❏ Connect to a Hi-Speed USB port on the computer.
- ❏ Connect to a SuperSpeed USB port other than the port that generated the communication error.

Cannot Print Even Though a Connection has been Established (Windows)

The following causes can be considered.

There is a problem with the software or data.

Solutions

- ❏ Make sure that a genuine Epson printer driver (EPSON XXXXX) is installed. If a genuine Epson printer driver is not installed, the available functions are limited. We recommend using a genuine Epson printer driver.
- ❏ If you are printing a large data size image, the computer may run out of memory. Print the image at a lower resolution or a smaller size.
- ❏ If you have tried all of the solutions and have not solved the problem, try uninstalling and then reinstalling the printer driver

➡ "Checking if a genuine Epson printer driver is installed - Windows" on page 234
➡ "Checking if a genuine Epson printer driver is installed - Mac OS" on page 235
➡ "Installing or Uninstalling Applications Separately" on page 233

There is a problem with the printer's status.

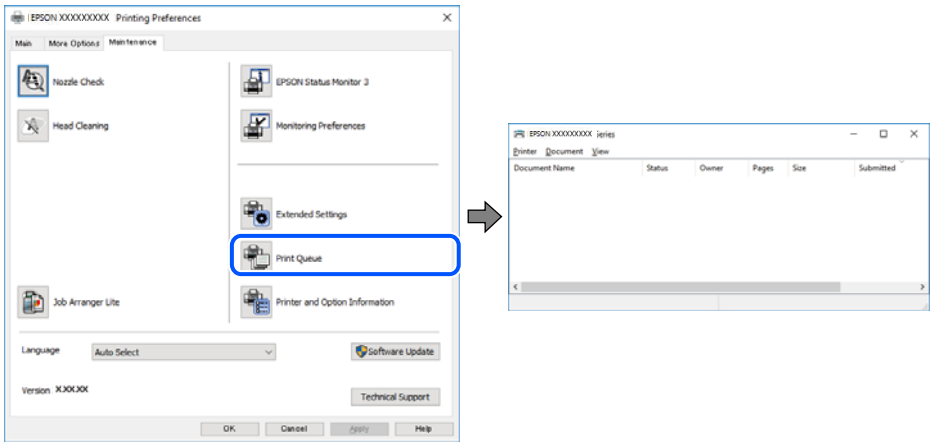
Solutions

Click **EPSON Status Monitor 3** on the printer driver's **Maintenance** tab, and then check the printer status. You need to install **EPSON Status Monitor 3** to enable this feature. You can download it from the Epson website.

There is still a job waiting to be printed.

Solutions

Click **Print Queue** on the printer driver's **Maintenance** tab. If unnecessary data remains, select **Cancel all documents** from the **Printer** menu.

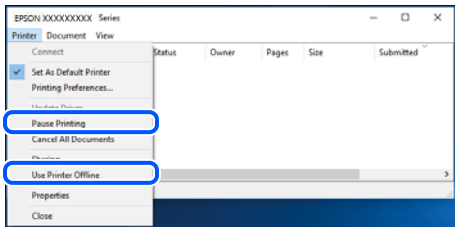


The printer is pending or offline.

Solutions

Click **Print Queue** on the printer driver's **Maintenance** tab.

If the printer is offline or pending, clear the offline or pending setting from the **Printer** menu.



The printer is not selected as the default printer.

Solutions

Right-click the printer icon in **Control Panel** > **View devices and printers** (or **Printers**, **Printers and Faxes**) and click **Set as default printer**.

Note:
If there are multiple printer icons, see the following to select the correct printer.

Example)

USB connection: EPSON XXXX Series

Network connection: EPSON XXXX Series (network)

If you install the printer driver multiple times, copies of the printer driver may be created. If copies such as "EPSON XXXX Series (copy 1)" are created, right-click the copied driver icon, and then click **Remove Device**.

The printer port is not set correctly.

Solutions

Click **Print Queue** on the printer driver's **Maintenance** tab.

Make sure the printer port is set correctly as shown below in **Property** > **Port** from the **Printer** menu.

USB connection: **USBXXX**, Network connection: **EpsonNet Print Port**

If you cannot change the port, select **Run as administrator** on the **Printer** menu. If **Run as administrator** is not displayed, contact your system administrator.

Printer Does Not Print While Using PostScript Printer Driver (Windows)

The following causes can be considered.

The Printing Language setting needs to be changed.

Solutions

Set the **Printing Language** setting to **Auto** or **PS** on the control panel.

A large number of jobs have been sent.

Solutions

In Windows, if a large number of jobs are sent, the printer may not print. Select **Print directly to the printer** on the **Advanced** tab in the printer properties.

Suddenly the Printer Cannot Print over a Network Connection

The problem could be one of the following issues.

The network environment has been changed.

Solutions

When you have changed the network environment, such as the wireless router or provider, try making network settings for the printer again.

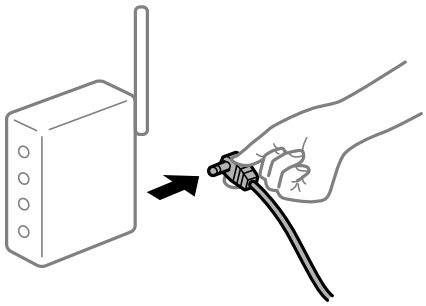
Connect the computer or smart device to the same SSID as the printer.

➡ "Re-setting the Network Connection" on page 329

Something is wrong with the network devices for Wi-Fi connection.

Solutions

Turn off the devices you want to connect to the network. Wait for about 10 seconds, and then turn on the devices in the following order; wireless router, computer or smart device, and then printer. Move the printer and computer or smart device closer to the wireless router to help with radio wave communication, and then try to make network settings again.



The printer is not connected to the network.

Solutions

Select **Settings** > **General Settings** > **Network Settings** > **Connection Check**, and then print the network connection report. If the report shows that the network connection failed, check the network connection report and then follow the printed solutions.

➡ "Printing a Network Connection Report" on page 344

There is a problem with the network settings on the computer.

Solutions

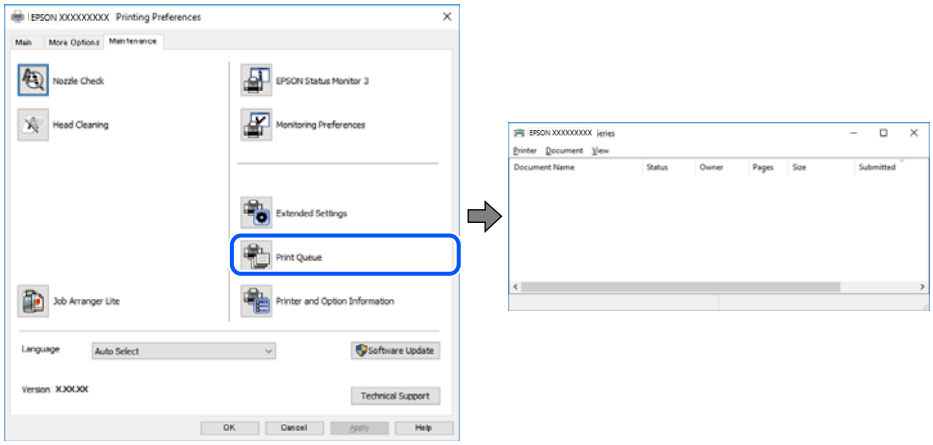
Try accessing any website from your computer to make sure that your computer's network settings are correct. If you cannot access any website, there is a problem on the computer.

Check the network connection of the computer. See the documentation provided with the computer for details.

There is still a job waiting to be printed.

Solutions

Click **Print Queue** on the printer driver's **Maintenance** tab. If unnecessary data remains, select **Cancel all documents** from the **Printer** menu.

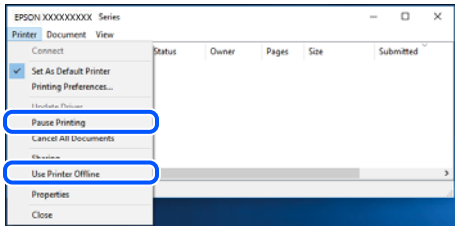


The printer is pending or offline.

Solutions

Click **Print Queue** on the printer driver's **Maintenance** tab.

If the printer is offline or pending, clear the offline or pending setting from the **Printer** menu.



The printer is not selected as the default printer.

Solutions

Right-click the printer icon in **Control Panel** > **View devices and printers** (or **Printers**, **Printers and Faxes**) and click **Set as default printer**.

Note:
If there are multiple printer icons, see the following to select the correct printer.

Example)

USB connection: EPSON XXXX Series

Network connection: EPSON XXXX Series (network)

If you install the printer driver multiple times, copies of the printer driver may be created. If copies such as "EPSON XXXX Series (copy 1)" are created, right-click the copied driver icon, and then click **Remove Device**.

The printer port is not set correctly.

Solutions

Click **Print Queue** on the printer driver's **Maintenance** tab.

Make sure the printer port is set correctly as shown below in **Property** > **Port** from the **Printer** menu.

USB connection: **USBXXX**, Network connection: **EpsonNet Print Port**

If you cannot change the port, select **Run as administrator** on the **Printer** menu. If **Run as administrator** is not displayed, contact your system administrator.

Cannot Print from Mac OS

Make sure the computer and the printer are connected correctly.

The cause and solution to the problem differ depending on whether or not they are connected.

Checking the Connection Status

Use EPSON Status Monitor to check the connection status for the computer and the printer.

1. Select **System Preferences** from the Apple menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then select the printer.
2. Click **Options & Supplies** > **Utility** > **Open Printer Utility**.
3. Click **EPSON Status Monitor**.

When the remaining ink levels are displayed, a connection has been successfully established between the computer and the printer.

Check the following if a connection has not been established.

❏ The printer is not recognized over a network connection

"Cannot connect to a Network" on page 256

❏ The printer is not recognized using a USB connection

"The Printer Cannot Connect by USB (Mac OS)" on page 259

Check the following if a connection has been established.

❏ The printer is recognized, but printing cannot be performed.

"Cannot Print Even Though a Connection has been Established (Mac OS)" on page 260

Cannot connect to a Network

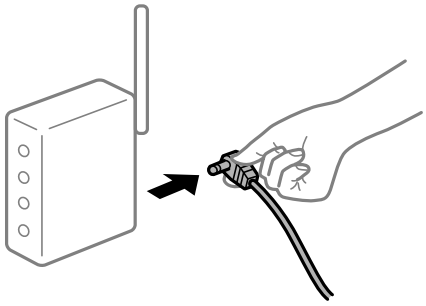
The problem could be one of the following issues.

Something is wrong with the network devices for Wi-Fi connection.

Solutions

Turn off the devices you want to connect to the network. Wait for about 10 seconds, and then turn on the devices in the following order; wireless router, computer or smart device, and then printer. Move the

printer and computer or smart device closer to the wireless router to help with radio wave communication, and then try to make network settings again.



Devices cannot receive signals from the wireless router because they are too far apart.

Solutions

After moving the computer or the smart device and the printer closer to the wireless router, turn off the wireless router, and then turn it back on.

When changing the wireless router, the settings do not match the new router.

Solutions

Make the connection settings again so that they match the new wireless router.

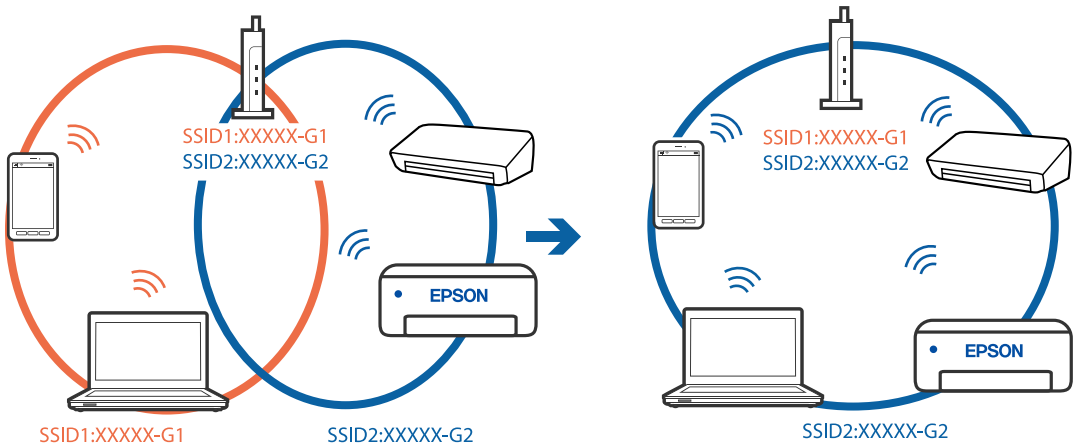
➡ "When Replacing the Wireless Router" on page 329

The SSIDs connected from the computer or smart device and computer are different.

Solutions

When you are using multiple wireless routers at the same time or the wireless router has multiple SSIDs and devices are connected to different SSIDs, you cannot connect to the wireless router.

Connect the computer or smart device to the same SSID as the printer.



A privacy separator on the wireless router is available.

Solutions

Most wireless routers have a separator function that blocks communication between devices within the same SSID. If you cannot communicate between the printer and the computer or smart device even if

they are connected to the same network, disable the separator function on the wireless router. See the manual provided with the wireless router for details.

The IP address is incorrectly assigned.

Solutions

If the IP address assigned to the printer is 169.254.XXX.XXX, and the subnet mask is 255.255.0.0, the IP address may not be assigned correctly.

Select **Settings** > **General Settings** > **Network Settings** > **Advanced** on the printer's control panel, and then check the IP address and the subnet mask assigned to the printer.

Restart the wireless router or reset the network settings for the printer.

➡ "Re-setting the Network Connection" on page 329

There is a problem with the network settings on the computer.

Solutions

Try accessing any website from your computer to make sure that your computer's network settings are correct. If you cannot access any website, there is a problem on the computer.

Check the network connection of the computer. See the documentation provided with the computer for details.

The device connected to the USB 3.0 port causes radio frequency interference.

Solutions

When you connect a device to the USB 3.0 port on a Mac, radio frequency interference may occur. Try the following if you cannot connect to wireless LAN (Wi-Fi) or if operations become unstable.

❏ Place the device that is connected to the USB 3.0 port further away from the computer.

❏ Connect to the SSID for the 5 GHz range.

See the following to connect the printer to the SSID.

➡ "Making Wi-Fi Settings by Entering the SSID and Password" on page 332

The printer has been connected by Ethernet using devices that support IEEE802.3az (Energy Efficient Ethernet).

Solutions

When you connect the printer by Ethernet using devices that support IEEE802.3az (Energy Efficient Ethernet), the following problems may occur depending on the hub or router that you are using.

❏ Connection becomes unstable, the printer is connected and disconnected again and again.

❏ Cannot connect to the printer.

❏ The communication speed becomes slow.

Follow the steps below to disable IEEE802.3az for the printer and then connect.

1. Remove the Ethernet cable connected to the computer and the printer.

2. When IEEE802.3az for the computer is enabled, disable it.

   See the documentation provided with the computer for details.

3. Connect the computer and the printer with an Ethernet cable directly.
4. On the printer, print a network connection report.
   "Printing a Network Connection Report" on page 344
5. Check the printer's IP address on the network connection report.
6. On the computer, access Web Config.
   Launch a Web browser, and then enter the printer's IP address.
   "Running Web Config on a Web Browser" on page 451
7. Select the **Network Settings** tab > **Wired LAN**.
8. Select **OFF** for **IEEE 802.3az**.
9. Click **Next**.
10. Click **OK**.
11. Remove the Ethernet cable connected to the computer and the printer.
12. If you disabled IEEE802.3az for the computer in step 2, enable it.
13. Connect the Ethernet cables that you removed in step 1 to the computer and the printer.

If the problem still occurs, devices other than the printer may be causing the problem.

The Printer Cannot Connect by USB (Mac OS)

The following causes can be considered.

The USB cable is not plugged into the electrical outlet correctly.

Solutions

Connect the USB cable securely to the printer and the computer.

There is a problem with the USB hub.

Solutions

If you are using a USB hub, try to connect the printer directly to the computer.

There is a problem with the USB cable or the USB inlet.

Solutions

If the USB cable cannot be recognized, change the port, or change the USB cable.

The printer is connected to a SuperSpeed USB port.

Solutions

If you connect the printer to a SuperSpeed USB port using a USB 2.0 cable, a communication error may occur on some computers. In this case, re-connect the printer using one of the following methods.

- ❏ Use a USB 3.0 cable.
- ❏ Connect to a Hi-Speed USB port on the computer.
- ❏ Connect to a SuperSpeed USB port other than the port that generated the communication error.

Cannot Print Even Though a Connection has been Established (Mac OS)

The following causes can be considered.

There is a problem with the software or data.

Solutions

- ❏ Make sure that a genuine Epson printer driver (EPSON XXXXX) is installed. If a genuine Epson printer driver is not installed, the available functions are limited. We recommend using a genuine Epson printer driver.
- ❏ If you are printing a large data size image, the computer may run out of memory. Print the image at a lower resolution or a smaller size.
- ❏ If you have tried all of the solutions and have not solved the problem, try uninstalling and then reinstalling the printer driver

➡ "Checking if a genuine Epson printer driver is installed - Windows" on page 234
➡ "Checking if a genuine Epson printer driver is installed - Mac OS" on page 235
➡ "Installing or Uninstalling Applications Separately" on page 233

There is a problem with the status of the printer.

Solutions

Make sure the printer status is not **Pause**.

Select **System Preferences** from the **Apple** menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then double-click the printer. If the printer is paused, click **Resume**.

User feature restrictions are enabled for the printer.

Solutions

The printer may not print when the user feature restriction is enabled. Contact your printer administrator.

Printer Does Not Print While Using PostScript Printer Driver (Mac OS)

The Printing Language setting needs to be changed.

Solutions

Set the **Printing Language** setting to **Auto** or **PS** on the control panel.

Suddenly the Printer Cannot Print over a Network Connection

The problem could be one of the following issues.

The network environment has been changed.

Solutions

When you have changed the network environment, such as the wireless router or provider, try making network settings for the printer again.

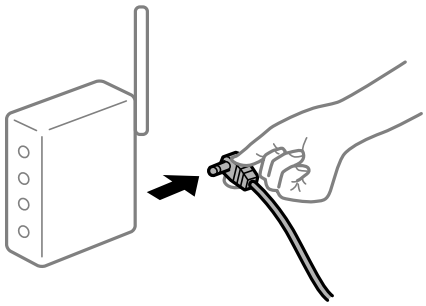
Connect the computer or smart device to the same SSID as the printer.

➡ "Re-setting the Network Connection" on page 329

Something is wrong with the network devices for Wi-Fi connection.

Solutions

Turn off the devices you want to connect to the network. Wait for about 10 seconds, and then turn on the devices in the following order; wireless router, computer or smart device, and then printer. Move the printer and computer or smart device closer to the wireless router to help with radio wave communication, and then try to make network settings again.



The printer is not connected to the network.

Solutions

Select **Settings** > **General Settings** > **Network Settings** > **Connection Check**, and then print the network connection report. If the report shows that the network connection failed, check the network connection report and then follow the printed solutions.

➡ "Printing a Network Connection Report" on page 344

There is a problem with the network settings on the computer.

Solutions

Try accessing any website from your computer to make sure that your computer's network settings are correct. If you cannot access any website, there is a problem on the computer.

Check the network connection of the computer. See the documentation provided with the computer for details.

Cannot Print from Smart Device

Make sure the smart device and the printer are connected correctly.

The cause and solution to the problem differ depending on whether or not they are connected.

Checking the Connection Status

Use Epson iPrint to check the connection status for the smart device and the printer.

See the following to install Epson iPrint if it is not already installed.

"Application for Printing Easily from a Smart Device (Epson iPrint)" on page 447

1. On the smart device, start Epson iPrint.

2. Check that the printer name is displayed on the home screen.

   When the printer name is displayed, a connection has been successfully established between the smart device and the printer.

   If the following are displayed, a connection has not been established between the smart device and the printer.

   ❏ Printer is not selected.

   ❏ Communication error.

Check the following if a connection has not been established.

"Cannot connect to a Network" on page 262

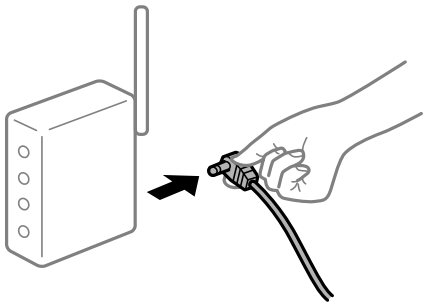
Cannot connect to a Network

The problem could be one of the following issues.

Something is wrong with the network devices for Wi-Fi connection.

Solutions

Turn off the devices you want to connect to the network. Wait for about 10 seconds, and then turn on the devices in the following order; wireless router, computer or smart device, and then printer. Move the printer and computer or smart device closer to the wireless router to help with radio wave communication, and then try to make network settings again.



Devices cannot receive signals from the wireless router because they are too far apart.

Solutions

After moving the computer or the smart device and the printer closer to the wireless router, turn off the wireless router, and then turn it back on.

When changing the wireless router, the settings do not match the new router.

Solutions

Make the connection settings again so that they match the new wireless router.

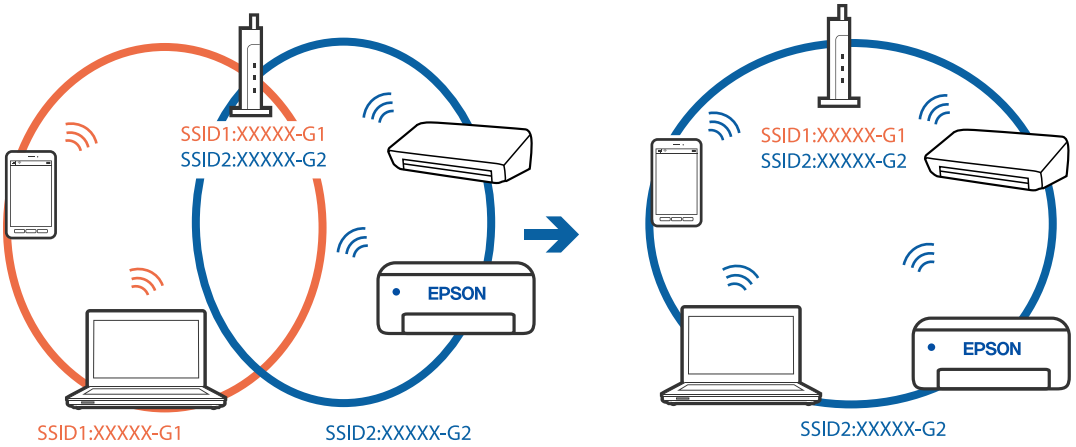
➡ "When Replacing the Wireless Router" on page 329

The SSIDs connected from the computer or smart device and computer are different.

Solutions

When you are using multiple wireless routers at the same time or the wireless router has multiple SSIDs and devices are connected to different SSIDs, you cannot connect to the wireless router.

Connect the computer or smart device to the same SSID as the printer.



A privacy separator on the wireless router is available.

Solutions

Most wireless routers have a separator function that blocks communication between devices within the same SSID. If you cannot communicate between the printer and the computer or smart device even if they are connected to the same network, disable the separator function on the wireless router. See the manual provided with the wireless router for details.

The IP address is incorrectly assigned.

Solutions

If the IP address assigned to the printer is 169.254.XXX.XXX, and the subnet mask is 255.255.0.0, the IP address may not be assigned correctly.

Select **Settings** > **General Settings** > **Network Settings** > **Advanced** on the printer's control panel, and then check the IP address and the subnet mask assigned to the printer.

Restart the wireless router or reset the network settings for the printer.

➡ "Re-setting the Network Connection" on page 329

There is a problem with the network settings on the smart device.

Solutions

Try accessing any website from your smart device to make sure that your smart device's network settings are correct. If you cannot access any website, there is a problem on the smart device.

Check the network connection of the computer. See the documentation provided with the smart device for details.

Cannot Print Even Though a Connection has been Established (iOS)

The following causes can be considered.

Paper Setup Auto Display is disabled.

Solutions

Enable **Paper Setup Auto Display** in the following menu.

Settings > **General Settings** > **Printer Settings** > **Paper Source Settings** > **Paper Setup Auto Display**

AirPrint is disabled.

Solutions

Enable the AirPrint setting on Web Config.

➡ "Application for Configuring Printer Operations (Web Config)" on page 451

Suddenly the Printer Cannot Print over a Network Connection

The problem could be one of the following issues.

The network environment has been changed.

Solutions

When you have changed the network environment, such as the wireless router or provider, try making network settings for the printer again.

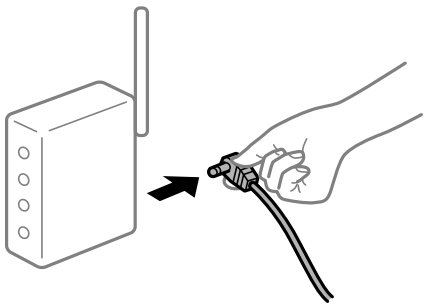
Connect the computer or smart device to the same SSID as the printer.

➡ "Re-setting the Network Connection" on page 329

Something is wrong with the network devices for Wi-Fi connection.

Solutions

Turn off the devices you want to connect to the network. Wait for about 10 seconds, and then turn on the devices in the following order; wireless router, computer or smart device, and then printer. Move the printer and computer or smart device closer to the wireless router to help with radio wave communication, and then try to make network settings again.



The printer is not connected to the network.

Solutions

Select **Settings** > **General Settings** > **Network Settings** > **Connection Check**, and then print the network connection report. If the report shows that the network connection failed, check the network connection report and then follow the printed solutions.

➡ "Printing a Network Connection Report" on page 344

There is a problem with the network settings on the smart device.

Solutions

Try accessing any website from your smart device to make sure that your smart device's network settings are correct. If you cannot access any website, there is a problem on the smart device.

Check the network connection of the computer. See the documentation provided with the smart device for details.

Cannot Copy

When the user feature restriction is enabled, a user ID and password are required to copy.

Solutions

If you do not know the password, contact your printer administrator.

The printer error has occured.

Solutions

You cannot copy if an error, such as a paper jam, has occurred in the printer. Check the printer's control panel and follow the on-screen instructions to clear the error.

Cannot Start Scanning

Cannot Start Scanning from Windows

Make sure the computer and the printer are connected correctly.

The cause and solution to the problem differ depending on whether or not they are connected.

Checking the Connection Status

Use EPSON Status Monitor 3 to check the connection status for the computer and the printer.

You need to install EPSON Status Monitor 3 to enable this feature. You can download it from the Epson website.

1. Access the printer driver.

   ❏ Windows 10/Windows Server 2019/Windows Server 2016

   Click on the start button, and then select **Windows System** > **Control Panel** > **View devices and printers** in **Hardware and Sound**. Right-click on your printer, or press and hold it and then select **Printing preferences**

❏ Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012

Select **Desktop** > **Settings** > **Control Panel** > **View devices and printers** in **Hardware and Sound**. Right-click on your printer, or press and hold it and then select **Printing preferences**

❏ Windows 7/Windows Server 2008 R2

Click the start button, and select **Control Panel** > **View devices and printers** in **Hardware and Sound**. Right-click on your printer and select **Printing preferences**.

2. Click the **Maintenance** tab.

3. Click **EPSON Status Monitor 3**.

When the remaining ink levels are displayed, a connection has been successfully established between the computer and the printer.

Check the following if a connection has not been established.

❏ The printer is not recognized over a network connection

"Cannot connect to a Network" on page 266

❏ The printer is not recognized using a USB connection

"The Printer Cannot Connect by USB (Windows)" on page 251

❏ The printer is recognized, but scanning cannot be performed.

"Cannot Scan Even Though a Connection has been Correctly Established (Windows)" on page 269

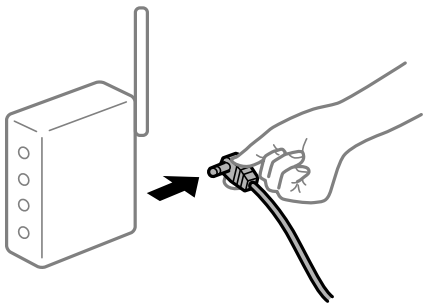
Cannot connect to a Network

The problem could be one of the following issues.

Something is wrong with the network devices for Wi-Fi connection.

Solutions

Turn off the devices you want to connect to the network. Wait for about 10 seconds, and then turn on the devices in the following order; wireless router, computer or smart device, and then printer. Move the printer and computer or smart device closer to the wireless router to help with radio wave communication, and then try to make network settings again.



Devices cannot receive signals from the wireless router because they are too far apart.

Solutions

After moving the computer or the smart device and the printer closer to the wireless router, turn off the wireless router, and then turn it back on.

When changing the wireless router, the settings do not match the new router.

Solutions

Make the connection settings again so that they match the new wireless router.

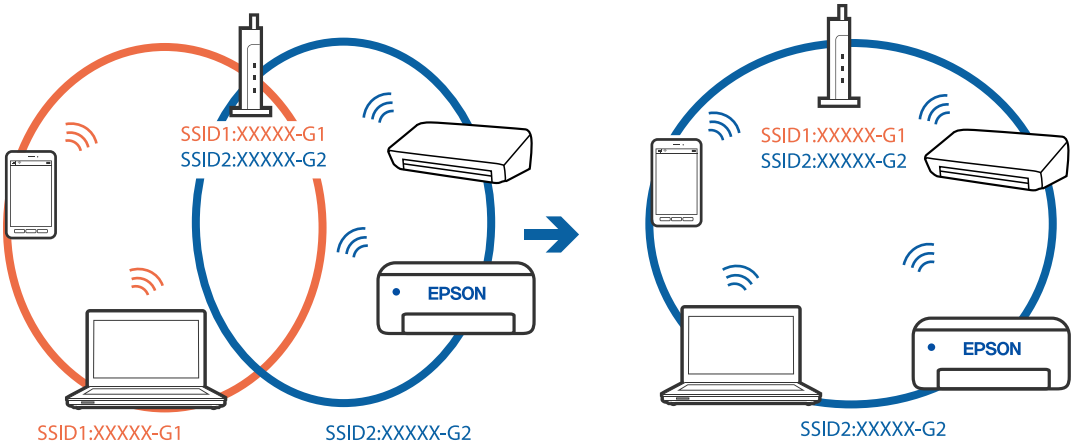
➡ "When Replacing the Wireless Router" on page 329

The SSIDs connected from the computer or smart device and computer are different.

Solutions

When you are using multiple wireless routers at the same time or the wireless router has multiple SSIDs and devices are connected to different SSIDs, you cannot connect to the wireless router.

Connect the computer or smart device to the same SSID as the printer.



A privacy separator on the wireless router is available.

Solutions

Most wireless routers have a separator function that blocks communication between devices within the same SSID. If you cannot communicate between the printer and the computer or smart device even if they are connected to the same network, disable the separator function on the wireless router. See the manual provided with the wireless router for details.

The IP address is incorrectly assigned.

Solutions

If the IP address assigned to the printer is 169.254.XXX.XXX, and the subnet mask is 255.255.0.0, the IP address may not be assigned correctly.

Select **Settings** > **General Settings** > **Network Settings** > **Advanced** on the printer's control panel, and then check the IP address and the subnet mask assigned to the printer.

Restart the wireless router or reset the network settings for the printer.

➡ "Re-setting the Network Connection" on page 329

There is a problem with the network settings on the computer.

Solutions

Try accessing any website from your computer to make sure that your computer's network settings are correct. If you cannot access any website, there is a problem on the computer.

Check the network connection of the computer. See the documentation provided with the computer for details.

The printer has been connected by Ethernet using devices that support IEEE802.3az (Energy Efficient Ethernet).

Solutions

When you connect the printer by Ethernet using devices that support IEEE802.3az (Energy Efficient Ethernet), the following problems may occur depending on the hub or router that you are using.

- ❏ Connection becomes unstable, the printer is connected and disconnected again and again.
- ❏ Cannot connect to the printer.
- ❏ The communication speed becomes slow.

Follow the steps below to disable IEEE802.3az for the printer and then connect.

1. Remove the Ethernet cable connected to the computer and the printer.
2. When IEEE802.3az for the computer is enabled, disable it.

   See the documentation provided with the computer for details.
3. Connect the computer and the printer with an Ethernet cable directly.
4. On the printer, print a network connection report.

   "Printing a Network Connection Report" on page 344
5. Check the printer's IP address on the network connection report.
6. On the computer, access Web Config.

   Launch a Web browser, and then enter the printer's IP address.

   "Running Web Config on a Web Browser" on page 451
7. Select the **Network Settings** tab > **Wired LAN**.
8. Select **OFF** for **IEEE 802.3az**.
9. Click **Next**.
10. Click **OK**.
11. Remove the Ethernet cable connected to the computer and the printer.
12. If you disabled IEEE802.3az for the computer in step 2, enable it.
13. Connect the Ethernet cables that you removed in step 1 to the computer and the printer.

If the problem still occurs, devices other than the printer may be causing the problem.

The Printer Cannot Connect by USB (Windows)

The following causes can be considered.

The USB cable is not plugged into the electrical outlet correctly.

Solutions

Connect the USB cable securely to the printer and the computer.

There is a problem with the USB hub.

Solutions

If you are using a USB hub, try to connect the printer directly to the computer.

There is a problem with the USB cable or the USB inlet.

Solutions

If the USB cable cannot be recognized, change the port, or change the USB cable.

The printer is connected to a SuperSpeed USB port.

Solutions

If you connect the printer to a SuperSpeed USB port using a USB 2.0 cable, a communication error may occur on some computers. In this case, re-connect the printer using one of the following methods.

- ❏ Use a USB 3.0 cable.
- ❏ Connect to a Hi-Speed USB port on the computer.
- ❏ Connect to a SuperSpeed USB port other than the port that generated the communication error.

Cannot Scan Even Though a Connection has been Correctly Established (Windows)

Scanning at a high resolution over a network.

Try scanning at a lower resolution.

Cannot Start Scanning from Mac OS

Make sure the computer and the printer are connected correctly.

The cause and solution to the problem differ depending on whether or not they are connected.

Checking the Connection Status

Use EPSON Status Monitor to check the connection status for the computer and the printer.

1. Select **System Preferences** from the Apple menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then select the printer.
2. Click **Options & Supplies** > **Utility** > **Open Printer Utility**.

3. Click **EPSON Status Monitor**.

When the remaining ink levels are displayed, a connection has been successfully established between the computer and the printer.

Check the following if a connection has not been established.

❏ The printer is not recognized over a network connection

"Cannot connect to a Network" on page 270

❏ The printer is not recognized using a USB connection

"The Printer Cannot Connect by USB (Mac OS)" on page 259

Check the following if a connection has been established.

❏ The printer is recognized, but scanning cannot be performed.

"Cannot Scan Even Though a Connection has been Correctly Established (Mac OS)" on page 273

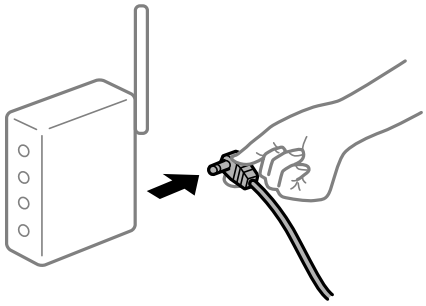
Cannot connect to a Network

The problem could be one of the following issues.

Something is wrong with the network devices for Wi-Fi connection.

Solutions

Turn off the devices you want to connect to the network. Wait for about 10 seconds, and then turn on the devices in the following order; wireless router, computer or smart device, and then printer. Move the printer and computer or smart device closer to the wireless router to help with radio wave communication, and then try to make network settings again.



Devices cannot receive signals from the wireless router because they are too far apart.

Solutions

After moving the computer or the smart device and the printer closer to the wireless router, turn off the wireless router, and then turn it back on.

When changing the wireless router, the settings do not match the new router.

Solutions

Make the connection settings again so that they match the new wireless router.

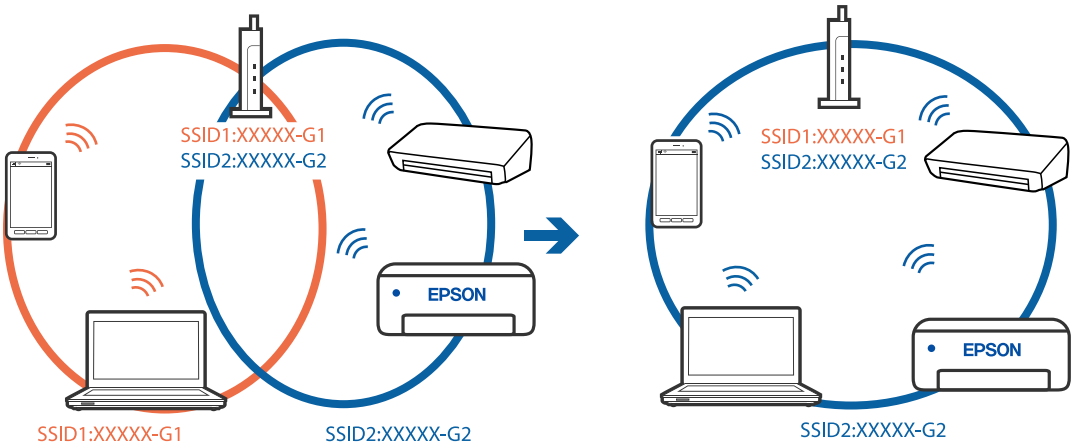
➡ "When Replacing the Wireless Router" on page 329

The SSIDs connected from the computer or smart device and computer are different.

Solutions

When you are using multiple wireless routers at the same time or the wireless router has multiple SSIDs and devices are connected to different SSIDs, you cannot connect to the wireless router.

Connect the computer or smart device to the same SSID as the printer.



A privacy separator on the wireless router is available.

Solutions

Most wireless routers have a separator function that blocks communication between devices within the same SSID. If you cannot communicate between the printer and the computer or smart device even if they are connected to the same network, disable the separator function on the wireless router. See the manual provided with the wireless router for details.

The IP address is incorrectly assigned.

Solutions

If the IP address assigned to the printer is 169.254.XXX.XXX, and the subnet mask is 255.255.0.0, the IP address may not be assigned correctly.

Select **Settings** > **General Settings** > **Network Settings** > **Advanced** on the printer's control panel, and then check the IP address and the subnet mask assigned to the printer.

Restart the wireless router or reset the network settings for the printer.

➡ "Re-setting the Network Connection" on page 329

There is a problem with the network settings on the computer.

Solutions

Try accessing any website from your computer to make sure that your computer's network settings are correct. If you cannot access any website, there is a problem on the computer.

Check the network connection of the computer. See the documentation provided with the computer for details.

The device connected to the USB 3.0 port causes radio frequency interference.

Solutions

When you connect a device to the USB 3.0 port on a Mac, radio frequency interference may occur. Try the following if you cannot connect to wireless LAN (Wi-Fi) or if operations become unstable.

❏ Place the device that is connected to the USB 3.0 port further away from the computer.

❏ Connect to the SSID for the 5 GHz range.

See the following to connect the printer to the SSID.

➡ "Making Wi-Fi Settings by Entering the SSID and Password" on page 332

The printer has been connected by Ethernet using devices that support IEEE802.3az (Energy Efficient Ethernet).

Solutions

When you connect the printer by Ethernet using devices that support IEEE802.3az (Energy Efficient Ethernet), the following problems may occur depending on the hub or router that you are using.

❏ Connection becomes unstable, the printer is connected and disconnected again and again.

❏ Cannot connect to the printer.

❏ The communication speed becomes slow.

Follow the steps below to disable IEEE802.3az for the printer and then connect.

1. Remove the Ethernet cable connected to the computer and the printer.
2. When IEEE802.3az for the computer is enabled, disable it.

   See the documentation provided with the computer for details.
3. Connect the computer and the printer with an Ethernet cable directly.
4. On the printer, print a network connection report.

   "Printing a Network Connection Report" on page 344
5. Check the printer's IP address on the network connection report.
6. On the computer, access Web Config.

   Launch a Web browser, and then enter the printer's IP address.

   "Running Web Config on a Web Browser" on page 451
7. Select the **Network Settings** tab > **Wired LAN**.
8. Select **OFF** for **IEEE 802.3az**.
9. Click **Next**.
10. Click **OK**.
11. Remove the Ethernet cable connected to the computer and the printer.

12. If you disabled IEEE802.3az for the computer in step 2, enable it.

13. Connect the Ethernet cables that you removed in step 1 to the computer and the printer.

If the problem still occurs, devices other than the printer may be causing the problem.

The Printer Cannot Connect by USB (Mac OS)

The following causes can be considered.

The USB cable is not plugged into the electrical outlet correctly.

Solutions

Connect the USB cable securely to the printer and the computer.

There is a problem with the USB hub.

Solutions

If you are using a USB hub, try to connect the printer directly to the computer.

There is a problem with the USB cable or the USB inlet.

Solutions

If the USB cable cannot be recognized, change the port, or change the USB cable.

The printer is connected to a SuperSpeed USB port.

Solutions

If you connect the printer to a SuperSpeed USB port using a USB 2.0 cable, a communication error may occur on some computers. In this case, re-connect the printer using one of the following methods.

- ❏ Use a USB 3.0 cable.
- ❏ Connect to a Hi-Speed USB port on the computer.
- ❏ Connect to a SuperSpeed USB port other than the port that generated the communication error.

Cannot Scan Even Though a Connection has been Correctly Established (Mac OS)

Scanning at a high resolution over a network.

Try scanning at a lower resolution.

Cannot Start Scanning from Smart Device

Make sure the smart device and the printer are connected correctly.

The cause and solution to the problem differ depending on whether or not they are connected.

Checking the Connection Status

Use Epson iPrint to check the connection status for the smart device and the printer.

See the following to install Epson iPrint if it is not already installed.

"Application for Printing Easily from a Smart Device (Epson iPrint)" on page 447

1. On the smart device, start Epson iPrint.

2. Check that the printer name is displayed on the home screen.

   When the printer name is displayed, a connection has been successfully established between the smart device and the printer.

   If the following are displayed, a connection has not been established between the smart device and the printer.

   ❏ Printer is not selected.

   ❏ Communication error.

Check the following if a connection has not been established.

"Cannot connect to a Network" on page 274

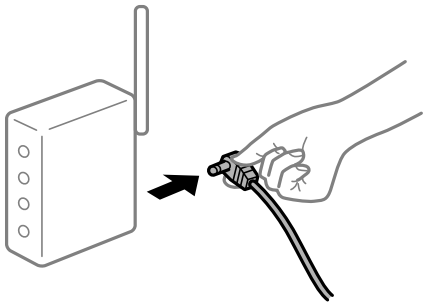
Cannot connect to a Network

The problem could be one of the following issues.

Something is wrong with the network devices for Wi-Fi connection.

Solutions

Turn off the devices you want to connect to the network. Wait for about 10 seconds, and then turn on the devices in the following order; wireless router, computer or smart device, and then printer. Move the printer and computer or smart device closer to the wireless router to help with radio wave communication, and then try to make network settings again.



Devices cannot receive signals from the wireless router because they are too far apart.

Solutions

After moving the computer or the smart device and the printer closer to the wireless router, turn off the wireless router, and then turn it back on.

When changing the wireless router, the settings do not match the new router.

Solutions

Make the connection settings again so that they match the new wireless router.

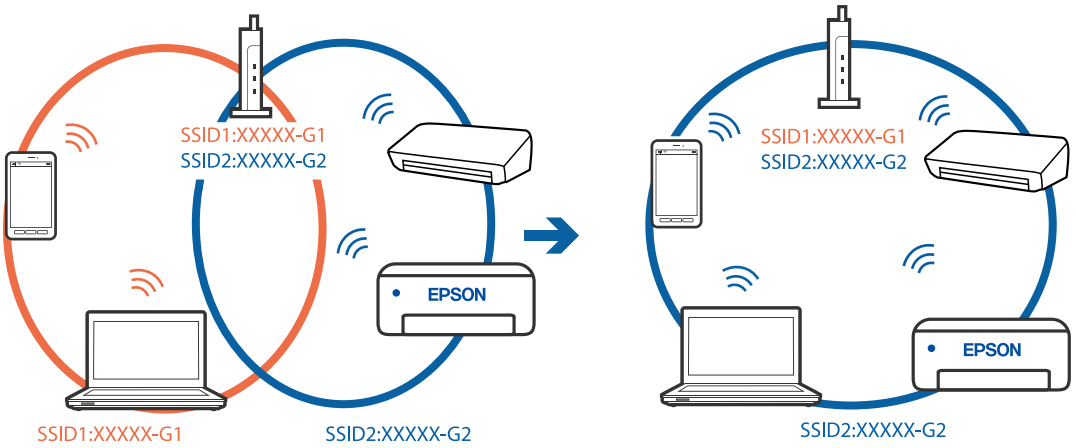
➡ "When Replacing the Wireless Router" on page 329

The SSIDs connected from the computer or smart device and computer are different.

Solutions

When you are using multiple wireless routers at the same time or the wireless router has multiple SSIDs and devices are connected to different SSIDs, you cannot connect to the wireless router.

Connect the computer or smart device to the same SSID as the printer.



A privacy separator on the wireless router is available.

Solutions

Most wireless routers have a separator function that blocks communication between devices within the same SSID. If you cannot communicate between the printer and the computer or smart device even if they are connected to the same network, disable the separator function on the wireless router. See the manual provided with the wireless router for details.

The IP address is incorrectly assigned.

Solutions

If the IP address assigned to the printer is 169.254.XXX.XXX, and the subnet mask is 255.255.0.0, the IP address may not be assigned correctly.

Select **Settings** > **General Settings** > **Network Settings** > **Advanced** on the printer's control panel, and then check the IP address and the subnet mask assigned to the printer.

Restart the wireless router or reset the network settings for the printer.

➡ "Re-setting the Network Connection" on page 329

There is a problem with the network settings on the smart device.

Solutions

Try accessing any website from your smart device to make sure that your smart device's network settings are correct. If you cannot access any website, there is a problem on the smart device.

Check the network connection of the computer. See the documentation provided with the smart device for details.

Cannot Save Scanned Images to the Shared Folder

Messages are Displayed on the Control Panel

When error messages are displayed on the control panel, check the message itself or the following list to solve the problems.

Messages	Solutions
DNS error. Check DNS settings.	Cannnot connect to the computer. Check the following. ❏ Make sure that the address in the contacts list on the printer and the address of the shared folder are the same. ❏ If the IP address of the computer is static and is set manually, change the computer name in the network path to the IP address. Example: \\EPSON02\SCAN to \\192.168.xxx.xxx\SCAN ❏ Make sure that the computer is turned on and does not sleep. If the computer sleeps, you cannot save scanned images to the shared folder. ❏ Temporarily disable the computer's Firewall and security software. If this clears the error, check the settings in the security software. ❏ If **Public network** is selected as the network place, you cannot save the scanned images to the shared folder. Set the forward settings for each port. ❏ If you are using a laptop computer and the IP address is set as DHCP, the IP address may change when reconnecting to the network. Obtain the IP address again. ❏ Make sure the DNS setting is correct. Contact your network administrator about the DNS settings. ❏ The computer name and the IP address may differ when the management table of the DNS server is not updated. Contact your DNS server administrator.
Authentication error. Please check the Email Server Settings.	Make sure the user name and the password are correct on the computer and the contacts on the printer. Also, make sure that the password has not expired.
Communication error. Check the Wi-Fi/ network connection.	Cannot communicate with a network folder that is registered on the contacts list. Check the following. ❏ Make sure that **Use Microsoft network sharing** is enabled on the Web Config. Select **Network** > **MS Network** on the Web Config. ❏ Make sure that the address in the contacts list on the printer and the address of the shared folder are the same. ❏ Access rights for the user in the contacts list should be added on the **Sharing** tab and the **Security** tab of the shared folder's properties. Also, the permissions for the user should be set to "allowed".
The file name is already in use. Rename the file and scan again.	Change the file name settings. Otherwise, move or delete the files, or change the file name on the shared folder.
Scanned file(s) are too large. Only XX page(s) have been sent. Check if the destination has enough space.	There is not enough disk space on the computer. Increase the free space on the computer.

Checking the Point where the Error Occurred

Solutions

When saving scanned images to the shared folder, saving process proceeds as following. You can then check the point where the error occurred.

Items	Operation	Error Messages
Connecting	Connect to the computer from the printer.	DNS error. Check DNS settings.
Logging on to the computer	Log on to the computer with the user name and the password.	Authentication error. Please check the Email Server Settings.
Checking the folder to save	Check the network path of the shared folder.	Communication error. Check the Wi-Fi/ network connection.
Checking the file name	Check if there is a file with the same name as the file you want to save in the folder.	The file name is already in use. Rename the file and scan again.
Writing the file	Write a new file.	Scanned file(s) are too large. Only XX page(s) have been sent. Check if the destination has enough space.

Saving the Scanned Images Takes a Long Time

It takes a long time for the name resolution to correspond to the "Domain Name" and the "IP Address".

Solutions

Check the following points.

- ❏ Make sure the DNS setting is correct.
- ❏ Make sure each DNS setting is correct when checking the Web Config.
- ❏ Make sure the DNS domain name is correct.

Cannot Send or Receive Faxes

Cannot Send or Receive Faxes

The following causes can be considered.

There are some problems in telephone wall jack.

Solutions

Check that the telephone wall jack works by connecting a phone to it and testing it. If you cannot make or receive calls, contact your telecommunication company.

There are some problems in connecting to the telephone line.

Solutions

Select **Settings** > **General Settings** > **Fax Settings** > **Check Fax Connection** on the control panel to run the automatic fax connection check. Try the solutions printed on the report.

Communication error occurs.

Solutions

Select **Slow(9,600bps)** in **Settings** > **General Settings** > **Fax Settings** > **Basic Settings** > **Fax Speed** on the control panel.

Connected to a DSL phone line without DSL filter.

Solutions

To connect to a DSL phone line, you need to use a DSL modem equipped with a built-in DSL filter, or install a separate DSL filter to the line. Contact your DSL provider.

"Connecting to DSL or ISDN" on page 566

There are some problems in the DSL filter when you connect to a DSL phone line.

Solutions

If you can not send or receive fax, connect the printer directly to a telephone wall jack to see if the printer can send a fax. If it works, the problem may be caused by the DSL filter. Contact your DSL provider.

Cannot Send Faxes

The following causes can be considered.

The connection line is set to PSTN in a facility where a private branch exchange (PBX) is being used.

Solutions

Select **PBX** in **Settings** > **General Settings** > **Fax Settings** > **Basic Settings** > **Line Type** on the control panel.

Sending faxes without entering an access code in an environment in which a PBX is installed.

Solutions

If your phone system requires an external access code to get an outside line, register the access code to the printer, and enter # (hash) at the beginning of a fax number when sending.

The header information for outgoing faxes is not registered.

Solutions

Select **Settings** > **General Settings** > **Fax Settings** > **Basic Settings** > **Header** and set up the header information. Some fax machines automatically reject incoming faxes that do not include header information.

Your caller ID is blocked.

Solutions

Contact your telecommunication company to unblock your caller ID. Some phones or fax machines automatically reject anonymous calls.

The recipient's fax number is wrong.

Solutions

Check that the recipient's number registered in your contacts list or that you entered directly using the keypad is correct. Or, check with the recipient that the fax number is correct.

The recipient's fax machine is not ready to receive faxes.

Solutions

Ask the recipient if the recipient's fax machine is ready to receive a fax.

Sending a fax accidently using the subaddress feature.

Solutions

Check if you accidentally sent a fax using the subaddress feature. If you select a recipient with a subaddress from the contact list, the fax may be sent using the subaddress feature.

The recipient's fax machine is not capable of receiving faxes using the subaddress feature.

Solutions

When sending faxes using the subaddress feature, ask the recipient if their fax machine is capable of receiving faxes using the subaddress feature.

The subaddress and password are wrong.

Solutions

When sending faxes using the subaddress feature, check that the subaddress and password are correct. Check with the recipient that the subaddress and password match.

The data being sent is too large.

Solutions

You can send faxes at a smaller data size using one of the following methods.

- ❏ When you send the fax in monochrome, enable **Direct Send** in **Fax** > **Fax Settings** > **Fax Send Settings**.

  "Sending Many Pages of a Monochrome Document (Direct Send)" on page 167

- ❏ Using the connected phone

  "Sending Faxes Dialing from the External Phone Device" on page 165

- ❏ Using On Hook

  "Sending Faxes After Confirming the Recipient's Status" on page 164

- ❏ Separating the originals

Cannot Send Faxes (When Optional Fax Boards Installed)

Attempted to send from a line port set to Receiving Only

Solutions

Send the fax from a line for which **Transmission Setting By Line** is set to **Sending and Receiving** or **Sending Only**.

You can access **Transmission Setting By Line** by selecting **Settings** > **General Settings** > **Fax Settings** > **Basic Settings** from the printer's control panel.

Cannot Receive Faxes

The following causes can be considered.

We also recommend checking the printer status in **Job/Status**, such as whether or not the printer is currently receiving the fax.

Subscribing to a call forwarding service.

Solutions

If you have subscribed to a call forwarding service, the printer may not be able to receive faxes. Contact the service provider.

The Receive Mode is set to Manual while an external phone device is connected to the printer.

Solutions

If an external phone device is connected to the printer and is sharing a phone line with the printer, select **Settings** >**General Settings** > **Fax Settings** > **Basic Settings**, and then set **Receive Mode** to **Auto**.

The available memory of the inbox and the confidential box is not enough.

Solutions

200 received documents have been saved in the inbox and the confidential box in total. Delete the unnecessary documents.

The computer that will save the received faxes is not turned on.

Solutions

When you have made settings to save received faxes to a computer, turn on the computer. The received fax is deleted once it has been saved to the computer.

The subaddress and password are wrong.

Solutions

When receiving faxes using the subaddress feature, check that the subaddress and password are correct. Check with the sender that the subaddress and password match.

The sender's fax number has been registered to the Blocked Number List.

Solutions

Make sure that the sender's number can be deleted from the **Blocked Number List** before deleting it. Delete it from **Settings** > **General Settings** > **Fax Settings** > **Basic Settings** > **Rejection Fax** > **Edit Blocked Number list**. Or disable the **Blocked Number List** in **Settings** > **General Settings** > **Fax Settings** > **Basic Settings** > **Rejection Fax** > **Rejection Fax**. Faxes sent from numbers that have not been registered to this list are blocked when this setting is enabled.

The sender's fax number has not been registered in the contacts list.

Solutions

Register the sender's fax number to contact list. Or disable **Caller not in Contacts** in **Settings** > **General Settings** > **Fax Settings** > **Basic Settings** > **Rejection Fax** > **Rejection Fax**. Faxes sent from numbers that have not been registered to this list are blocked.

The sender has sent the fax without header information.

Solutions

Ask the sender if header information is setup on their fax machine. Or, disable **Fax Header Blank** in **Settings** > **General Settings** > **Fax Settings** > **Basic Settings** > **Rejection Fax** > **Rejection Fax**. Faxes that do not include header information are blocked when this setting is enabled.

Cannot Receive Faxes (When Optional Fax Boards Installed)

Sender attempted to send a fax to a line port set to Sending Only

Solutions

Tell the sender the fax number for the line port for which **Transmission Setting By Line** is set to **Sending and Receiving** or **Receiving Only**

You can access Transmission Setting By Line by selecting **Settings** > **General Settings** > **Fax Settings** > **Basic Settings** from the printer's home screen.

Cannot Send Faxes to a Specific Recipient

The following causes can be considered.

The recipient's machine takes a long time to answer.

Solutions

If the recipient machine does not pick up your call within 50 seconds after the printer has finished dialing, the call ends with an error. Dial using the (**On Hook**) feature or using a connected telephone to check how long it takes before you hear a fax tone. If it takes more than 50 seconds, add pauses after the fax number to send the fax. Tap to enter the pause. A hyphen is entered as the pause mark. One pause is about three seconds. Add multiple pauses as needed.

The Fax Speed setting registered in the contact list is wrong.

Solutions

Select the recipient from the contact list, and then select **Edit** > **Fax Speed** > **Slow(9,600bps)**.

Cannot Send Faxes at a Specified Time

The printer's date and time is wrong.

Solutions

Select **Settings** > **General Settings** > **Basic Settings** > **Date/Time Settings**, and then set the correct date and time.

Cannot Save Received Faxes to a Memory Device

The following causes can be considered.

The setting for saving received faxes to external memory is disabled.

Solutions

Select **Settings** > **General Settings** > **Fax Settings** > **Receive Settings**, and then enable **Save to Memory Device** in each menu.

A memory device is not connected to the printer.

Solutions

Connect a memory device, in which you have created a folder to save faxes, to the printer. Once the faxes are saved in the device, they are deleted from the printer's memory.

There is not enough free space in the device.

Solutions

Delete unnecessary data from the device to increase the amount of free space. Or, connect another device that has enough free space.

The memory device is write protected.

Solutions

Check if the device is write protected.

Faxes Are Sent at the Wrong Size

The following causes can be considered.

The recipient's fax machine does not support A3 size.

Solutions

Before you send an A3 size document, ask the recipient if the recipient's machine supports A3 size. If you see **OK (Reduced Size)** in the fax transmission report, the recipient's fax machine does not support A3 size. You can print a fax transmission report from **Fax** > (Menu) > **Fax Report** > **Last Transmission**.

The originals are not placed correctly.

Solutions

❏ Make sure the original is placed correctly against the alignment marks.

❏ If the edge of the scanned image is missing, move the original slightly away from the edge of the scanner glass. You cannot scan the area within approximately 1.5 mm (0.06 in.) from the edge of the scanner glass.

➡ "Placing Originals" on page 43

There is dust or dirt on the scanner glass.

Solutions

When scanning from the control panel and selecting auto scan area cropping function, remove any trash or dirt from the scanner glass and document cover. If there is any trash or dirt around the original, the scanning range expands to include it.

"Cleaning the Scanner Glass" on page 228

Cannot Receive A3 Size Faxes

The following causes can be considered.

The paper source setting is wrong.

Solutions

Check that the paper size setting of the paper source that contains A3 paper has been set to A3, and that the paper source is set for use with the fax feature. Select **Settings** > **General Settings** >**Printer Settings** > **Paper Source Settings** > **Auto Select Settings** > **Fax**, and then check the enabled paper source(s).

A3 is not selected in Receiving Paper Size.

Solutions

Select **Settings** > **General Settings** >**Fax Settings** > **Basic Settings** > **Receiving Paper Size**, and then check that A3 is selected. This menu allows you to set the maximum size of fax that the printer can receive.

Received Faxes Are Not Printed

The following causes can be considered.

An error has occurred in the printer such as a paper jam.

Solutions

Clear the printer error, and then ask the sender to resend the fax.

Printing received faxes is disabled under the current settings.

Solutions

Make settings to print received faxes in **Settings** > **General Settings** > **Fax Settings** > **Receive Settings** > **Save/Forward Settings**.

Cannot Send and Receive Faxes (Windows)

Make sure the computer and the printer are connected correctly. The cause and solution to the problem differ depending on whether or not they are connected.

Checking the Connection Status

Use EPSON Status Monitor 3 to check the connection status for the computer and the printer.

You need to install EPSON Status Monitor 3 to enable this feature. You can download it from the Epson website.

1. Access the printer driver.

   ❏ Windows 10/Windows Server 2019/Windows Server 2016

   Click on the start button, and then select **Windows System** > **Control Panel** > **View devices and printers** in **Hardware and Sound**. Right-click on your printer, or press and hold it and then select **Printing preferences**

   ❏ Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012

   Select **Desktop** > **Settings** > **Control Panel** > **View devices and printers** in **Hardware and Sound**. Right-click on your printer, or press and hold it and then select **Printing preferences**

   ❏ Windows 7/Windows Server 2008 R2

   Click the start button, and select **Control Panel** > **View devices and printers** in **Hardware and Sound**. Right-click on your printer and select **Printing preferences**.

2. Click the **Maintenance** tab.

3. Click **EPSON Status Monitor 3**.

When the remaining ink levels are displayed, a connection has been successfully established between the computer and the printer.

Check the following if a connection has not been established.

❏ The printer is not recognized over a network connection

"Cannot connect to a Network" on page 248

❏ The printer is not recognized using a USB connection

"The Printer Cannot Connect by USB (Windows)" on page 251

Check the following if a connection has been established.

❏ The printer is recognized, but printing cannot be performed.

"Cannot Print Even Though a Connection has been Established (Windows)" on page 252

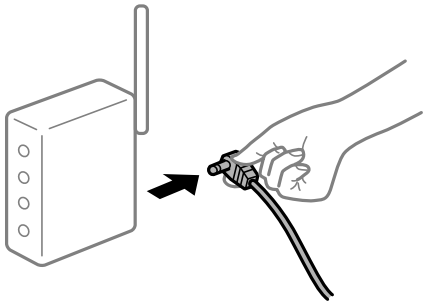
Cannot connect to a Network

The problem could be one of the following issues.

Something is wrong with the network devices for Wi-Fi connection.

Solutions

Turn off the devices you want to connect to the network. Wait for about 10 seconds, and then turn on the devices in the following order; wireless router, computer or smart device, and then printer. Move the printer and computer or smart device closer to the wireless router to help with radio wave communication, and then try to make network settings again.



Devices cannot receive signals from the wireless router because they are too far apart.

Solutions

After moving the computer or the smart device and the printer closer to the wireless router, turn off the wireless router, and then turn it back on.

When changing the wireless router, the settings do not match the new router.

Solutions

Make the connection settings again so that they match the new wireless router.

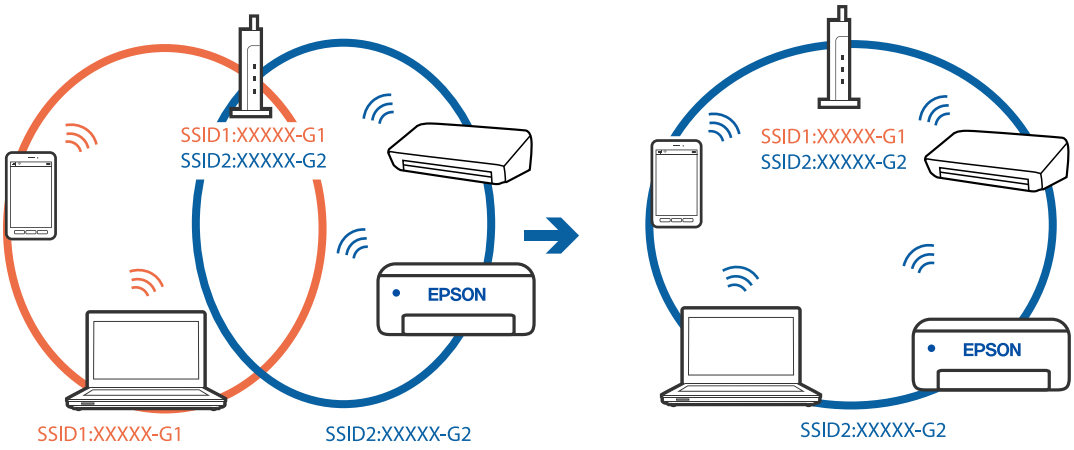
➡ "When Replacing the Wireless Router" on page 329

The SSIDs connected from the computer or smart device and computer are different.

Solutions

When you are using multiple wireless routers at the same time or the wireless router has multiple SSIDs and devices are connected to different SSIDs, you cannot connect to the wireless router.

Connect the computer or smart device to the same SSID as the printer.



A privacy separator on the wireless router is available.

Solutions

Most wireless routers have a separator function that blocks communication between devices within the same SSID. If you cannot communicate between the printer and the computer or smart device even if they are connected to the same network, disable the separator function on the wireless router. See the manual provided with the wireless router for details.

The IP address is incorrectly assigned.

Solutions

If the IP address assigned to the printer is 169.254.XXX.XXX, and the subnet mask is 255.255.0.0, the IP address may not be assigned correctly.

Select **Settings** > **General Settings** > **Network Settings** > **Advanced** on the printer's control panel, and then check the IP address and the subnet mask assigned to the printer.

Restart the wireless router or reset the network settings for the printer.

➡ "Re-setting the Network Connection" on page 329

There is a problem with the network settings on the computer.

Solutions

Try accessing any website from your computer to make sure that your computer's network settings are correct. If you cannot access any website, there is a problem on the computer.

Check the network connection of the computer. See the documentation provided with the computer for details.

The printer has been connected by Ethernet using devices that support IEEE802.3az (Energy Efficient Ethernet).

Solutions

When you connect the printer by Ethernet using devices that support IEEE802.3az (Energy Efficient Ethernet), the following problems may occur depending on the hub or router that you are using.

- ❏ Connection becomes unstable, the printer is connected and disconnected again and again.
- ❏ Cannot connect to the printer.
- ❏ The communication speed becomes slow.

Follow the steps below to disable IEEE802.3az for the printer and then connect.

1. Remove the Ethernet cable connected to the computer and the printer.
2. When IEEE802.3az for the computer is enabled, disable it.

   See the documentation provided with the computer for details.
3. Connect the computer and the printer with an Ethernet cable directly.
4. On the printer, print a network connection report.

   "Printing a Network Connection Report" on page 344
5. Check the printer's IP address on the network connection report.
6. On the computer, access Web Config.

   Launch a Web browser, and then enter the printer's IP address.

   "Running Web Config on a Web Browser" on page 451
7. Select the **Network Settings** tab > **Wired LAN**.
8. Select **OFF** for **IEEE 802.3az**.
9. Click **Next**.
10. Click **OK**.
11. Remove the Ethernet cable connected to the computer and the printer.
12. If you disabled IEEE802.3az for the computer in step 2, enable it.

13. Connect the Ethernet cables that you removed in step 1 to the computer and the printer.

If the problem still occurs, devices other than the printer may be causing the problem.

The Printer Cannot Connect by USB (Windows)

The following causes can be considered.

The USB cable is not plugged into the electrical outlet correctly.

Solutions

Connect the USB cable securely to the printer and the computer.

There is a problem with the USB hub.

Solutions

If you are using a USB hub, try to connect the printer directly to the computer.

There is a problem with the USB cable or the USB inlet.

Solutions

If the USB cable cannot be recognized, change the port, or change the USB cable.

The printer is connected to a SuperSpeed USB port.

Solutions

If you connect the printer to a SuperSpeed USB port using a USB 2.0 cable, a communication error may occur on some computers. In this case, re-connect the printer using one of the following methods.

- ❏ Use a USB 3.0 cable.
- ❏ Connect to a Hi-Speed USB port on the computer.
- ❏ Connect to a SuperSpeed USB port other than the port that generated the communication error.

Cannot Send or Receive Faxes Even Though a Connection has been Correctly Established (Windows)

The following causes can be considered.

The software is not installed.

Solutions

Make sure that the PC-FAX driver have been installed on the computer. The PC-FAX driver is installed with FAX Utility. Follow the steps below to check if it is installed.

Make sure the printer (fax) is displayed in **Devices and Printers**, **Printer**, or **Printers and Other Hardware**. The printer (fax) is displayed as "EPSON XXXXX (FAX)". If the printer (fax) is not displayed, uninstall and then re-install the FAX Utility. See the following to access **Devices and Printers**, **Printer**, or **Printers and Other Hardware**.

- ❏ Windows 10

  Click on the start button, and then select **Windows System** > **Control Panel** > **View devices and printers** in **Hardware and Sound**.

❏ Windows 8.1/Windows 8

Select **Desktop** > **Settings** > **Control Panel** > **View devices and printers** in **Hardware and Sound** or **Hardware**.

❏ Windows 7

Click the start button, and select **Control Panel** > **View devices and printers** in **Hardware and Sound** or **Hardware**.

❏ Windows Vista

Click the start button, and select **Control Panel** > **Printers** in **Hardware and Sound**.

❏ Windows XP

Click the start button, and select **Settings** > **Control Panel** > **Printers and Other Hardware** > **Printers and Faxes**.

User authentication failed when a fax is sent from a computer.

Solutions

Set the user name and password in the printer driver. When sending a fax from a computer when the security function that restrict users from using the printer's fax function is set, user authentication is performed with the user name and password set in the printer driver.

There are some problems with fax connection and fax settings.

Solutions

Try the resolutions for fax connection and fax settings.

Cannot Send and Receive Faxes (Mac OS)

Make sure the computer and the printer are connected correctly. The cause and solution to the problem differ depending on whether or not they are connected.

Checking the Connection Status

Use EPSON Status Monitor to check the connection status for the computer and the printer.

1. Select **System Preferences** from the Apple menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then select the printer.
2. Click **Options & Supplies** > **Utility** > **Open Printer Utility**.
3. Click **EPSON Status Monitor**.

When the remaining ink levels are displayed, a connection has been successfully established between the computer and the printer.

Check the following if a connection has not been established.

❏ The printer is not recognized over a network connection

"Cannot connect to a Network" on page 256

❏ The printer is not recognized using a USB connection

"The Printer Cannot Connect by USB (Mac OS)" on page 259

Check the following if a connection has been established.

❏ The printer is recognized, but printing cannot be performed.

"Cannot Print Even Though a Connection has been Established (Mac OS)" on page 260

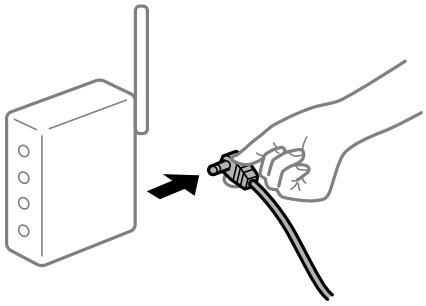
Cannot connect to a Network

The problem could be one of the following issues.

Something is wrong with the network devices for Wi-Fi connection.

Solutions

Turn off the devices you want to connect to the network. Wait for about 10 seconds, and then turn on the devices in the following order; wireless router, computer or smart device, and then printer. Move the printer and computer or smart device closer to the wireless router to help with radio wave communication, and then try to make network settings again.



Devices cannot receive signals from the wireless router because they are too far apart.

Solutions

After moving the computer or the smart device and the printer closer to the wireless router, turn off the wireless router, and then turn it back on.

When changing the wireless router, the settings do not match the new router.

Solutions

Make the connection settings again so that they match the new wireless router.

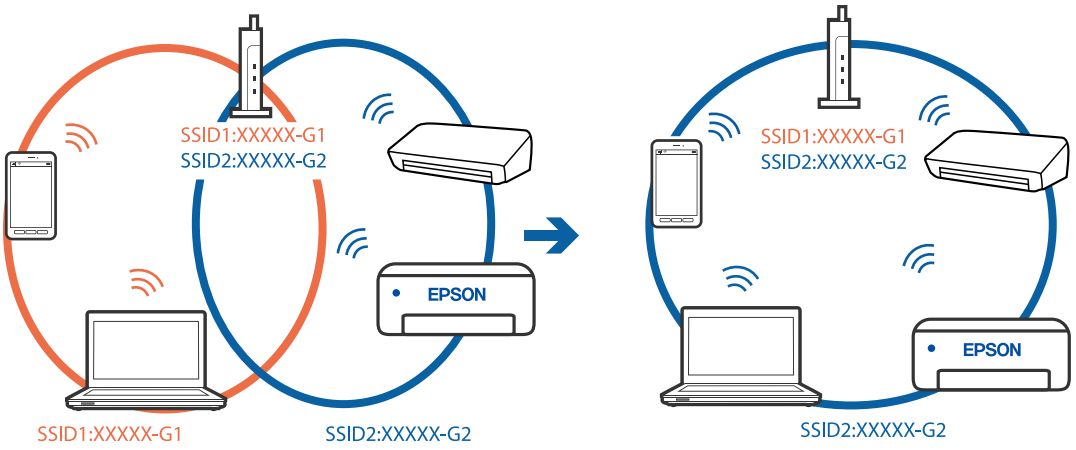
➡ "When Replacing the Wireless Router" on page 329

The SSIDs connected from the computer or smart device and computer are different.

Solutions

When you are using multiple wireless routers at the same time or the wireless router has multiple SSIDs and devices are connected to different SSIDs, you cannot connect to the wireless router.

Connect the computer or smart device to the same SSID as the printer.



A privacy separator on the wireless router is available.

Solutions

Most wireless routers have a separator function that blocks communication between devices within the same SSID. If you cannot communicate between the printer and the computer or smart device even if they are connected to the same network, disable the separator function on the wireless router. See the manual provided with the wireless router for details.

The IP address is incorrectly assigned.

Solutions

If the IP address assigned to the printer is 169.254.XXX.XXX, and the subnet mask is 255.255.0.0, the IP address may not be assigned correctly.

Select **Settings** > **General Settings** > **Network Settings** > **Advanced** on the printer's control panel, and then check the IP address and the subnet mask assigned to the printer.

Restart the wireless router or reset the network settings for the printer.

➡ "Re-setting the Network Connection" on page 329

There is a problem with the network settings on the computer.

Solutions

Try accessing any website from your computer to make sure that your computer's network settings are correct. If you cannot access any website, there is a problem on the computer.

Check the network connection of the computer. See the documentation provided with the computer for details.

The printer has been connected by Ethernet using devices that support IEEE802.3az (Energy Efficient Ethernet).

Solutions

When you connect the printer by Ethernet using devices that support IEEE802.3az (Energy Efficient Ethernet), the following problems may occur depending on the hub or router that you are using.

❏ Connection becomes unstable, the printer is connected and disconnected again and again.

❏ Cannot connect to the printer.

❏ The communication speed becomes slow.

Follow the steps below to disable IEEE802.3az for the printer and then connect.

1. Remove the Ethernet cable connected to the computer and the printer.
2. When IEEE802.3az for the computer is enabled, disable it.
   See the documentation provided with the computer for details.
3. Connect the computer and the printer with an Ethernet cable directly.
4. On the printer, print a network connection report.
   "Printing a Network Connection Report" on page 344
5. Check the printer's IP address on the network connection report.
6. On the computer, access Web Config.
   Launch a Web browser, and then enter the printer's IP address.
   "Running Web Config on a Web Browser" on page 451
7. Select the **Network Settings** tab > **Wired LAN**.
8. Select **OFF** for **IEEE 802.3az**.
9. Click **Next**.
10. Click **OK**.
11. Remove the Ethernet cable connected to the computer and the printer.
12. If you disabled IEEE802.3az for the computer in step 2, enable it.
13. Connect the Ethernet cables that you removed in step 1 to the computer and the printer.

If the problem still occurs, devices other than the printer may be causing the problem.

The Printer Cannot Connect by USB (Mac OS)

The following causes can be considered.

The USB cable is not plugged into the electrical outlet correctly.

Solutions

Connect the USB cable securely to the printer and the computer.

There is a problem with the USB hub.

Solutions

If you are using a USB hub, try to connect the printer directly to the computer.

There is a problem with the USB cable or the USB inlet.

Solutions

If the USB cable cannot be recognized, change the port, or change the USB cable.

The printer is connected to a SuperSpeed USB port.

Solutions

If you connect the printer to a SuperSpeed USB port using a USB 2.0 cable, a communication error may occur on some computers. In this case, re-connect the printer using one of the following methods.

- ❏ Use a USB 3.0 cable.
- ❏ Connect to a Hi-Speed USB port on the computer.
- ❏ Connect to a SuperSpeed USB port other than the port that generated the communication error.

Cannot Send or Receive Even Though a Connection has been Correctly Established (Mac OS)

The following causes can be considered.

The software is not installed.

Solutions

Make sure that the PC-FAX driver have been installed on the computer. The PC-FAX driver is installed with FAX Utility. Follow the steps below to check if it is installed.

Select **System Preferences** from the Apple menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then make sure the printer (fax) is displayed. The printer (fax) is displayed as "FAX XXXX (USB)" or "FAX XXXX (IP)". If the printer (fax) is not displayed, click [+] and then register the printer (fax).

PC-FAX driver is paused.

Solutions

Select **System Preferences** from the Apple menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then double-click the printer (fax). If the printer is paused, click **Resume** (or **Resume Printer**).

User authentication failed when a fax is sent from a computer.

Solutions

Set the user name and password in the printer driver. When sending a fax from a computer when the security function that restrict users from using the printer's fax function is set, user authentication is performed with the user name and password set in the printer driver.

There are some problems with fax connection and fax settings.

Solutions

Try the resolutions for fax connection and fax settings.

Error Code is Displayed on the Status Menu

If a job does not complete successfully, check the error code displayed on the history of each job. You can check the error code by selecting **Job/Status** > **Job Status**. See the following table to find the problem and its solution.

Code	Problem	Solution
001	The product was turned off by a power failure.	-
101	The memory is full.	Try the methods below to reduce the size of the print job. ❏ Lower the print quality and the resolution. ❏ Change the format setting. ❏ Reduce the number of images, letters or fonts used in the print job.
102	Collated printing has failed due to a lack of available memory.	Try the methods below to reduce the size of the print job. If you do not want to use these methods, try printing one copy at a time. ❏ Lower the print quality and the resolution. ❏ Change the format setting. ❏ Reduce the number of images, letters or fonts used in the print job.
103	Printing quality has been lowered due to a lack of available memory.	If you do not want to lower the print quality, try the following methods to reduce the size of the print job. ❏ Change the format setting. ❏ Reduce the number of images, letters or fonts used in the print job.
104	Reverse printing has failed due to a lack of available memory.	If you want to print in reverse, try the following methods to reduce the size of the print job. ❏ Lower the print quality and the resolution. ❏ Change the format setting. ❏ Reduce the number of images, letters or fonts used in the print job.
106	Cannot print from the computer due to the access control settings.	Contact your printer administrator.
107	User authentication failed. The job has been canceled.	❏ Make sure that the user name and password are correct. ❏ Tap **Settings** > **General Settings** > **System Administration** > **Security Settings** > **Access Control**. Enable the user restriction function, and then allow the job without an authentication information.
108	Confidential job data was deleted when the printer was turned off.	-
109	The received fax was already deleted.	-
110	The job was printed on one side only because the paper loaded does not support double sided printing.	If you want to perform 2-sided printing, load paper that supports 2-sided printing.

Code	Problem	Solution
111	Available memory is running low.	Try the methods below to reduce the size of the print job. ❏ Lower the print quality and the resolution. ❏ Change the format setting. ❏ Reduce the number of images, letters or fonts used in the print job.
120	Cannot communicate with the server that is connected using an open platform.	Make sure there are no errors on the server or the network.
130	Collated printing has failed due to a lack of available memory.	Try the methods below to reduce the size of the print job. If you do not want to use these methods, try printing one copy at a time. ❏ Lower the print quality and the resolution. ❏ Change the format setting. ❏ Reduce the number of images, letters or fonts used in the print job.
131	Reverse printing has failed due to a lack of available memory.	If you want to print in reverse, try the following methods to reduce the size of the print job. ❏ Lower the print quality and the resolution. ❏ Change the format setting. ❏ Reduce the number of images, letters or fonts used in the print job.
132	Cannot print due to a lack of available memory.	Try the methods below to reduce the size of the print data. ❏ Change to a smaller paper size. ❏ Simplify the data by reducing the number of images in the print data or reducing the number of font types.
133	Cannot print on 2-sides due to a lack of available memory. Only one side will be printed.	Try the methods below to reduce the size of the print data. ❏ Change to a smaller paper size. ❏ Simplify the data by reducing the number of images in the print data or reducing the number of font types.
141	Error in the printer's HDD. The job has been canceled.	Contact Epson support or an authorized Epson service provider to replace the HDD.
151	Printing is not performed because the login user name and the user name associated with the confidential job do not match.	Make sure you login with the same user name as the user name associated with the confidential job.

Code	Problem	Solution
201	The memory is full.	❏ Print received faxes from **Job Status** in **Job/Status** . ❏ Delete received faxes saved in the inbox from **Job Status** in **Job/Status**. ❏ If you are sending a monochrome fax to a single destination, you can send it by using Direct Send. ❏ Divide your originals in two or more to send them in several batches.
202	The line was disconnected by the recipient machine.	Wait for a while and then try again.
203	The product cannot detect the dial tone.	❏ Make sure that the phone cable is connected correctly and the phone line is working. ❏ When the printer is connected to the PBX or the terminal adapter, change the **Line Type** setting to **PBX**. ❏ Tap **Settings** > **General Settings** > **Fax Settings** > **Basic Settings** > **Dial Tone Detection**, and then disable the dial tone setting.
204	The recipient machine is busy.	❏ Wait for a while and then try again. ❏ Check the recipient's fax number.
205	The recipient machine does not answer.	Wait for a while and then try again.
206	The phone cable is incorrectly connected to the LINE and EXT. port of the product.	Check the connection of the LINE port and the EXT. port of the printer.
207	The product is not connected to the phone line.	Connect the phone cable to the phone line.
208	The fax could not be sent to some of the specified recipients.	Print a **Fax Log** or **Last Transmission** report for previous faxes from **Fax Report** in the Fax mode to check the failed destination. When the **Save Failure Data** setting is enabled, you can resend a fax from **Job Status** in **Job/Status**.
301	There is not enough storage space available to save the data in the memory device.	❏ Increase the storage space in the memory device. ❏ Reduce the number of documents. ❏ Lower the scanning resolution or increase the compression ratio to reduce the size of the scanned image.
302	The memory device is write-protected.	Disable write protection on the memory device.
303	No folder has been created to save the scanned image.	Insert another memory device.
304	The memory device has been removed.	Reinsert the memory device.
305	An error occurred while saving the data to the memory device.	If the external device is accessed from a computer, wait for a while and then try again.
306	The memory is full.	Wait until other ongoing jobs are finished.
307	The scanned image size exceeds the maximum limit. (Scan to a Memory Device)	Lower the scanning resolution or increase the compression ratio to reduce the size of the scanned image.

Code	Problem	Solution
311	A DNS error has occurred.	❏ Tap **Settings** > **General Settings** > **Network Settings** > **Advanced** > **TCP/IP**, and then check the DNS settings. ❏ Check the DNS settings for the server, the computer, or the access point.
312	An authentication error has occurred.	Tap **Settings** > **General Settings** > **Network Settings** > **Advanced** > **Email Server** > **Server Settings**, and then check the server settings.
313	A communication error has occurred.	❏ Print a network connection report to check if the printer is connected to the network. ❏ Tap **Settings** > **General Settings** > **Network Settings** > **Advanced** > **Email Server** > **Server Settings** to check the email server settings. You can check the cause of the error by running connection check. ❏ The authentication method of the settings and the email server may not match. When you select **Off** as the authentication method, make sure the authentication method of the email server is set to None.
314	The data size exceeds the maximum size for attached files.	❏ Increase the **Attached File Max Size** setting in the scan settings. ❏ Lower the scanning resolution or increase the compression ratio to reduce the size of the scanned image.
315	The memory is full.	Retry after other ongoing jobs are finished.
316	A mail encryption error has occurred.	❏ Make sure that the encryption certificate setting is correct. ❏ Make sure that the printer's time setting is correct.
317	A mail signature error has occurred.	❏ Make sure that the signing certificate setting is correct. ❏ Make sure that the printer's time setting is correct.
321	A DNS error has occurred.	❏ Tap **Settings** > **General Settings** > **Network Settings** > **Advanced** > **TCP/IP**, and then check the DNS settings. ❏ Check the DNS settings for the server, the computer, or the access point.
322	An authentication error has occurred.	Check the **Location** settings.
323	A communication error has occurred.	❏ Check the **Location** settings. ❏ Print a network connection report to check if the printer is connected to the network.
324	A file with the same name already exists in the specified folder.	❏ Delete the file with the same name. ❏ Change the file name prefix in **File Settings**.

Code	Problem	Solution
325 326	There is not enough storage space available in the specified folder.	❏ Increase the storage space in the specified folder. ❏ Reduce the number of documents. ❏ Lower the scanning resolution or increase the compression ratio to reduce the size of the scanned image.
327	The memory is full.	Wait until other ongoing jobs are finished.
328	The destination was wrong or the destination does not exist.	Check the **Location** settings.
329	The scanned image size exceeds the maximum limit. (Scan to a Network Folder or FTP Server)	Lower the scanning resolution or increase the compression ratio to reduce the size of the scanned image.
330	An FTPS/FTPS secure connection error has occurred.	❏ Check the location in the destination settings. ❏ Run Web Config, and then update the root certificate. ❏ Run Web Config, and then import or update the CA certificate. If the error cannot be cleared, set the certificate verification to off in the destination settings.
331	A communication error occurred.	Print a network connection report to check if the printer is connected to the network.
332	There is not enough storage space available to save the scanned image in the destination storage.	Reduce the number of documents.
333	The destination could not be found because the destination information was uploaded to the server before sending the scanned image.	Select the destination again.
334	An error occurred while sending the scanned image.	-
341	A communication error has occurred.	❏ Check the connections for the printer and the computer. If you are connecting over a network, print a network connection report to check if the printer is connected to the network. ❏ Make sure that Document Capture Pro is installed on the computer.
350	An FTPS/HTTPS certificate error has occurred.	❏ Make sure that the date/time and time difference settings are correct. ❏ Run Web Config, and then update the root certificate. ❏ Run Web Config, and then import or update the CA certificate. If the error cannot be cleared, set the certificate verification to off in the destination settings.
401	There is not enough storage space available to save the data in the memory device.	Increase the storage space in the memory device.
402	The memory device is write-protected.	Disable write protection on the memory device.

Code	Problem	Solution
404	The memory device has been removed.	Reinsert the memory device.
405	An error occurred while saving the data to the memory device.	❏ Reinsert the memory device. ❏ Use a different memory device on which you have created a folder using the **Create a folder to save fax data** function.
411	A DNS error has occurred.	❏ Tap **Settings** > **General Settings** > **Network Settings** > **Advanced** > **TCP/IP**, and then check the DNS settings. ❏ Check the DNS settings for the server, the computer, or the access point.
412	An authentication error has occurred.	Tap **Settings** > **General Settings** > **Network Settings** > **Advanced** > **Email Server** > **Server Settings**, and then check the server settings.
413	A communication error has occurred.	❏ Tap **Settings** > **General Settings** > **Network Settings** > **Advanced** > **Email Server** > **Server Settings** to check the email server settings. You can check the cause of the error by running connection check. ❏ The authentication method of the settings and the email server may not match. When you select **Off** as the authentication method, make sure the authentication method of the email server is set to None. ❏ Print a network connection report to check if the printer is connected to the network.
421	A DNS error has occurred.	❏ Tap **Settings** > **General Settings** > **Network Settings** > **Advanced** > **TCP/IP**, and then check the DNS settings. ❏ Check the DNS settings for the server, the computer, or the access point.
422	An authentication error has occurred.	Tap **Settings** > **General Settings** > **Fax Settings** > **Receive Settings** > **Save/Forward Settings**, and then check the settings of the folder selected in **Destination**.
423	A communication error has occurred.	❏ Print a network connection report to check if the printer is connected to the network. ❏ Tap **Settings** > **General Settings** > **Fax Settings** > **Receive Settings** > **Save/Forward Settings**, and select › on the box registered. Then, check the folder setting in **Save/Forward Destination**.
425	There is not enough storage space available in the forwarding destination folder.	Increase the storage space in the forwarding destination folder.
428	The destination was wrong or the destination does not exist.	Tap **Settings** > **General Settings** > **Fax Settings** > **Receive Settings** > **Save/Forward Settings**, and select › on the box registered. Then, check the folder setting in **Save/Forward Destination**.
501	Cannot use the storage feature.	Check the user permissions from Web Config.

Code	Problem	Solution
502	The storage area is full.	Delete unnecessary saved jobs from the control panel or Web Config.
504	The number of files has reached the maximum limit.	Delete unnecessary saved jobs from the control panel or Web Config.
505	A read/write error has occurred in the storage.	Contact Epson support.

Cannot Operate the Printer as Expected

Operations are Slow

Printing Is Too Slow

The following causes can be considered.

Unnecessary applications are running.

Solutions

Close any unnecessary applications on your computer or smart device.

The print quality is set to high.

Solutions

Lower the quality setting.

Print Speed Priority is disabled.

Solutions

Select **Settings** on the home screen, select **General Settings** > **Printer Settings** > **Print Speed Priority**, and then select **On**.

Quiet Mode is enabled.

Solutions

Disable **Quiet Mode**. The printing speed slows down when the printer is running in **Quiet Mode**.

Select on the home screen, and then select **Off**.

Drying takes a while for 2-sided printing.

Solutions

For 2-sided printing, one side of paper is printed and dried, and then the other side is printed. Because the drying time differs depending on the environment, such as temperature or humidity, or the print data, the printing speed may be slower.

Depending on the print data and environment, the printer takes time to process print jobs, or slows down the print speed to maintain print quality.

Scanning Speed Is Slow

Scanning at a high resolution.

Solutions

Try scanning at a lower resolution.

LCD Screen Gets Dark

The printer is in sleep mode.

Solutions

Tap anywhere on the LCD screen to return it to its former state.

Touch Screen Does Not Respond

The following causes can be considered.

A protective sheet has been stuck on the touch screen.

Solutions

If you stick a protective sheet on the touch screen, the optical touch screen may not respond. Remove the sheet.

The screen is smeared.

Solutions

Turn off the printer, and then wipe the screen using a soft, dry cloth. If the screen is smeared, it may not respond.

Cannot Operate from the Control Panel

When the user feature restriction is enabled, a user ID and password are required to print.

Solutions

If you do not know the password, contact your printer administrator.

"x" is Displayed on the Screen and you Cannot Select Photos

The image file is not supported.

Solutions

"x" is displayed on the LCD screen when the image file is not supported by the product. Use files supported by the product.

➡ “Supported Data Specifications” on page 495

Printing is Paused

The covers of the printer are open.

Solutions

Close the covers if you have opened them during printing.

Memory Device Is not Recognized

The memory device is set to disabled.

Solutions

On the control panel, select **Settings** > **General Settings** > **Printer Settings** > **Memory Device**, and the enable the memory device.

Cannot Save Data to a Memory Device

The following causes can be considered.

The setting to save to a memory device has not been set.

Solutions

Select **Settings** > **General Settings** > **Fax Settings** > **Receive Settings** on the home screen, then select **Save/Forward Settings** > **Save to Memory Device** of **Create a folder to save fax data**. You cannot use the external memory unless you set this setting.

The memory device is write-protected.

Solutions

Disable write protection on the memory device.

There is not enough free space on the memory device.

Solutions

Delete unnesesary data or insert another memory device.

Operation Sounds Are Loud

Quiet Mode is disabled.

Solutions

If operations sounds are too loud, enable **Quiet Mode**. Enabling this feature may reduce printing speed.

Without Fax: **Settings** > **General Settings** > **Printer Settings** > **Quiet Mode**

Fax: **Settings** > **General Settings** > **Fax Settings** > **Receive Settings** > **Print Settings** > **Quiet Mode**

The Date and Time Are Incorrect

Error occurred in power supply.

Solutions

After a power failure caused by a lightning strike or if the power is left off for a long time, the clock may show the wrong time. Set the date and the time correctly in **Settings** > **General Settings** > **Basic Settings** > **Date/Time Settings** on the control panel.

The Root Certificate Needs to be Updated

The root certificate has expired.

Solutions

Run Web Config, and then update the root certificate.

Cannot Cancel Printing from a Computer Running Mac OS X v10.6.8

There is a problem with your AirPrint setup.

Solutions

Run Web Config, and then select **Port9100** as the **Top Priority Protocol** setting in **AirPrint Setup**. Select **System Preferences** from the Apple menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), remove the printer, and then add the printer again.

➡ "Application for Configuring Printer Operations (Web Config)" on page 451

Copies are Made or Faxes are Sent Unintentionally

Foreign objects are touching the optical touch panel.

Solutions

Select **Settings** > **General Settings** > **Basic Settings** > **Wake from Sleep**, and then turn off **Wake with LCD Screen Touch**. The printer will not return from sleep mode (power saving) until you press the ⏻ button.

Slight Electric Shock when Touching the Pinter

Many peripherals are connected to the computer.

Solutions

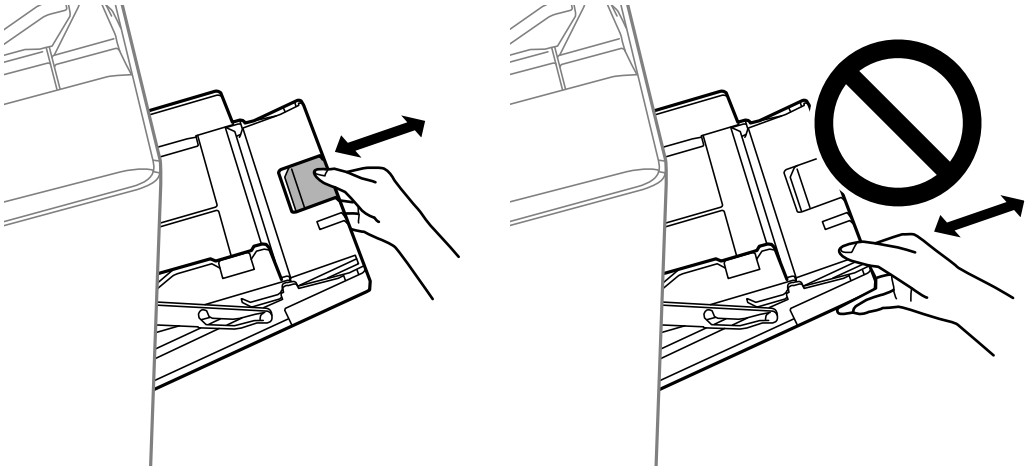
If many peripherals are connected to the computer, you may feel a slight electric shock when touching the printer. Install a ground wire to the computer that is connected to the printer.

Cannot Open or Close the Paper Tray Smoothly

You are not holding the center of the paper tray.

Solutions

When you open or close the paper tray, hold the center of the paper tray as shown in the illustration.



Sender's Fax Number Not Displayed

The sender's fax number is not set to the sender's machine.

Solutions

The sender may not have set the fax number. Contact the sender.

Sender's Fax Number Displayed on Received Faxes is Wrong

The sender's fax number set to the sender's machine is wrong.

Solutions

The sender may have set the fax number incorrectly. Contact the sender.

Cannot Make Calls on the Connected Telephone

The phone cable is not connected correctly.

Solutions

Connect the telephone to the EXT. port on the printer, and pick up the receiver. If you cannot hear a dial tone through the receiver, connect the phone cable correctly.

Answering Machine Cannot Answer Voice Calls

The printer's Rings to Answer setting is set to less than the number of rings for your answering machine.

Solutions

Select **Settings** > **General Settings** > **Fax Settings** > **Basic Settings** > **Rings to Answer**, and then set a number higher than the number of rings for your answering machine.

A Lot of Junk Faxes Have Been Received

The printer's feature to block junk faxes has not been set up.

Solutions

Make **Rejection Fax** settings in **Settings** > **General Settings** > **Fax Settings** > **Basic Settings**.

"Making Settings for Blocking Junk Faxes" on page 579

Cannot Delete Destination from Contacts

The following causes can be considered.

The destination has been registered to Presets

Solutions

Select **Presets** on the printer's control panel, select > next to the destination you want to delete, and then select to delete the destination from Presets. Next, try to delete the destination from Contacts.

You are trying to delete a destination registered that has been registered as a fax forwarding destination.

Solutions

After removing the forwarding setting of the destination you want to delete, try to delete the destination from Contacts. Contact your administrator for details on how to remove forwarding settings.

A Message is Displayed on the LCD Screen

If an error message is displayed on the LCD screen, follow the on-screen instructions or the solutions below to solve the problem. If a message is displayed when you cannot scan to the shared folder from the control panel, see the related information below.

Error Messages	Solutions
Printer error. Turn the power off and on again. For details, see your documentation.	Remove any paper in the printer and disconnect any optional items. If the error message is still displayed after turning the power off and on again, note the error code then contact Epson support.
Printer error. For details, see your documentation.	The printer may be damaged. Contact Epson support or an authorized Epson service provider to request repairs. However, non-printing features such as scanning may be available.

Error Messages	Solutions
Cannot print because XX is out of order. You can print from another cassette.	Turn the power off and on again, and then reinsert the paper cassette. If the error message is still displayed, contact Epson support or an authorized Epson service provider to request repairs.
HDD error. Turn the printer off and back on again. If the error continues, contact xxxxxxxx .	The HDD is damaged. Contact Epson support or an authorized Epson service provider to replace the HDD device. If the HDD is damaged, you will not be able to receive faxes. Also, you may not be able to print or copy the following items. ❏ Documents that contain images. ❏ Copying more than 50 pages of Text & Image A4 documents may fail.
xxxxxxx are nearing the end of their service life.	When it is time to replace a consumable item, the printer cannot be used. Contact Epson or an authorized Epson service provider to request replacement.
xxxxxxx are nearing the end of their service life.	Contact Epson support or an authorized Epson service provider.
xxxxxxx is at the end of its service life. Replace it.	Contact Epson support or an authorized Epson service provider.
You need to replace the following ink cartridge(s). Confirm the procedure, and then replace them.	To ensure you receive premium print quality and to help protect your print head, it is designed to stop operation before the ink is completely out. Replace to new ink cartridge.
Paper Setup Auto Display is set to Off. Some features may not be available. For details, see your documentation.	If **Paper Setup Auto Display** is disabled, you cannot use AirPrint.
No dial tone is detected.	This problem might be resolved by tapping **Settings** > **General Settings** > **Fax Settings** > **Basic Settings** > **Line Type**, and then selecting **PBX**. If your phone system requires an external access code to get an outside line, set the access code after selecting **PBX**. Use # (hash) instead of the actual access code when entering an outside fax number. This ensures the communication. If the error message is still displayed, set the **Dial Tone Detection** settings to disabled. However, disabling this feature may drop the first digit of a fax number and send the fax to the wrong number.
Failed to receive faxes because the fax data capacity is full. Touch the Job/Status at the bottom of the Home Screen for details.	There are incoming faxes that are not printed and saved. ❏ Cannot Print The printer cannot operate due to some error. Check the details and solutions of the error. ❏ Cannot save in the computer or the memory device Turn on the computer or connect a memory device to the printer.
The combination of the IP address and the subnet mask is invalid. See your documentation for more details.	Enter the correct IP address or default gateway. Contact your network administrator for assistance.
To use cloud services, update the root certificate from the Epson Web Config utility.	Run Web Config, and then update the root certificate.

Error Messages	Solutions
Check that the printer driver is installed on the computer and that the port settings for the printer are correct.	Click **Print Queue** on the printer driver's **Maintenance** tab. Make sure the printer port is selected correctly in **Property** > **Port** from the **Printer** menu as follows. USB connection: **USBXXX** Network connection: **EpsonNet Print Port**
Check that the printer driver is installed on the computer and that the USB port settings for the printer are correct.	
Recovery Mode Update Firmware	The printer has started in recovery mode because the firmware update failed. Follow the steps below to try to update the firmware again. 1. Connect the computer and the printer with a USB cable. (During recovery mode, you cannot update the firmware over a network connection.) 2. Visit your local Epson website for further instructions.

Related Information

➡ "Messages are Displayed on the Control Panel" on page 276

Paper Gets Jammed

Check the error displayed on the control panel and follow the instructions to remove the jammed paper including any torn pieces. The LCD screen displays an animation that shows you how to remove jammed paper. Next, select **OK** to clear the error.

> ⚠ ***Caution:***
> *Never touch the buttons on the control panel while your hand is inside the printer. If the printer starts operating, it could cause an injury. Be careful not to touch the protruding parts to avoid injury.*

> ***Important:***
> *Remove the jammed paper carefully. Removing the paper vigorously may cause damage to the printer.*

Preventing Paper Jams

Check the following if paper jams occur frequently.

❏ Place the printer on a flat surface and operate in the recommended environmental conditions.
"Environmental Specifications" on page 497

❏ Use the paper supported by this printer.
"Available Paper and Capacities" on page 438

❏ Follow paper handling precautions.
"Paper Handling Precautions" on page 36

❏ Load paper in the correct direction, and slide the edge guide against the edge of the paper.
"Loading Paper" on page 38

❏ Do not load more than the maximum number of sheets specified for paper.

- ❏ Load one sheet of paper at a time if you have loaded several sheets of paper.
- ❏ Make sure the paper size and paper type settings match the actual paper size and paper type loaded in the printer.

  "Setting the Paper Type" on page 37
- ❏ Check the paper condition. If paper absorbs moisture, it becomes wavy or curls that may cause the trouble.
- ❏ If paper jams occur frequently, try using newly opened papers.
- ❏ Try disabling **Print Speed Priority**. On the home screen, tap **Settings** > **General Settings** > **Printer Settings** > **Print Speed Priority**, and then disable the setting.
- ❏ When you punch holes using the hole punch unit installed in the staple finisher or the booklet finisher, adjust the data so that it is not printed at the punch position. Alternatively, set the binding margin so that it is not printed at the punch position. If you punch on the printed area, it may cause punch failure or a paper jam.

  "Punching Each Set of Copies from a Computer" on page 365

  "Copying and Stapling or Punching Holes" on page 370

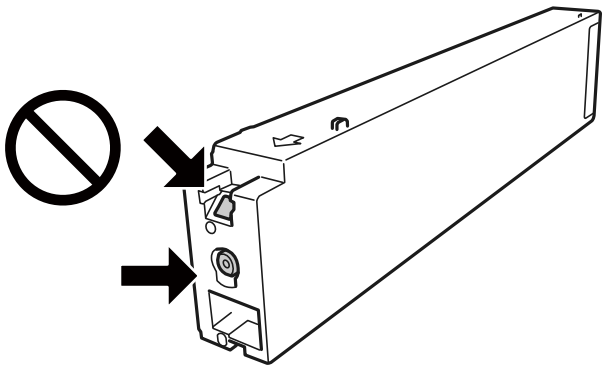
It is Time to Replace the Ink Cartridges

Ink Cartridge Handling Precautions

Read the following instructions before replacing ink cartridges.

Handling Precautions

- ❏ Store ink cartridges at normal room temperature and keep them away from direct sunlight.
- ❏ Epson recommends using the ink cartridge before the date printed on the package.
- ❏ For best results, store ink cartridge packages with their bottom down.
- ❏ After bringing an ink cartridge inside from a cold storage site, allow it to warm up at room temperature for at least 12 hours before using it.
- ❏ Do not touch the sections shown in the illustration. Doing so may prevent normal operation and printing.



- ❏ Install all ink cartridges; otherwise you cannot print.
- ❏ Do not turn off the printer during ink charging. If the ink charging is incomplete, you may not be able to print.
- ❏ Do not leave the printer with the ink cartridge removed or do not turn off the printer during cartridge replacement. Otherwise, ink remaining in the print head nozzles will dry out and you may not be able to print.

- ❏ If you need to remove an ink cartridge temporarily, make sure you protect the ink supply area from dirt and dust. Store the ink cartridge in the same environment as the printer, with the ink supply port facing sideways. Because the ink supply port is equipped with a valve designed to contain the release of excess ink, there is no need to supply your own covers or plugs.
- ❏ Removed ink cartridges may have ink around the ink supply port, so be careful not to get any ink on the surrounding area when removing the cartridges.
- ❏ This printer uses ink cartridges equipped with a green chip that monitors information such as the amount of remaining ink for each cartridge. This means that even if the cartridge is removed from the printer before it is expended, you can still use the cartridge after reinserting it back into the printer.
- ❏ To ensure you receive premium print quality and to help protect your print head, a variable ink safety reserve remains in the cartridge when your printer indicates to replace the cartridge. The yields quoted for you do not include this reserve.
- ❏ Although the ink cartridges may contain recycled materials, this does not affect printer function or performance.
- ❏ Specifications and appearance of the ink cartridge are subject to change without prior notice for improvement.
- ❏ Do not disassemble or remodel the ink cartridge, otherwise you may not be able to print normally.
- ❏ Quoted yields may vary depending on the images that you are printing, the paper type that you are using, the frequency of your prints and environmental conditions such as temperature.
- ❏ Do not drop or knock it against hard objects; otherwise, the ink may leak.

Ink Consumption

- ❏ To maintain optimum print head performance, some ink is consumed from all cartridges not only during printing but also during maintenance operations such as print head cleaning.
- ❏ The ink in the ink cartridge supplied with your printer is partly used during initial setup. In order to produce high quality printouts, the print head in your printer will be fully charged with ink. This one-off process consumes a quantity of ink and therefore this cartridge may print fewer pages compared to subsequent ink cartridges.

Replacing Ink Cartridge

When a message is displayed prompting you to replace the ink cartridge, select **How To** and then view the animations displayed on the control panel to learn how to replace the ink cartridge.

Related Information

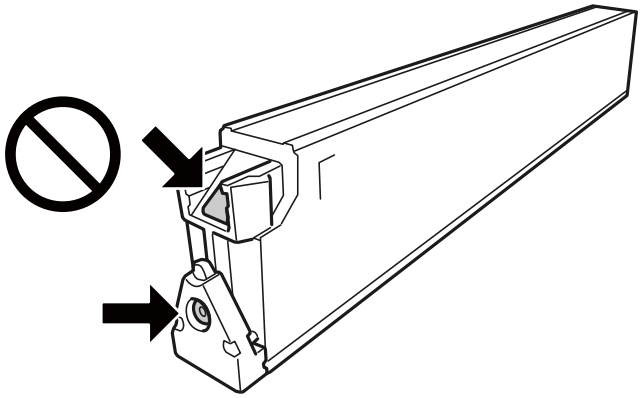
➡ "Ink Cartridge Codes" on page 441
➡ "Ink Cartridge Handling Precautions" on page 307

It is Time to Replace the Maintenance Box

Maintenance Box Handling Precautions

Read the following instructions before replacing the maintenance box.

❏ Do not touch the sections shown in the illustration. Doing so may prevent normal operation and you may get smeared with ink.



❏ Do not tilt the used maintenance box until after it is sealed in the plastic bag; otherwise ink may leak.

❏ Keep the maintenance box out of direct sunlight.

❏ Do not store the maintenance box in high or freezing temperatures.

❏ Do not reuse a maintenance box which has been removed and left detached for a long period. Ink inside the box will have solidified and no more ink can be absorbed.

❏ Do not remove the maintenance box and its cover except when replacing the maintenance box; otherwise ink may leak.

Replacing a Maintenance Box

In some print cycles a very small amount of surplus ink may be collected in the maintenance box. To prevent ink leakage from the maintenance box, the printer is designed to stop printing when the absorbing capacity of the maintenance box has reached its limit. Whether and how often this is required will vary according to the number of pages you print, the type of material that you print and the number of cleaning cycles that the printer performs.

When a message is displayed prompting you to replace the maintenance box, refer to the animations displayed on the control panel. The need for replacement of the box does not mean that your printer has ceased to operate in accordance with its specifications. The Epson warranty does not cover the cost of this replacement. It is a user-serviceable part.

Note:
When the maintenance box is full, you cannot print and clean the print head until it is replaced to avoid ink leakage. However, you can perform operations that do not use ink such as scanning.

Related Information

➡ "Maintenance Box Code" on page 442

➡ "Maintenance Box Handling Precautions" on page 308

Printing, Copying, Scanning, and Faxing Quality is Poor

Print Quality is Poor

Printouts are Scuffed or Banding Appears

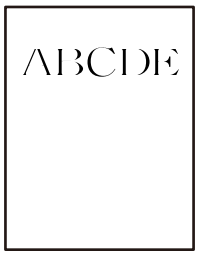
The print head nozzles may be clogged.

Solutions

Perform a nozzle check to see if the print head nozzles are clogged. Perform a nozzle check, and then clean the print head if any of the print head nozzles are clogged. If you have not used the printer for a long time, the print head nozzles may be clogged and ink drops may not be discharged.

➡ "Checking the Clogged Nozzles" on page 227

Printout Differs from Normal Printing, Such as Scuffed Thin Lines and Faint Print Colors (When Printing Files Saved in Storage from a Computer)



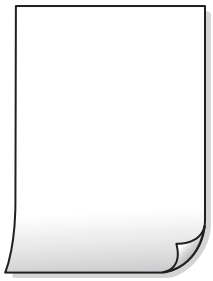
The print quality is set to low when saved to storage.

Solutions

Print using a higher quality setting in your Windows printer driver.

On the **Main** tab, select **More Settings** from **Quality**, and then select **Quality**.

Printout Comes Out as a Blank Sheet



Multiple sheets of paper are fed into the printer at the same time.

Solutions

See the following to prevent multiple sheets of paper being fed into the printer at the same time.

➡ "Several Sheets of Paper are Fed at a Time" on page 245

Paper Is Smeared or Scuffed

The following causes can be considered.

Unsupported paper is being used.

Solutions

Use paper supported by this printer.

➡ "Available Paper and Capacities" on page 438
➡ "Unavailable Paper Types" on page 441

Paper is loaded incorrectly.

Solutions

When horizontal banding (perpendicular to the printing direction) appears, or the top or bottom of the paper is smeared, load paper in the correct direction and slide the edge guides to the edges of the paper.

➡ "Loading Paper" on page 38

Too many sheets are loaded in the printer.

Solutions

Do not load more than the maximum number of sheets specified for the paper. For plain paper, do not load above the line indicated by the triangle symbol on the edge guide.

➡ "Available Paper and Capacities" on page 438

The paper is curled.

Solutions

Place the paper on a flat surface to check if it is curled. If it is, flatten it.

Paper is wet.

Solutions

Check the paper condition. If paper absorbs moisture, it becomes wavy or curls that may cause the trouble.

Old paper is used.

Solutions

If papers are smeared or scuffed frequently, try using newly opened papers.

Paper is not sealed.

Solutions

Keep paper that you opened once sealed in a plastic bag.

The print head is rubbing the surface of the paper.

Solutions

When printing on thick paper, the print head is close to the printing surface and the paper may be scuffed. In this case, enable the reduce scuff setting. If you enable this setting, print quality may decline or printing may slow down.

Control panel

Select **Settings** > **General Settings** > **Printer Settings**, and then enable **Thick Paper**. See the printer's LCD screen for the setting options.

Print density is set to high.

Solutions

If paper is still smeared after enabling **Thick Paper**, reduce the print density.

The back of the paper was printed before the side that had already been printed was dry.

Solutions

When performing manual 2-sided printing, make sure that the ink is completely dry before reloading the paper.

When printing using automatic 2-sided printing, the print density is too high and the drying time is too short.

Solutions

When using the automatic 2-sided printing feature and printing high density data such as images and graphs, set the print density to lower and the drying time to longer.

➡ "Printing on 2-Sides" on page 58

➡ "Printing on 2-Sides" on page 101

The Position, Size, or Margins of the Printout Are Incorrect

The following causes can be considered.

The paper is loaded incorrectly.

Solutions

Load paper in the correct direction, and slide the edge guide against the edge of the paper.

➡ "Loading Paper" on page 38

The size of the paper is set incorrectly.

Solutions

Select the appropriate paper size setting.

The margin setting in the application software is not within the print area.

Solutions

Adjust the margin setting in the application so that it falls within the printable area.

➡ "Printable Area" on page 487

Printed Characters Are Incorrect or Garbled

<B□□コ ┗□・□斥彗二 ZAｵ銛・コ i2 濫・」・ｻ-8Q□/ｱ□r
□b8 □!$ NB□X□・ Bｱ kBcT,□・ B ・ﾒ;」EE□Pｸ□□」2; ・□1ツ
M□u

□ ?□□ ?▲□ ?□□□

The computer has been manually put into the Hibernate mode or the Sleep mode while printing.

Solutions

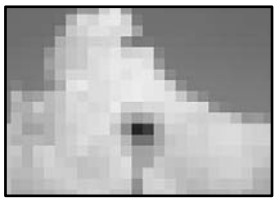
Do not put the computer manually into the **Hibernate** mode or the **Sleep** mode while printing. Pages of garbled text may be printed next time you start the computer.

You are using the printer driver for a different printer.

Solutions

Make sure that the printer driver you are using is for this printer. Check the printer name on the top of the printer driver window.

Mosaic-Like Patterns in the Prints



Images or photos with a low resolution were printed.

Solutions

When printing images or photos, print using high-resolution data. Images on web sites are often low resolution although they look good enough on the display, and so print quality may decline.

Printer Does Not Print Correctly While Using PostScript Printer Driver

The following causes can be considered.

There is a problem with the data.

Solutions

- ❏ If the file is created in an application that allows you to change the data format, such as Adobe Photoshop, make sure that the settings in the application match the settings in the printer driver.
- ❏ EPS files made in binary format may not be printed correctly. Set the format to ASCII when making EPS files in an application.
- ❏ For Windows, the printer cannot print binary data when it is connected to the computer using a USB interface. Set the **Output Protocol** setting on the **Device Settings** tab in the printer properties to **ASCII** or **TBCP**.
- ❏ For Windows, select the appropriate substitution fonts on the **Device Settings** tab in the printer properties.

Copy Quality is Poor

Copies are Scuffed or Banding Appears

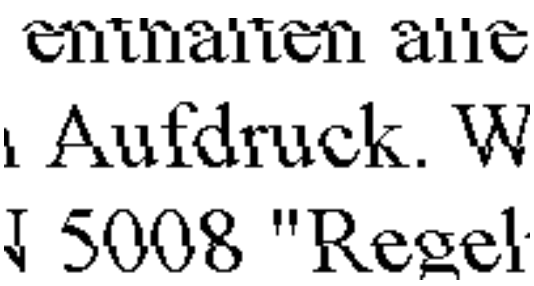
The print head nozzles may be clogged.

Solutions

Perform a nozzle check to see if the print head nozzles are clogged. Perform a nozzle check, and then clean the print head if any of the print head nozzles are clogged. If you have not used the printer for a long time, the print head nozzles may be clogged and ink drops may not be discharged.

➡ "Checking the Clogged Nozzles" on page 227

Vertical Banding or Misalignment



The following causes can be considered.

The originals are folded or wrinkled.

Solutions

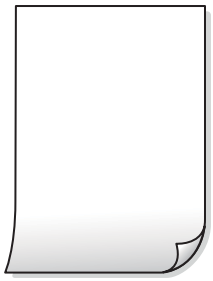
❏ When using the ADF

Do not place the originals on in ADF. Place the originals on the scanner glass instead.

❏ When using the scanner glass

Flatten out the folds and wrinkles in the originals as much as possible. When placing originals, try placing a piece of card and so on over the document so that it does not lift up, and remains in close contact with the surface.

Printout Comes Out as a Blank Sheet



Multiple sheets of paper are fed into the printer at the same time.

Solutions

See the following to prevent multiple sheets of paper being fed into the printer at the same time.

➡ "Several Sheets of Paper are Fed at a Time" on page 245

Paper Is Smeared or Scuffed

The following causes can be considered.

Paper is loaded incorrectly.

Solutions

When horizontal banding (perpendicular to the printing direction) appears, or the top or bottom of the paper is smeared, load paper in the correct direction and slide the edge guides to the edges of the paper.

➡ "Loading Paper" on page 38

The paper path is smeared.

Solutions

When vertical banding (horizontal to the printing direction) appears, or the paper is smeared, clean the paper path.

The paper is curled.

Solutions

Place the paper on a flat surface to check if it is curled. If it is, flatten it.

The printhead is rubbing the surface of the paper.

Solutions

When copying on thick paper, the print head is close to the printing surface and the paper may be scuffed. In this case, enable the reduce scuff setting.

Select **Settings** > **General Settings** > **Printer Settings**, and then enable **Thick Paper** on the control panel. If you enable this setting, copy quality may decline or may slow down.

The Position, Size, or Margins of the Copies are Incorrect

The following causes can be considered.

The paper is loaded incorrectly.

Solutions

Load paper in the correct direction, and slide the edge guide against the edge of the paper.

➡ "Loading Paper" on page 38

The size of the paper is set incorrectly.

Solutions

Select the appropriate paper size setting.

The originals are not placed correctly.

Solutions

❏ Make sure the original is placed correctly against the alignment marks.

❏ If the edge of the scanned image is missing, move the original slightly away from the edge of the scanner glass. You cannot scan the area within approximately 1.5 mm (0.06 in.) from the edge of the scanner glass.

➡ "Placing Originals" on page 43

There is some dust or stains on the scanner glass.

Solutions

Clean the scanner glass and the document cover using a dry, soft, clean cloth. If there is dust or stains around the originals on the glass, the copy area may extend to include the dust or stains, resulting in the wrong copying position or small images.

➡ "Cleaning the Scanner Glass" on page 228

Original Size is wrong in copy setting.

Solutions

Select the appropriate **Original Size** in the copy setting.

Smears, Dots, or Straight Lines Appear in the Copied Image

The following causes can be considered.

There is dust or dirt on the originals or the scanner glass.

Solutions

Remove any dust or dirt that adheres to the originals, and clean the scanner glass.

➡ "Cleaning the Scanner Glass" on page 228

There is dust or dirt on the ADF or originals.

Solutions

Clean the ADF, and remove any dust or dirt that adheres to the originals.

➡ "Cleaning the ADF" on page 230

The original was pressed with too much force.

Solutions

If you press with too much force, blurring, smudges, and spots may occur.

Do not press with too much force on the original or the document cover.

➡ "Placing Originals" on page 43

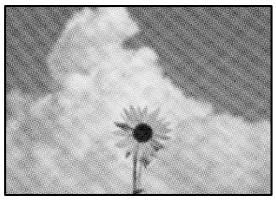
The copy density setting is too high.

Solutions

Lower the copy density setting.

➡ "Basic Menu Options for Copying" on page 128

Moiré (Cross-Hatch) Patterns Appear in the Copied Image



If the original is a printed document such as a magazine or a catalog, a dotted moiré pattern appears.

Solutions

Change the reduce and enlarge setting. If a moiré pattern still appears, place the original at a slightly different angle.

➡ "Basic Menu Options for Copying" on page 128

An Image of the Reverse Side of the Original Appears in the Copied Image

The following causes can be considered.

When scanning thin originals, images on the back may be scanned at the same time.

Solutions

Place the original on the scanner glass and then place a piece of black paper over it.

➡ "Placing Originals" on page 43

The copy density setting is too high.

Solutions

Lower the copy density setting.

➡ "Basic Menu Options for Copying" on page 128

Scanned Image Problems

Uneven Colors, Dirt, Spots, and so on Appear when Scanning from the Scanner Glass

There is dust or dirt on the originals or the scanner glass.

Solutions

Remove any dust or dirt that adheres to the originals, and clean the scanner glass.

➡ "Cleaning the Scanner Glass" on page 228

The original was pressed with too much force.

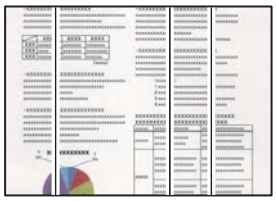
Solutions

If you press with too much force, blurring, smudges, and spots may occur.

Do not press with too much force on the original or the document cover.

➡ "Placing Originals" on page 43

Straight Lines Appear when Scanning from ADF



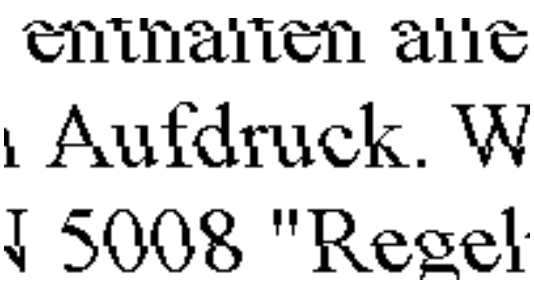
There is dust or dirt on the ADF or originals.

Solutions

Clean the ADF, and remove any dust or dirt that adheres to the originals.

➡ "Cleaning the ADF" on page 230

Blurry Scans, Vertical Banding, or Misalignment



The originals are folded or wrinkled.

Solutions

❏ When using the ADF

Do not place the originals on in ADF. Place the originals on the scanner glass instead.

❏ When using the scanner glass

Flatten out the folds and wrinkles in the originals as much as possible. When placing originals, try placing a piece of card and so on over the document so that it does not lift up, and remains in close contact with the surface.

Offset Appears in the Background of Scanned Images

When scanning thin originals, images on the back may be scanned at the same time.

Solutions

When scanning from the scanner glass, place black paper or a desk pad over the original.

➡ "Placing Originals" on page 43

Cannot Scan the Correct Area on the Scanner Glass

The originals are not placed correctly.

Solutions

❏ Make sure the original is placed correctly against the alignment marks.

❏ If the edge of the scanned image is missing, move the original slightly away from the edge of the scanner glass. You cannot scan the area within approximately 1.5 mm (0.06 in.) from the edge of the scanner glass.

➡ "Placing Originals" on page 43

There is dust or dirt on the scanner glass.

Solutions

When scanning from the control panel and selecting auto scan area cropping function, remove any trash or dirt from the scanner glass and document cover. If there is any trash or dirt around the original, the scanning range expands to include it.

Cannot Solve Problems in the Scanned Image

Check the following if you have tried all of the solutions and have not solved the problem.

There are problems with the scanning software settings.

Solutions

Use Epson Scan 2 Utility to initialize the settings for the scanner driver "Epson Scan 2".

Note:
Epson Scan 2 Utility is an application that comes with Epson Scan 2.

1. Start the Epson Scan 2 Utility.

   ❏ Windows 10

   Click the start button, and then select **EPSON** > **Epson Scan 2 Utility**.

   ❏ Windows 8.1/Windows 8

   Enter the application name in the search charm, and then select the displayed icon.

   ❏ Windows 7/Windows Vista/Windows XP

   Click the start button, and then select **All Programs** or **Programs** > **EPSON** > **Epson Scan 2** > **Epson Scan 2 Utility**.

   ❏ Mac OS

   Select **Go** > **Applications** > **Epson Software** > **Epson Scan 2 Utility**.

2. Select the **Other** tab.

3. Click **Reset**.

If initialization does not solve the problem, uninstall and re-install Epson Scan 2.

➡ "Installing or Uninstalling Applications Separately" on page 233

The Quality of the Sent Fax is Poor

Quality of the Sent Fax is Poor

The following causes can be considered.

There is dust or dirt on the originals or the scanner glass.

Solutions

Remove any dust or dirt that adheres to the originals, and clean the scanner glass.

➡ "Cleaning the Scanner Glass" on page 228

The original was pressed with too much force.

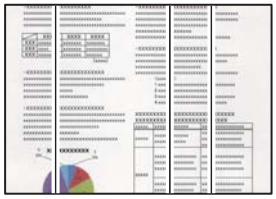
Solutions

If you press with too much force, blurring, smudges, and spots may occur.

Do not press with too much force on the original or the document cover.

➡ "Placing Originals" on page 43

Straight Lines Appear when Sending Faxes from the ADF



The following causes can be considered.

There is dust or dirt on the ADF or originals.

Solutions

Clean the ADF, and remove any dust or dirt that adheres to the originals.

➡ "Cleaning the ADF" on page 230

The Image Quality of the Sent Fax is Poor

The following causes can be considered.

The Original Type setting is wrong.

Solutions

Select **Fax** > **Fax Settings** > **Scan Settings** > **Original Type**, and then change the setting. When the original you are sending contains text and images, set this to **Photo**.

The resolution is set to low.

Solutions

If you do not know the performance of the sender's fax machine, set the following before sending a fax.

❏ Select **Fax** > **Fax Settings** and then make the **Resolution** setting to set the highest quality image.

❏ Select **Fax** > **Fax Settings** and then enable **Direct Send**.

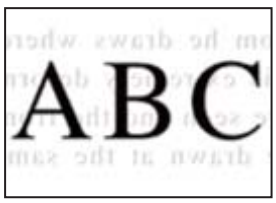
Note that if you set **Resolution** to **Super Fine** or **Ultra Fine** but you send the fax without enabling **Direct Send**, the fax may be sent at a lower resolution.

ECM setting is disabled.

Solutions

Select **Settings** > **General Settings** > **Fax Settings** > **Basic Settings** and enable the **ECM** setting on the control panel. This may clear errors that occur due to connection problems. Note that the speed of sending and receiving faxes may be slower than when **ECM** is disabled.

An Image of the Reverse Side of the Original Appears in the Sent Fax



The following causes can be considered.

When scanning thin originals, images on the back may be scanned at the same time.

Solutions

Place the original on the scanner glass and then place a piece of black paper over it.

➡ "Placing Originals" on page 43

The density setting is high when sending faxes.

Solutions

Select **Fax** > **Fax Settings** > **Scan Settings** > **Density**, and then lower the setting.

Received Fax Quality is Poor

The Image Quality of Received Faxes is Poor

The image quality setting is low on the sender's fax machine.

Solutions

Ask the sender to send faxes at a higher quality.

Cannot Solve Problem After Trying All Solutions

If you cannot solve the problem after trying all of the solutions, contact Epson support.

If you cannot solve printing or copying problems, see the following related information.

Related Information

➡ "Cannot Solve Printing or Copying Problems" on page 325

Cannot Solve Printing or Copying Problems

Try the following problems in order starting at the top until you solve the problem.

❏ Make sure you match the paper type loaded in the printer and the paper type set on the printer to the paper type settings in the printer driver.

"Paper Size and Type Settings" on page 36

❏ Use a higher quality setting on the control panel or the printer driver.

❏ Reinstall the ink cartridges already installed in the printer.

Reinstalling the ink cartridges may clear clogging in the print head nozzles and allow the ink to flow smoothly.

However, because the ink is consumed when the ink cartridge is reinstalled, a message asking you to replace the ink cartridge may be displayed depending on the amount of ink remaining.

"It is Time to Replace the Ink Cartridges" on page 307

❏ Run a nozzle check to see if the print head nozzles are clogged.

If the nozzles are clogged, clean the print head.

Note that print head cleaning uses some ink.

"Checking the Clogged Nozzles" on page 227

❏ Check that you are using genuine Epson ink cartridges.

Try to use genuine Epson ink cartridges. The use of non-genuine ink cartridges may cause print quality to decline.

"Ink Cartridge Codes" on page 441

❏ Make sure that there are no paper fragments left inside the printer.

❏ Check the paper.

Check if the paper is curled or loaded with the printable side facing up.

"Paper Handling Precautions" on page 36

"Available Paper and Capacities" on page 438

"Unavailable Paper Types" on page 441

❏ Make sure that you are not using an old ink cartridge.

For best results, Epson recommends using up ink cartridges before the best before date printed on the package, or within six months of opening the package, whichever is earlier.

If you cannot solve the problem by checking the solutions above, you may need to request repairs. Contact Epson support.

Related Information

➡ "Before Contacting Epson" on page 647

➡ "Contacting Epson Support" on page 647

Adding or Replacing the Computer or Devices

Connecting to a Printer that has been Connected to the Network. 328

Re-setting the Network Connection. 329

Connecting a Smart Device and Printer Directly (Wi-Fi Direct). 334

Checking the Network Connection Status. 343

Connecting to a Printer that has been Connected to the Network

When the printer has already been connected to the network, you can connect a computer or a smart device to the printer over the network.

Using a Network Printer from a Second Computer

We recommend using the installer to connect the printer to a computer. You can run the installer using one of the following methods.

❏ Setting up from the website

Access the following website, and then enter the product name. Go to **Setup**, and then start setting up.

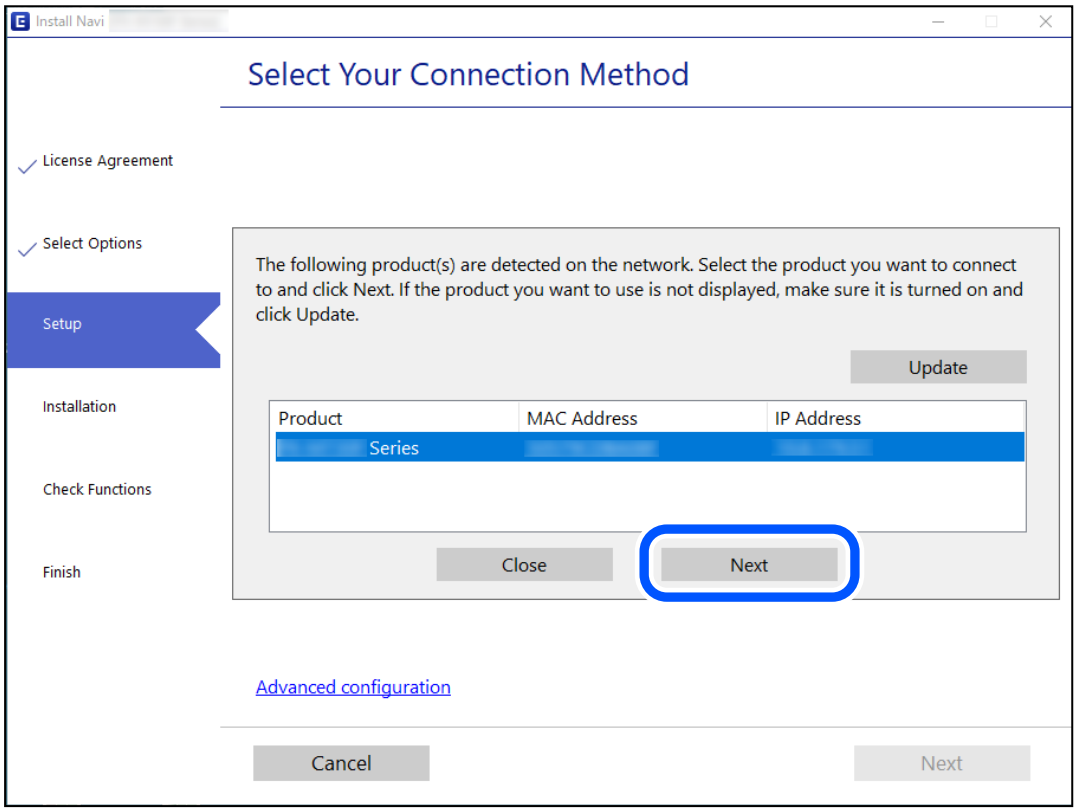
https://epson.sn

❏ Setting up using the software disc (only for the models that come with a software disc and users with Windows computers with disc drives.)

Insert the software disc into the computer, and then follow the on-screen instructions.

Selecting the Printer

Follow the on-screen instructions until the following screen is displayed, select the printer name you want to connect to, and then click **Next**.



Follow the on-screen instructions.

Using a Network Printer from a Smart Device

You can connect a smart device to the printer using one of the following methods.

Connecting over a wireless router

Connect the smart device to the same network as the printer.

See the following for more details.

"Making Settings for Connecting to the Smart Device" on page 329

Connecting by Wi-Fi Direct

Connect the smart device to the printer directly without a wireless router.

See the following for more details.

"Connecting a Smart Device and Printer Directly (Wi-Fi Direct)" on page 334

Re-setting the Network Connection

This section explains how to make the network connection settings and change the connection method when replacing the wireless router or the computer.

When Replacing the Wireless Router

When you replace the wireless router, make settings for the connection between the computer or the smart device and the printer.

You need to make these settings if you change your Internet service provider and so on.

Making Settings for Connecting to the Computer

We recommend using the installer to connect the printer to a computer. You can run the installer using one of the following methods.

❏ Setting up from the website

Access the following website, and then enter the product name. Go to **Setup**, and then start setting up.

https://epson.sn

❏ Setting up using the software disc (only for the models that come with a software disc and users with Windows computers with disc drives.)

Insert the software disc into the computer, and then follow the on-screen instructions.

Making Settings for Connecting to the Smart Device

You can use the printer from a smart device when you connect the printer to the same Wi-Fi network (SSID) as the smart device. To use the printer from a smart device, set up from the following website. Access to the website from the smart device that you want to connect to the printer.

http://epson.sn > **Setup**

When Changing the Computer

When changing the computer, make connection settings between the computer and the printer.

Making Settings for Connecting to the Computer

We recommend using the installer to connect the printer to a computer. You can run the installer using one of the following methods.

❏ Setting up from the website

Access the following website, and then enter the product name. Go to **Setup**, and then start setting up.

https://epson.sn

❏ Setting up using the software disc (only for the models that come with a software disc and users with Windows computers with disc drives.)

Insert the software disc into the computer, and then follow the on-screen instructions.

Follow the on-screen instructions.

Changing the Connection Method to the Computer

This section explains how to change the connection method when the computer and the printer have been connected.

Changing the Network Connection from Ethernet to Wi-Fi

Change the Ethernet connection to Wi-Fi connection from the printer's control panel. The changing connection method is basically the same as the Wi-Fi connection settings.

Related Information

➡ "Making Wi-Fi Settings from the Control Panel" on page 331

Changing the Network Connection from Wi-Fi to Ethernet

Follow the steps below to change from a Wi-Fi connection to an Ethernet connection.

1. Select **Settings** on the home screen.
2. Select **General Settings** > **Network Settings** > **Wired LAN Setup**.
3. Follow the on-screen instructions.

Changing from USB to a Network Connection

Using the installer and re-set up in a different connection method.

❏ Setting up from the website

Access the following website, and then enter the product name. Go to **Setup**, and then start setting up.

http://epson.sn

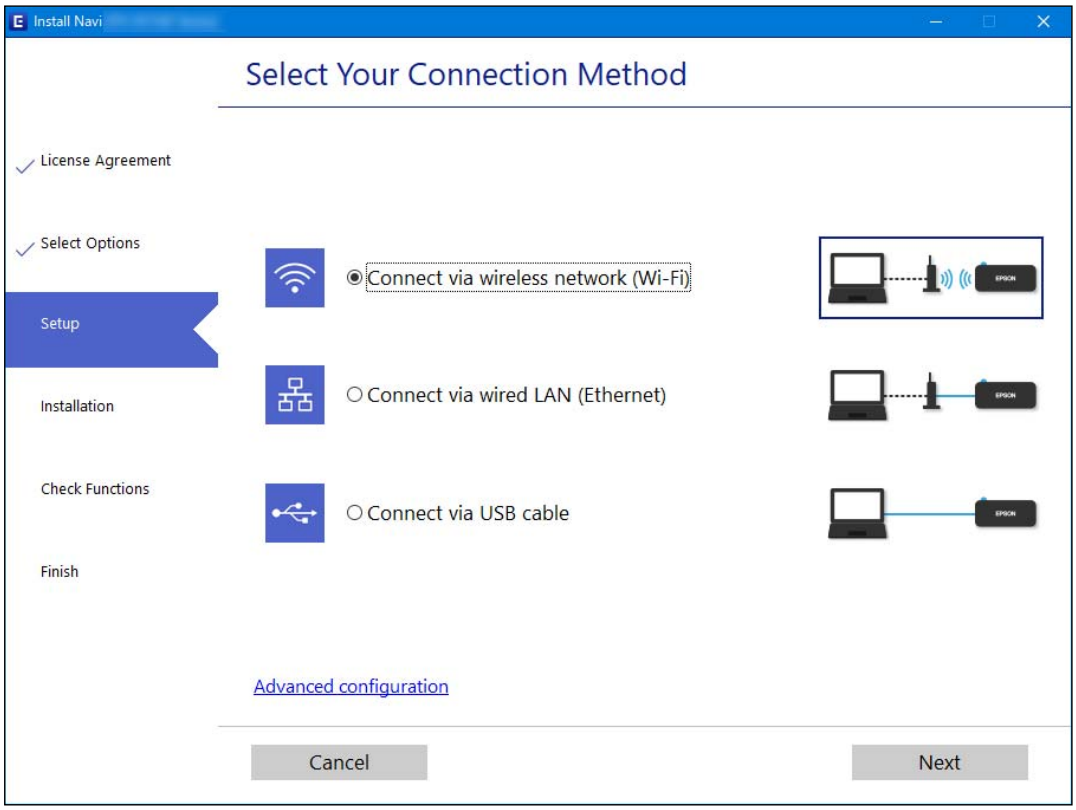
❏ Setting up using the software disc (only for the models that come with a software disc and users with Windows computers with disc drives.)

Insert the software disc into the computer, and then follow the on-screen instructions.

Selecting Change the Connection Methods

Follow the on-screen instructions until the following screen is displayed.

Select the network connection that you want to use, **Connect via wireless network (Wi-Fi)** or **Connect via wired LAN (Ethernet)**, and then click **Next**.



Note:
The displayed connection method differs depending on the model.

Follow the on-screen instructions.

Making Wi-Fi Settings from the Control Panel

You can make network settings from the printer's control panel in several ways. Choose the connection method that matches the environment and conditions that you are using.

If you know the information for the wireless router such as SSID and password, you can make settings manually.

If the wireless router supports WPS, you can make settings by using push button setup.

After connecting the printer to the network, connect to the printer from the device that you want to use (computer, smart device, tablet, and so on.)

Related Information

➡ "Making Wi-Fi Settings by Entering the SSID and Password" on page 332

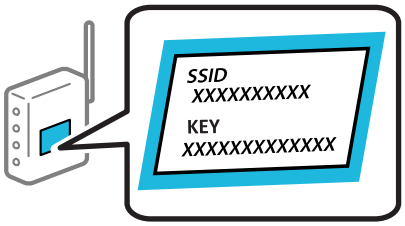
➡ "Making Wi-Fi Settings by Push Button Setup (WPS)" on page 333

➡ "Making Wi-Fi Settings by PIN Code Setup (WPS)" on page 333

Making Wi-Fi Settings by Entering the SSID and Password

You can set up a Wi-Fi network by entering the information necessary to connect to a wireless router from the printer's control panel. To set up using this method, you need the SSID and password for a wireless router.

Note:
If you are using an wireless router with its default settings, the SSID and password are on the label. If you do not know the SSID and password, contact the person who set up the wireless router, or see the documentation provided with the wireless router.



1. Tap on the home screen.
2. Tap **Router**.
3. Tap **Start Setup**.
4. Tap **Wi-Fi Setup**.

   If you have made Ethernet settings, check the message and then tap **Yes**.
5. Tap **Wi-Fi Setup Wizard**.
6. Follow the on-screen instructions to select the SSID, enter the password for the wireless router, and start setup.

   If you want to check the network connection status for the printer after setup is complete, see the related information link below for details.

   Note:
   - ❏ *If you do not know the SSID, check if it is written on the label of the wireless router. If you are using the wireless router with its default settings, use the SSID written on the label. If you cannot find any information, see the documentation provided with the wireless router.*
   - ❏ *The password is case-sensitive.*
   - ❏ *If you do not know the password, check if the information is written on the label of the wireless router. On the label, the password may be written "Network Key", "Wireless Password", and so on. If you are using the wireless router with its default settings, use the password written on the label.*

Related Information

➡ "Entering Characters" on page 33
➡ "Checking the Network Connection Status" on page 343

Making Wi-Fi Settings by Push Button Setup (WPS)

You can automatically set up a Wi-Fi network by pressing a button on the wireless router. If the following conditions are met, you can set up by using this method.

❏ The wireless router is compatible with WPS (Wi-Fi Protected Setup).

❏ The current Wi-Fi connection was established by pressing a button on the wireless router.

Note:
If you cannot find the button or you are setting up using the software, see the documentation provided with the wireless router.

1. Tap on the home screen.
2. Tap **Router**.
3. Tap **Start Setup**.
4. Tap **Wi-Fi Setup**.

   If you have made Ethernet settings, check the message and then tap **Yes**.
5. Tap **Push Button Setup(WPS)**.
6. Follow the on-screen instructions.

   If you want to check the network connection status for the printer after setup is complete, see the related information link below for details.

   Note:
   If connection fails, restart the wireless router, move it closer to the printer, and try again. If it still does not work, print a network connection report and check the solution.

Related Information

➡ "Checking the Network Connection Status" on page 343

Making Wi-Fi Settings by PIN Code Setup (WPS)

You can automatically connect to an wireless router by using a PIN code. You can use this method to set up if an wireless router is capable of WPS (Wi-Fi Protected Setup). Use a computer to enter a PIN code into the wireless router.

1. Tap on the home screen.
2. Tap **Router**.

3. Tap **Start Setup**.

4. Tap **Wi-Fi Setup**.

   If you have made Ethernet settings, check the message and then tap **Yes**.

5. Tap **Others** > **PIN Code Setup(WPS)**

6. Follow the on-screen instructions.

   If you want to check the network connection status for the printer after setup is complete, see the related information link below for details.

   Note:
   See the documentation provided with your wireless router for details on entering a PIN code.

Related Information

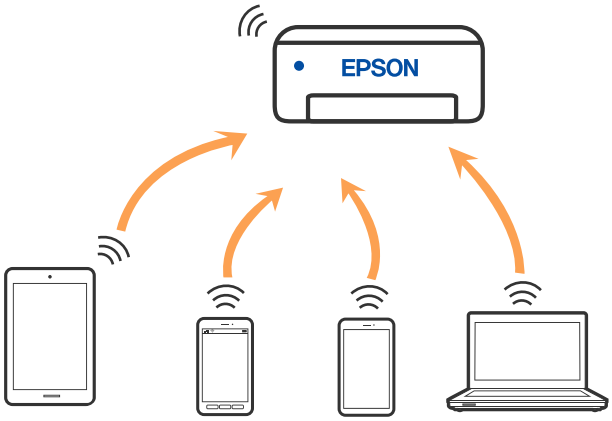
➡ "Checking the Network Connection Status" on page 343

Connecting a Smart Device and Printer Directly (Wi-Fi Direct)

Wi-Fi Direct (Simple AP) allows you to connect a smart device directly to the printer without a wireless router and print from the smart device.

About Wi-Fi Direct

Use this connection method when you are not using Wi-Fi at home or at the office, or when you want to connect the printer and the computer or smart device directly. In this mode, the printer acts as an wireless router and you can connect the devices to the printer without having to use a standard wireless router. However, devices directly connected to the printer cannot communicate with each other through the printer.



The printer can be connected by Wi-Fi or Ethernet, and Wi-Fi Direct (Simple AP) connection simultaneously. However, if you start a network connection in Wi-Fi Direct (Simple AP) connection when the printer is connected by Wi-Fi, the Wi-Fi is temporarily disconnected.

Connecting to an iPhone, iPad or iPod touch using Wi-Fi Direct

This method allows you to connect the printer directly to an iPhone, iPad or iPod touch without a wireless router. The following conditions are required to use this function. If your environment does not match these conditions, you can connect by selecting **Other OS Devices**. See the related information link below for details on connecting.

- ❏ iOS 11 or later
- ❏ Using the standard camera application to scan the QR code
- ❏ Epson iPrint version 7.0 or later

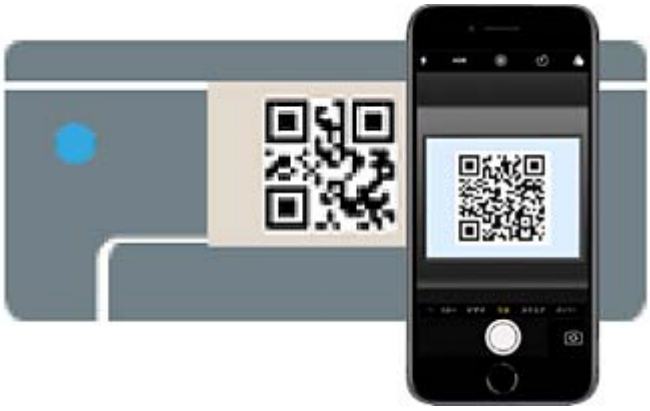
Epson printing app, such as Epson iPrint, is used to print from a smart device. Install Epson printing app on the smart device in advance.

Note:
You only need to make these settings for the printer and the smart device that you want to connect to once. Unless you disable Wi-Fi Direct or restore the network settings to their defaults, you do not need to make these settings again.

1. Tap on the home screen.
2. Tap **Wi-Fi Direct**.
3. Tap **Start Setup**.
4. Tap **iOS**.

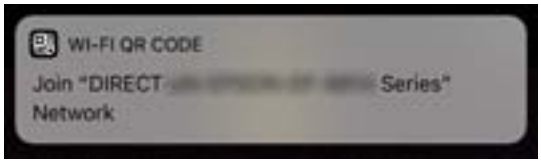
The QR code is displayed on the printer's control panel.

5. On your iPhone, iPad or iPod touch, start the standard Camera app, and then scan the QR code displayed on the printer's control panel in PHOTO mode.

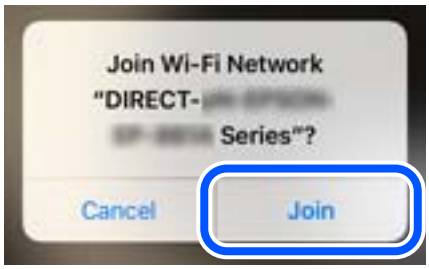


Use the Camera app for iOS 11 or later. You cannot connect to the printer using the Camera app for iOS 10 or earlier. Also, you cannot connect using an app for scanning QR codes. If you cannot connect, select **Other Methods** on the printer's control panel. See the related information link below for details on connecting.

6. Tap the notification displayed on the screen of the iPhone, iPad or iPod touch.



7. Tap **Join**.



8. On the printer's control panel, select **Next**.

9. On the iPhone, iPad or iPod touch, start Epson printing app.

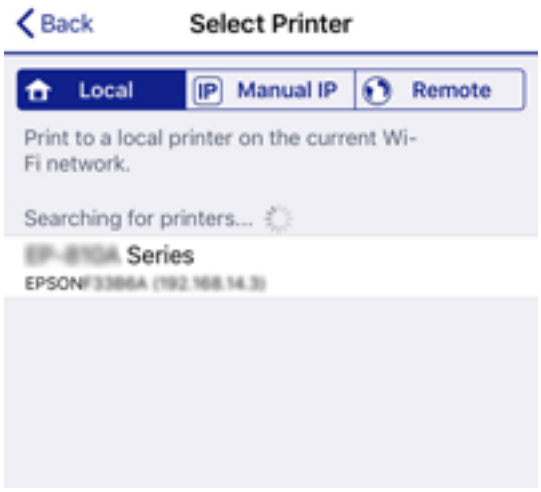
Examples of Epson printing apps

EPSON

Epson iPrint

10. On the Epson printing app screen, tap **Printer is not selected.**.

11. Select the printer that you want to connect to.



See the information displayed on the printer's control panel to select the printer.

12. On the printer's control panel, select **Complete**.

For smart devices that have been connected to the printer before, select the network name (SSID) on the smart device's Wi-Fi screen to connect them again.

Related Information

➡ "Application for Printing Easily from a Smart Device (Epson iPrint)" on page 447
➡ "Connecting to Devices other than iOS and Android using Wi-Fi Direct" on page 339

Connecting to Android Devices using Wi-Fi Direct

This method allows you to connect the printer directly to your Android device without a wireless router. The following conditions are required to use this function.

❏ Android 4.4 or later

❏ Epson iPrint version 7.0 or later

Epson iPrint is used to print from a smart device. Install Epson iPrint on the smart device in advance.

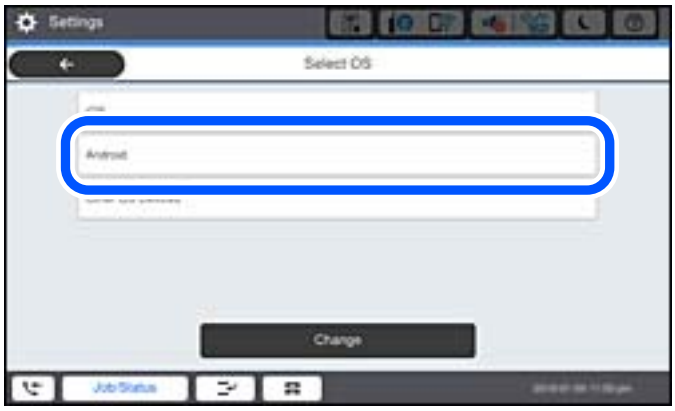
Note:
You only need to make these settings for the printer and the smart device that you want to connect to once. Unless you disable Wi-Fi Direct or restore the network settings to their defaults, you do not need to make these settings again.

1. Tap on the home screen.

2. Tap **Wi-Fi Direct**.

3. Tap **Start Setup**.

4. Tap **Android**.



5. On the smart device, start Epson iPrint.

6. On the Epson iPrint screen, tap **Printer is not selected.**.

7. Select the printer that you want to connect to.

   See the information displayed on the printer's control panel to select the printer.

Note:
Printers may not been displayed depending on the Android device. If printers are not displayed, connect by selecting ***Other OS Devices****. See the related information link below for connecting.*

8. When the device connection approval screen is displayed, select **Approve**.

9. On the printer's control panel, select **Complete**.

For smart devices that have been connected to the printer before, select the network name (SSID) on the smart device's Wi-Fi screen to connect them again.

Related Information

➡ "Application for Printing Easily from a Smart Device (Epson iPrint)" on page 447
➡ "Connecting to Devices other than iOS and Android using Wi-Fi Direct" on page 339

Connecting to Devices other than iOS and Android using Wi-Fi Direct

This method allows you to connect the printer directly to smart devices without a wireless router.

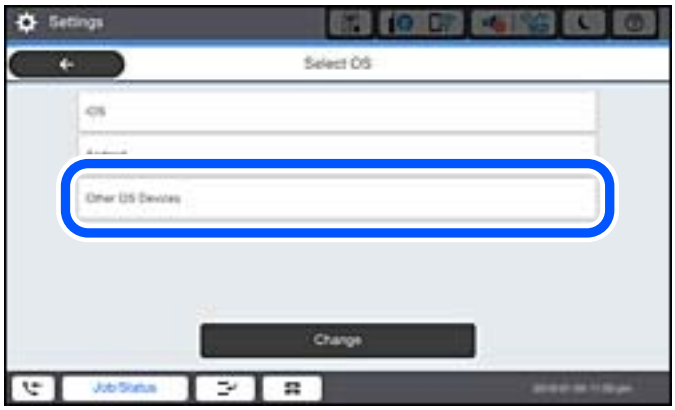
Note:
You only need to make these settings for the printer and the smart device that you want to connect to once. Unless you disable Wi-Fi Direct or restore the network settings to their defaults, you do not need to make these settings again.

1. Tap on the home screen.

2. Tap **Wi-Fi Direct**.

3. Tap **Start Setup**.

4. Tap **Other OS Devices**.



The Network Name(SSID) and Password for Wi-Fi Direct for the printer are displayed.

5. On the smart device's Wi-Fi screen, select the SSID shown on the printer's control panel, and then enter the password.

6. On the printer's control panel, select **Next**.

7. On the smart device, start Epson printing app.

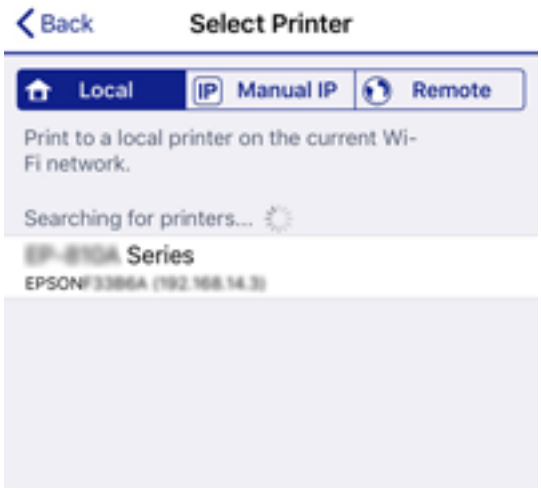
   Examples of Epson printing apps

EPSON

Epson iPrint

8. On the Epson printing app screen, tap **Printer is not selected.**.

9. Select the printer that you want to connect to.



See the information displayed on the printer's control panel to select the printer.

10. On the printer's control panel, select **Complete**.

For smart devices that have been connected to the printer before, select the network name (SSID) on the smart device's Wi-Fi screen to connect them again.

Related Information

➡ "Application for Printing Easily from a Smart Device (Epson iPrint)" on page 447

Disconnecting Wi-Fi Direct (Simple AP) Connection

There are two methods available to disable a Wi-Fi Direct (Simple AP) connection; you can disable all connections by using the printer's control panel, or disable each connection from the computer or the smart device. When you want to disable all connections, see the related information link below for details.

Important:

When Wi-Fi Direct (Simple AP) connection disabled, all computers and smart devices connected to the printer in Wi-Fi Direct (Simple AP) connection are disconnected.

Note:

If you want to disconnect a specific device, disconnect from the device instead of the printer. Use one of the following methods to disconnect the Wi-Fi Direct (Simple AP) connection from the device.

❏ *Disconnect the Wi-Fi connection to the printer's network name (SSID).*

❏ *Connect to another network name (SSID).*

Related Information

➡ "Changing the Wi-Fi Direct (Simple AP) Settings Such as the SSID" on page 342

Changing the Wi-Fi Direct (Simple AP) Settings Such as the SSID

When Wi-Fi Direct (simple AP) connection is enabled, you can change the settings from > **Wi-Fi Direct** > **Start Setup** > **Change**, and then the following menu items are displayed.

Change Network Name

Change the Wi-Fi Direct (simple AP) network name (SSID) used for connecting to the printer to your arbitrary name. You can set the network name (SSID) in ASCII characters that is displayed on the software keyboard on the control panel. You can enter up to 22 characters.

When changing the network name (SSID), all connected devices are disconnected. Use the new network name (SSID) if you want to re-connect the device.

Change Password

Change the Wi-Fi Direct (simple AP) password for connecting to the printer to your arbitrary value. You can set the password in ASCII characters that is displayed on the software keyboard on the control panel. You can enter 8 to 22 characters.

When changing the password, all connected devices are disconnected. Use the new password if you want to re-connect the device.

Change Frequency Range

Change the frequency range of Wi-Fi Direct used for connecting to the printer. You can select 2.4 GHz or 5 GHz.

When changing the frequency range, all connected devices are disconnected. Re-connect the device.

Note that you cannot re-connect from devices that do not support 5 GHz frequency range when changing to 5 GHz.

Depending on the region, this setting may not be displayed.

Disable Wi-Fi Direct

Disable Wi-Fi Direct (simple AP) settings of the printer. When disabling it, all devices connected to the printer in Wi-Fi Direct (Simple AP) connection are disconnected.

Restore Default Settings

Restore all Wi-Fi Direct (simple AP) settings to their defaults.

The Wi-Fi Direct (simple AP) connection information of the smart device saved to the printer is deleted.

Note:
*You can also set up from the **Network** tab > **Wi-Fi Direct** on Web Config for the following settings.*

- ❏ *Enabling or disabling Wi-Fi Direct (simple AP)*
- ❏ *Changing network name (SSID)*
- ❏ *Changing password*
- ❏ *Changing the frequency range*
  Depending on the region, this setting may not be displayed.
- ❏ *Restoring the Wi-Fi Direct (simple AP) settings*

Checking the Network Connection Status

You can check the network connection status in the following way.

Related Information

➡ "Checking the Network Connection Status from the Control Panel" on page 343
➡ "Printing a Network Connection Report" on page 344

Checking the Network Connection Status from the Control Panel

You can check the network connection status using the network icon or the network information on the printer's control panel.

Checking the Network Connection Status using the Network Icon

You can check the network connection status and strength of the radio wave using the network icon on the printer's home screen.

Related Information

➡ "Guide to the Network Icon" on page 31

Displaying Detailed Network Information on the Control Panel

When your printer is connected to the network, you can also view other network-related information by selecting the network menus you want to check.

1. Select **Settings** on the home screen.
2. Select **General Settings** > **Network Settings** > **Network Status**.
3. To check the information, select the menus that you want to check.
   - ❏ Wired LAN/Wi-Fi Status

     Displays the network information (device name, connection, signal strength, and so on) for Ethernet or Wi-Fi connections.
   - ❏ Wi-Fi Direct Status

     Displays whether Wi-Fi Direct is enabled or disabled, and the SSID, password and so on for Wi-Fi Direct connections.
   - ❏ Email Server Status

     Displays the network information for email server.
   - ❏ Print Status Sheet

     Prints a network status sheet. The information for Ethernet, Wi-Fi, Wi-Fi Direct, and so on is printed on two or more pages.

Printing a Network Connection Report

You can print a network connection report to check the status between the printer and the wireless router.

1. Select **Settings** on the home screen.
2. Select **General Settings** > **Network Settings** > **Connection Check**.

   The connection check starts.
3. Select **Print Check Report**.
4. Print the network connection report.

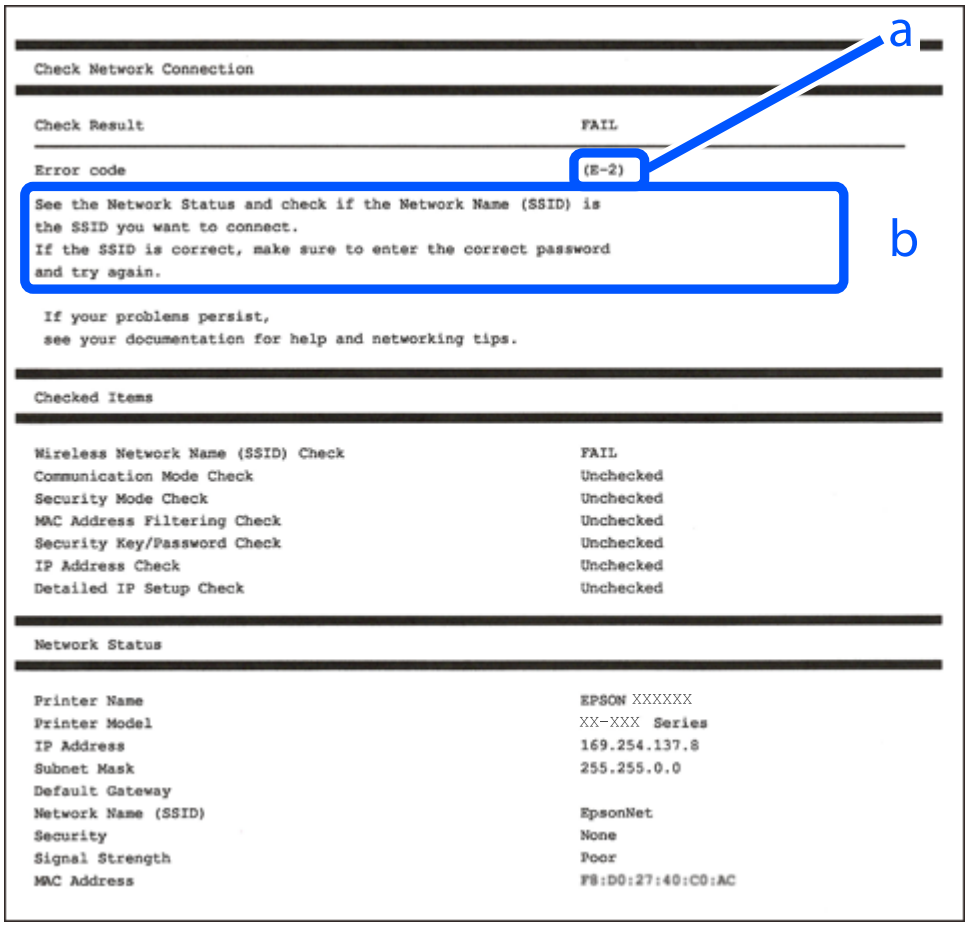
   If an error has occurred, check the network connection report, and then follow the printed solutions.

Related Information

➡ "Messages and Solutions on the Network Connection Report" on page 345

Messages and Solutions on the Network Connection Report

Check the messages and error codes on the network connection report, and then follow the solutions.



a. Error code

b. Messages on the Network Environment

Related Information

- “E-1” on page 346
- “E-2, E-3, E-7” on page 346
- “E-5” on page 347
- “E-6” on page 347
- “E-8” on page 347
- “E-9” on page 348
- “E-10” on page 348
- “E-11” on page 348
- “E-12” on page 349
- “E-13” on page 349
- “Message on the Network Environment” on page 350

E-1

Solutions:

- ❏ Make sure the Ethernet cable is securely connected to your printer and to your hub or other network device.
- ❏ Make sure your hub or other network device is turned on.
- ❏ If you want to connect the printer by Wi-Fi, make Wi-Fi settings for the printer again because it is disabled.

E-2, E-3, E-7

Solutions:

- ❏ Make sure your wireless router is turned on.
- ❏ Confirm that your computer or device is connected correctly to the wireless router.
- ❏ Turn off the wireless router. Wait for about 10 seconds, and then turn it on.
- ❏ Place the printer closer to your wireless router and remove any obstacles between them.
- ❏ If you have entered the SSID manually, check if it is correct. Check the SSID from the **Network Status** part on the network connection report.
- ❏ If an wireless router has multiple SSIDs, select the SSID that is displayed. When the SSID is using a non-compliant frequency, the printer does not display them.
- ❏ If you are using push button setup to establish a network connection, make sure your wireless router supports WPS. You cannot use push button setup if your wireless router does not support WPS.
- ❏ Makes sure your SSID uses only ASCII characters (alphanumeric characters and symbols). The printer cannot display an SSID that contains non-ASCII characters.
- ❏ Makes sure you know your SSID and password before connecting to the wireless router. If you are using a wireless router with its default settings, the SSID and password are located on a label on the wireless router. If you do not know your SSID and password, contact the person who set up the wireless router, or see the documentation provided with the wireless router.
- ❏ If you are connecting to an SSID generated from a tethering smart device, check for the SSID and password in the documentation provided with the smart device.
- ❏ If your Wi-Fi connection suddenly disconnects, check for the conditions below. If any of these conditions are applicable, reset your network settings by downloading and running the software from the following website.

  http://epson.sn > **Setup**

  - ❏ Another smart device was added to the network using push button setup.
  - ❏ The Wi-Fi network was set up using any method other than push button setup.

Related Information

➡ "Making Settings for Connecting to the Computer" on page 330
➡ "Making Wi-Fi Settings from the Control Panel" on page 331

E-5

Solutions:

Make sure the wireless router's security type is set to one of the following. If it is not, change the security type on the wireless router, and then reset the printer's network settings.

- ❏ WEP-64 bit (40 bit)
- ❏ WEP-128 bit (104 bit)
- ❏ WPA PSK (TKIP/AES)*
- ❏ WPA2 PSK (TKIP/AES)*
- ❏ WPA (TKIP/AES)
- ❏ WPA2 (TKIP/AES)
- ❏ WPA3-SAE (AES)
- ❏ WPA2/WPA3-Enterprise

* WPA PSK is also known as WPA Personal. WPA2 PSK is also known as WPA2 Personal.

E-6

Solutions:

- ❏ Check if MAC address filtering is disabled. If it is enabled, register the printer's MAC address so that it is not filtered. See the documentation provided with the wireless router for details. You can check the printer's MAC address from the **Network Status** part on the network connection report.
- ❏ If your wireless router is using shared authentication with WEP security, make sure the authentication key and index are correct.
- ❏ If the number of connectable devices on the wireless router is less than the number of network devices that you want to connect, make settings on the wireless router to increase the number of connectable devices. See the documentation provided with the wireless router to make settings.

Related Information

➡ "Making Settings for Connecting to the Computer" on page 330

E-8

Solutions:

- ❏ Enable DHCP on the wireless router if the printer's Obtain IP Address setting is set to Auto.
- ❏ If the printer's Obtain IP Address setting is set to Manual, the IP address you manually set is invalid due to out of range (for example: 0.0.0.0). Set a valid IP address from the printer's control panel.

Related Information

➡ "Network Settings" on page 462

E-9

Solutions:

Check the following.

❏ Devices are turned on.

❏ You can access the Internet and other computers or network devices on the same network from the devices you want to connect to the printer.

If still does not connect your printer and network devices after confirming the above, turn off the wireless router. Wait for about 10 seconds, and then turn it on. Then reset your network settings by downloading and running the installer from the following website.

http://epson.sn > **Setup**

Related Information

➡ "Making Settings for Connecting to the Computer" on page 330

E-10

Solutions:

Check the following.

❏ Other devices on the network are turned on.

❏ Network addresses (IP address, subnet mask, and default gateway) are correct if you have set the printer's Obtain IP Address to Manual.

Reset the network address if they are incorrect. You can check the IP address, subnet mask, and default gateway from the **Network Status** part on the network connection report.

Related Information

➡ "Network Settings" on page 462

E-11

Solutions:

Check the following.

❏ The default gateway address is correct if you set the printer's TCP/IP Setup setting to Manual.

❏ The device that is set as the default gateway is turned on.

Set the correct default gateway address. You can check the default gateway address from the **Network Status** part on the network connection report.

Related Information

➡ "Network Settings" on page 462

E-12

Solutions:

Check the following.

- ❏ Other devices on the network are turned on.
- ❏ The network addresses (IP address, subnet mask, and default gateway) are correct if you are entering them manually.
- ❏ The network addresses for other devices (subnet mask and default gateway) are the same.
- ❏ The IP address does not conflict with other devices.

If still does not connect your printer and network devices after confirming the above, try the following.

- ❏ Turn off the wireless router. Wait for about 10 seconds, and then turn it on.
- ❏ Make network settings again using the installer. You can run it from the following website.

  http://epson.sn > **Setup**
- ❏ You can register several passwords on a wireless router that uses WEP security type. If several passwords are registered, check if the first registered password is set on the printer.

Related Information

➡ "Network Settings" on page 462
➡ "Making Settings for Connecting to the Computer" on page 330

E-13

Solutions:

Check the following.

- ❏ Network devices such as a wireless router, hub, and router are turned on.
- ❏ The TCP/IP Setup for network devices has not been set up manually. (If the printer's TCP/IP Setup is set automatically while the TCP/IP Setup for other network devices is performed manually, the printer's network may differ from the network for other devices.)

If it still does not work after checking the above, try the following.

- ❏ Turn off the wireless router. Wait for about 10 seconds, and then turn it on.
- ❏ Make network settings on the computer that is on the same network as the printer using the installer. You can run it from the following website.

  http://epson.sn > **Setup**
- ❏ You can register several passwords on a wireless router that uses the WEP security type. If several passwords are registered, check if the first registered password is set on the printer.

Related Information

➡ "Network Settings" on page 462
➡ "Making Settings for Connecting to the Computer" on page 330

Message on the Network Environment

Message	Solution
The Wi-Fi environment needs to be improved. Turn the wireless router off and then turn it on. If the connection does not improve, see the documentation for the wireless router.	After moving the printer closer to the wireless router and removing any obstacles between them, turn off the wireless router. Wait for about 10 seconds, and then turn it on. If it still does not connect, see the documentation supplied with the wireless router.
*No more devices can be connected. Disconnect one of the connected devices if you want to add another one.	Computer and smart devices that can be connected simultaneously are connected in full in the Wi-Fi Direct (Simple AP) connection. To add another computer or smart device, disconnect one of the connected devices or connect it to the other network first. You can confirm the number of wireless devices which can be connected simultaneously and the number of connected devices by checking the network status sheet or the printer's control panel.
The same SSID as Wi-Fi Direct exists in the environment. Change the Wi-Fi Direct SSID if you cannot connect a smart device to the printer.	On the printer's control panel, go to Wi-Fi Direct Setup screen and select the menu to change the setting. You can change the network name following after DIRECT-XX-. Enter within 22 characters.

Printing a Network Status Sheet

You can check the detailed network information by printing it.

1. Select **Settings** on the home screen.
2. Select **General Settings** > **Network Settings** > **Network Status**.
3. Select **Print Status Sheet**.
4. Check the message, and then print the network status sheet.

Checking the Network of the Computer (Windows only)

By using the command prompt, check the connection status of the computer and the connection path to the printer. This will lead you to solve the problems.

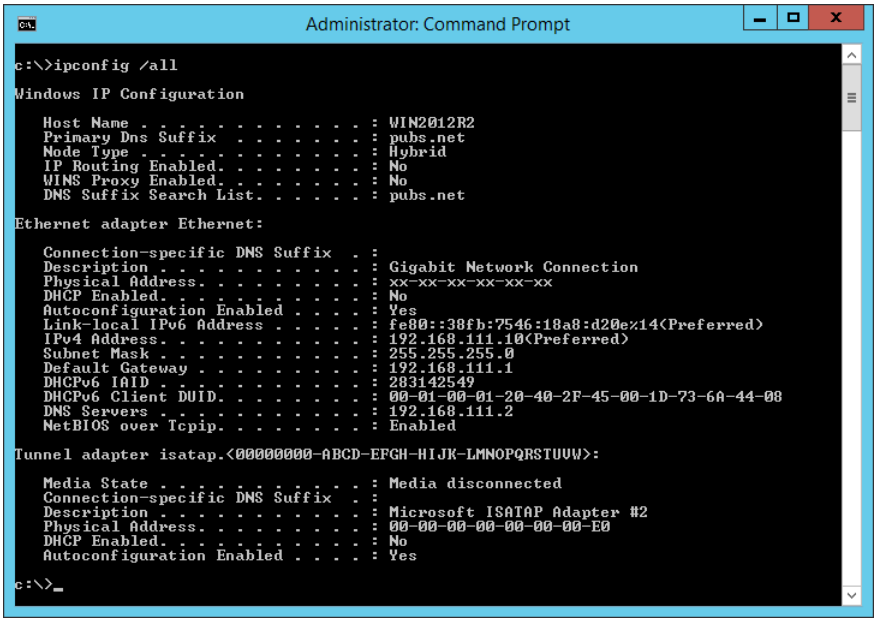
❏ ipconfig command

Display the connection status of the network interface that is currently used by the computer.

By comparing the setting information with actual communication, you can check whether the connection is correct. In case there are multiple DHCP servers on the same network, you can find out the actual address assigned to the computer, the referred DNS server, etc.

❏ Format : ipconfig /all

❏ Examples :

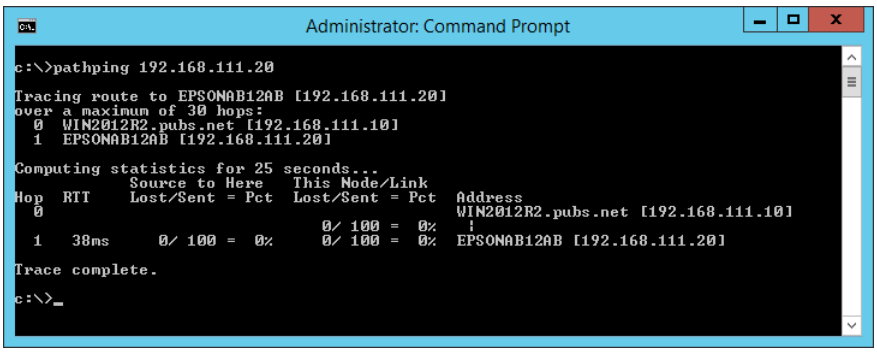


❏ pathping command

You can confirm the list of routers passing through the destination host and the routing of communication.

❏ Format : pathping xxx.xxx.xxx.xxx

❏ Examples : pathping 192.0.2.222



Using Optional Items

List of Optional Items. 353

Access Point. 357

High Capacity Tray. 358

Staple Finisher. 360

Staple Finisher-P2. 377

Booklet Finisher. 392

Settings Menu List (When Finisher is Installed). 418

Fax Board (Super G3/G3 Multi Fax Board). 419

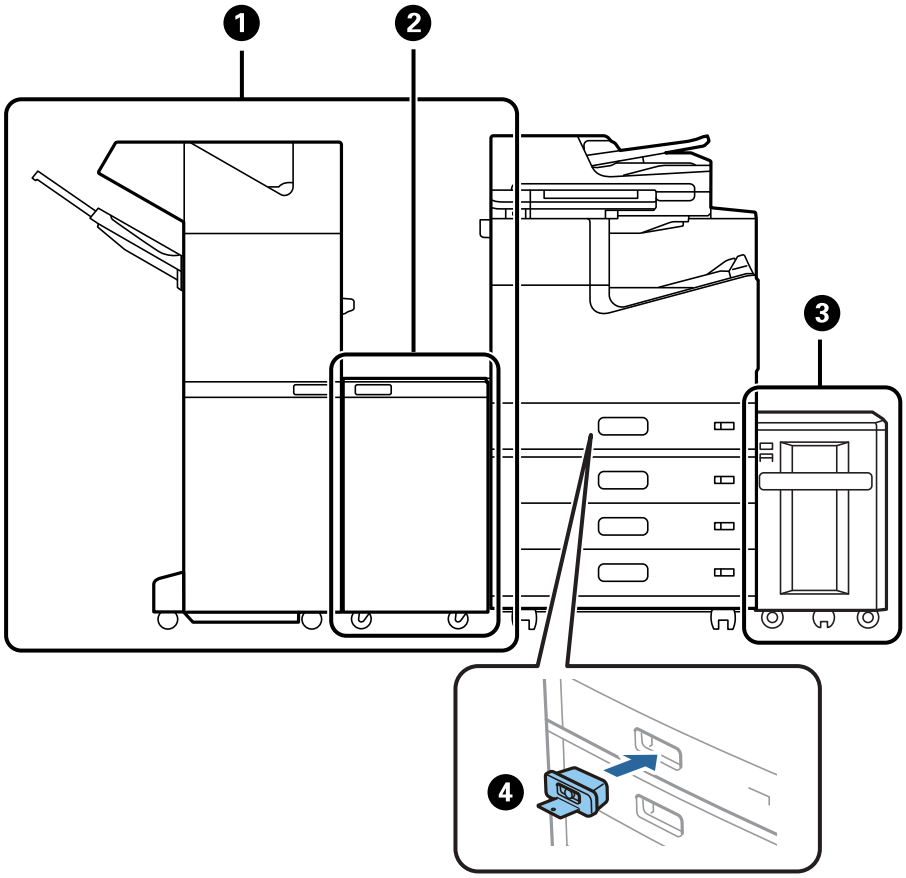
Ethernet Board (10/100/1000 Base-T, Ethernet). 425

Paper Cassette Lock. 435

List of Optional Items

Note:
Some optional items may not be sold in your region. See the Epson support website for your region for more details.

Staple Finisher



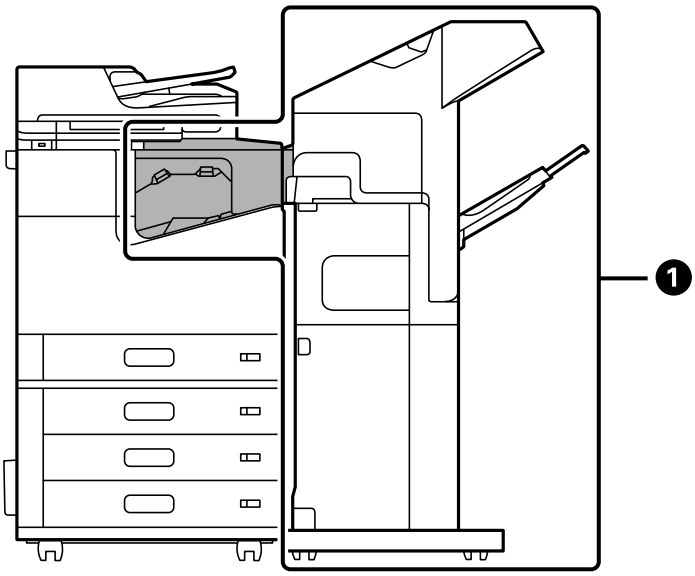
No.	Optional Item	Code	Overview
❶	Staple Finisher*	C12C935501 C12C935511 (For users in Australia and New Zealand) C12C935041 (For users in India) C12C935531 (For users in Taiwan)	Sorts and staples paper before ejecting it. Punches holes using the optional hole punch unit. "Staple Finisher" on page 360
❷	Finisher Bridge Unit	C12C935101 C12C935161 (For users in India)	Use this when installed with the staple finisher or booklet finisher.
❸	High Capacity Tray	C12C933041	Allows you to load up to Approx. 3000 sheets of plain paper (80 g/m^2). "High Capacity Tray" on page 358
❹	Paper Cassette Lock	C12C933231	Locks the paper cassette when the administrator wants to manage paper. "Paper Cassette Lock" on page 435

*: To operate the staple finisher you need to install the finisher bridge unit.

Internal Optional Items for the Staple Finisher

No.	Optional Item	Code	Overview
❶	2/4 Hole Punch Unit	C12C935171	Punches holes at 80 mm intervals.
❷	2/3 Hole Punch Unit	C12C935181	2 holes: Punches holes at 69.9 mm intervals. 3 holes: Punches holes at 108 mm intervals.
❸	Staple Cartridge	C12C935401	For flat stitching.

Staple Finisher-P2

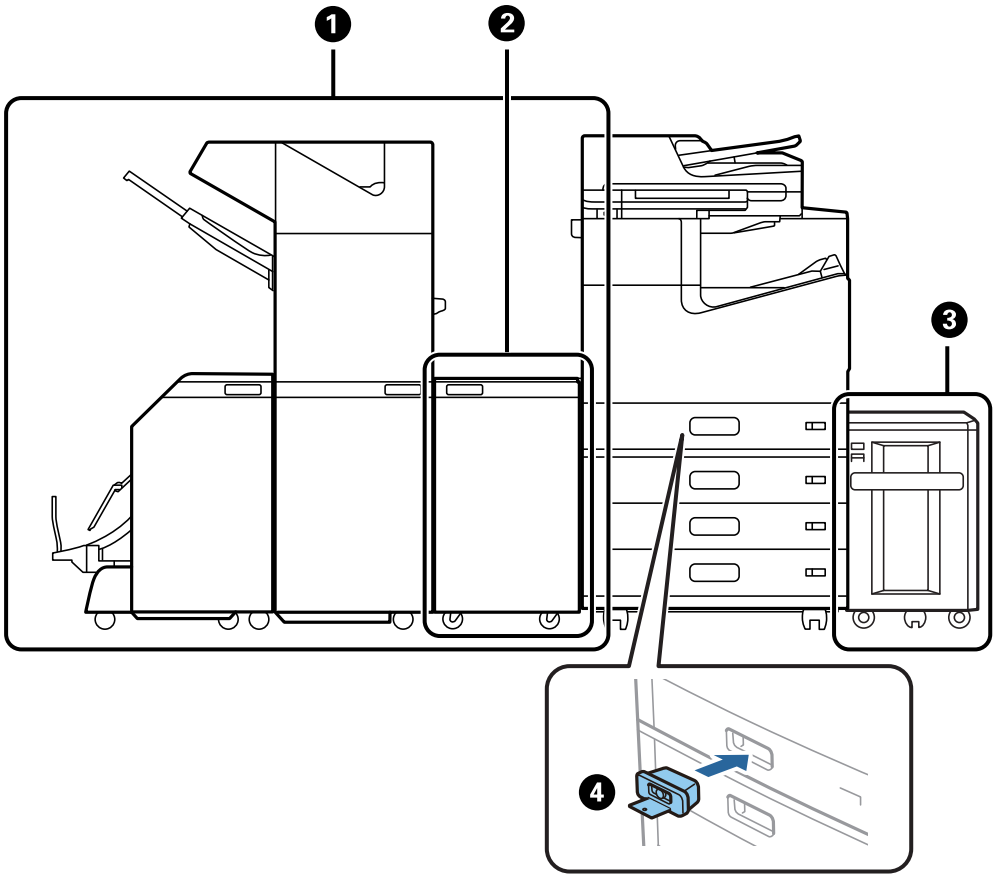


No.	Optional Item	Code	Overview
❶	Staple Finisher-P2	C12C937941 (For users in Europe) C12C937951 (For users in Australia and New Zealand) C12C938251 (For users in Asia except Taiwan) C12C937981 (For users in Taiwan)	Sorts and staples paper before ejecting it. The punch unit is not supported. You cannot use the following features when using staple finisher-P2. ❏ Ejecting the paper to the face down tray (K) ❏ The Rotate Sort menu in the printer driver. Also, you cannot use the high capacity tray with staple finisher-P2. "Staple Finisher-P2" on page 377

Internal Optional Items for the Staple Finisher-P2

No.	Optional Item	Code	Overview
❸	Staple Cartridge	C12C935401	For flat stitching.

Booklet Finisher

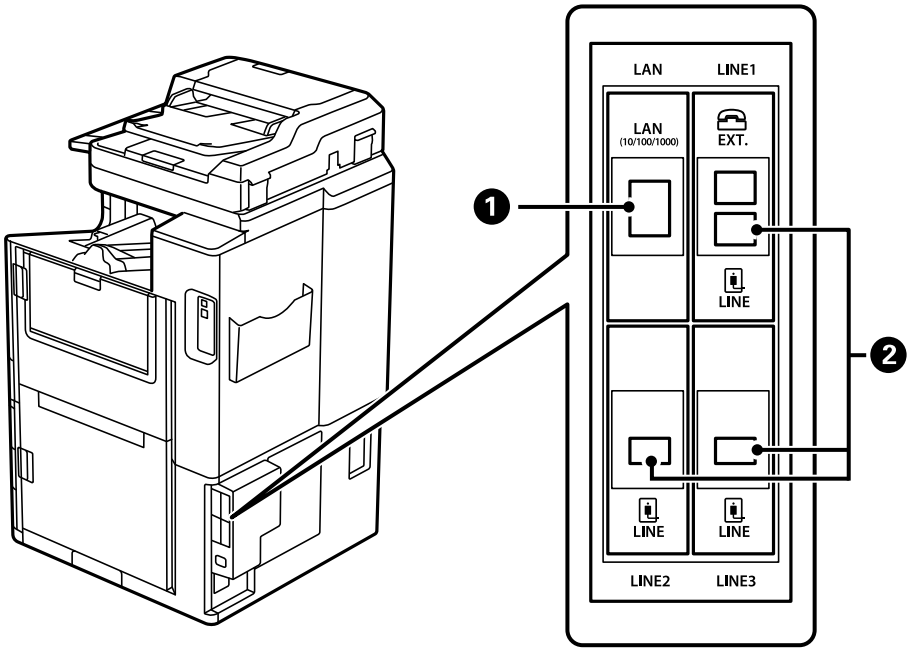


No.	Optional Item	Code	Overview
❶	Booklet Finisher*	C12C935071 C12C935551 (For users in Australia and New Zealand) C12C935081 (For users in India) C12C935581 (For users in Taiwan)	Sorts, saddle stitches, folds, and staples the paper before ejecting it. Punches holes using the optional hole punch unit. "Booklet Finisher" on page 392
❷	Finisher Bridge Unit	C12C935101 C12C935161 (For users in India)	Use this when installed with the staple finisher or booklet finisher.
❸	High Capacity Tray	C12C933041	Allows you to load up to Approx. 3000 sheets of plain paper (80 g/m^2). "High Capacity Tray" on page 358
❹	Paper Cassette Lock	C12C933231	Locks the paper cassette when the administrator wants to manage paper. "Paper Cassette Lock" on page 435

*: To operate the booklet finisher you need to install the finisher bridge unit.

Internal Optional Items for the Booklet Finisher

No.	Optional Item	Code	Overview
❶	2/4 Hole Punch Unit	C12C935171	Punches holes at 80 mm intervals.
❷	2/3 Hole Punch Unit	C12C935181	2 holes: Punches holes at 69.9 mm intervals. 3 holes: Punches holes at 108 mm intervals.
❸	Staple Cartridge	C12C935401	For flat stitching.
❹	Staple Cartridge	C12C935411	For saddle stitching.

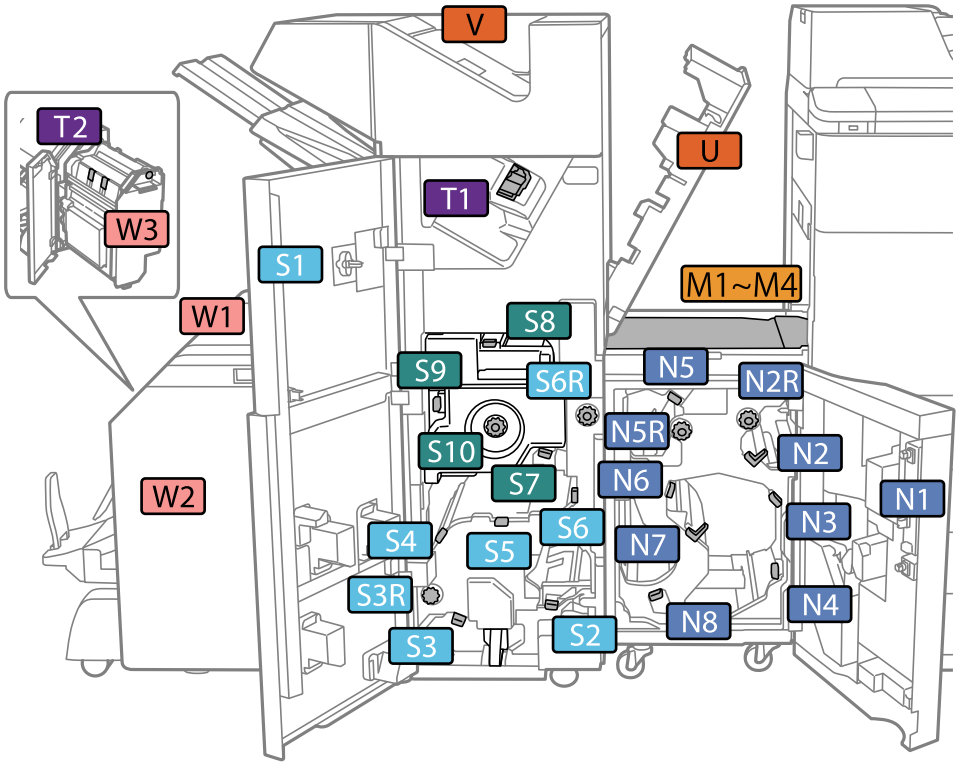


No.	Optional Item	Code	Overview
❶	10/100/1000 Base-T,Ethernet	C12C934471 C12C934481 (For users in India)	Two wired LAN networks are available. The communication speed is a high-speed interface that supports 1 Gbit/s. "Ethernet Board (10/100/1000 Base-T, Ethernet)" on page 425
❷	Super G3/G3 Multi Fax Board	C12C934491 C12C935271 (For users in Australia and New Zealand) C12C934501 (For users in India) C12C935691 (For users in Taiwan)	You can add up to 3 lines. You can use it as a fax, or use it as a network fax to send and receive documents on your computer. In addition, you can connect to multiple phone lines by adding a fax board. This allows you to send to a number of destinations in a short time, or you can dedicate one line to receiving faxes thereby reducing the time that you cannot receive calls.* *: External phones are not available. "Fax Board (Super G3/G3 Multi Fax Board)" on page 419

Access Point

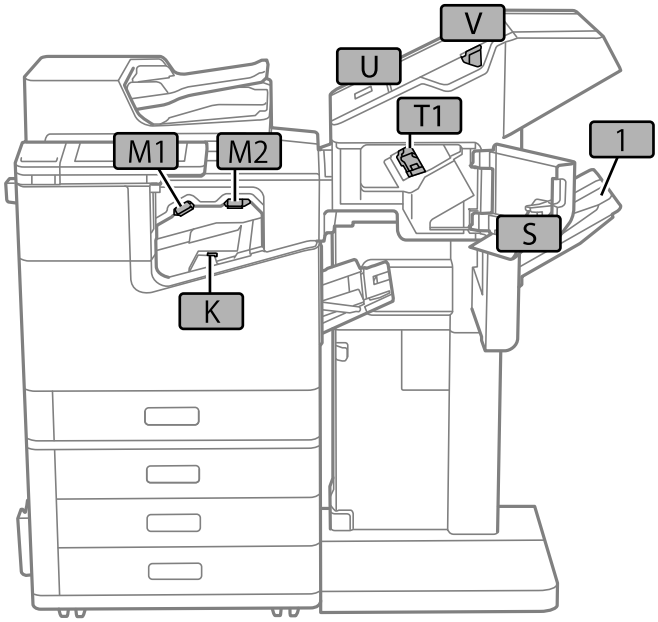
The following access points are shown in the guide on the LCD screen when a paper jam occurs.

When using the staple finisher or the booklet finisher.



*:Numbers S7 to S10 are only for the booklet finisher.

When using the staple finisher-P2.



High Capacity Tray

Allows you to load up to Approx. 3000 sheets of plain paper (80g/m^2).

Setting the High Capacity Tray in the Printer Driver

To use the installed high capacity tray, the printer driver needs to acquire the necessary information.

Setting the High Capacity Tray in the Printer Driver - Windows

Note:
Log on to your computer as an administrator.

1. Open the **Optional Settings** tab from the printer properties.
   - ❏ Windows 10/Windows Server 2019/Windows Server 2016

     Click on the start button, and then select **Windows System** > **Control Panel** > **View devices and printers** in **Hardware and Sound**. Right-click on your printer, or press and hold it, select **Printer properties**, and then click the **Optional Settings** tab.
   - ❏ Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012

     Select **Desktop** > **Settings** > **Control Panel** > **View devices and printers** in **Hardware and Sound**. Right-click on your printer, or press and hold it, select **Printer properties**, and then click the **Optional Settings** tab.
   - ❏ Windows 7/Windows Server 2008 R2

     Click the start button, and select **Control Panel** > **Hardware and Sound** > **Scanner and Cameras**, and then check if the printer is displayed. Right-click on your printer, select **Printer properties**, and then click the **Optional Settings**.
   - ❏ Windows Vista/Windows Server 2008

     Click the start button, and then select **Control Panel** > **Printers** in **Hardware and Sound**. Right-click on your printer, select **Property**, and then click **Optional Settings**.
   - ❏ Windows XP

     Click the start button, and select **Control Panel** > **Printers and Other Hardware** > **Scanner and Cameras**, and then check if the printer is displayed.
2. Select **Acquire from Printer**, and then click **Get**.
3. Click **OK**.

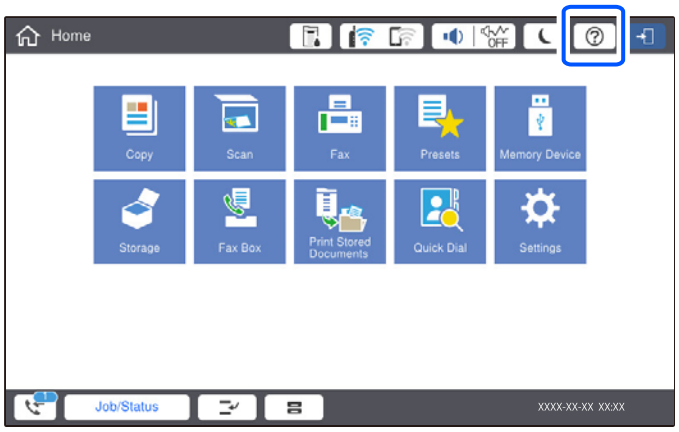
Setting the High Capacity Tray in the Printer Driver - Mac OS

1. Select **System Preferences** from the Apple menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then select the printer. Click **Options & Supplies** > **Options** (or **Driver**).
2. Make settings according to the type of optional unit.
3. Click **OK**.

Loading Paper in the High Capacity Tray

You can load paper by referring to the animations displayed on the printer's LCD screen.

Select ⓘ, and then select **How To** > **Load paper**. Select the paper type and paper source you want to use to display the animations. Select **Finish** to close the animation screen.



Problems with the High Capacity Tray

Paper Does Not Feed from the High Capacity Tray

You need to make settings in the printer driver.

Related Information

➡ "Setting the High Capacity Tray in the Printer Driver" on page 358

Paper Gets Jammed in the High Capacity Tray

Check the error displayed on the control panel and follow the instructions to remove the jammed paper including any torn pieces. The LCD screen displays an animation that shows you how to remove jammed paper. Next, select **OK** to clear the error.

> ⚠ ***Caution:***
>
> *Never touch the buttons on the control panel while your hand is inside the printer. If the printer starts operating, it could cause an injury. Be careful not to touch the protruding parts to avoid injury.*

> ***Important:***
>
> *Remove the jammed paper carefully. Removing the paper vigorously may cause damage to the printer.*

High Capacity Tray Specification

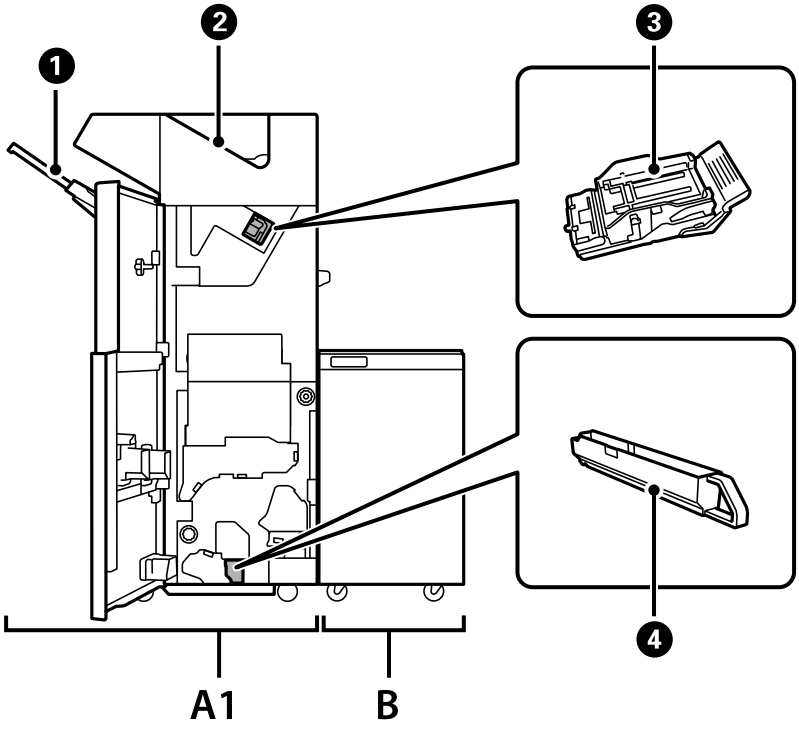
Available Paper	Type: Plain Paper, Recycled Paper, Thick Paper Size*: A4 or Letter Weight of Paper: 60 to 160g/m^2
Available Number of Settings	Approx. 3000 sheets for 80 g/m^2 paper
Power	Supplied from the computer
Dimensions	Width: 321 mm (12.6 in.) Depth: 620 mm (24.4 in.) Height: 504 mm (19.8 in.)
Weight	Approx. 27.3 kg

*: The available paper sizes are set and fixed when the printer is installed.

Staple Finisher

Sorts and staples paper before ejecting it. Punches holes using the optional hole punch unit.

Staple Finisher Part Names



No.	Optional Item	Overview
A1	Staple Finisher	Sorts and staples paper before ejecting it. Punches holes using the optional hole punch unit.
B	Finisher Bridge Unit	To operate the staple finisher or booklet finisher you need to install the finisher bridge unit.
❶	Finisher Tray	Holds sorted or stapled documents.
❷	Output tray	Mainly stores received faxes.
❸	Staple Cartridge	For flat stitching.
❹	Punch Waste Tray	Collects punch hole scraps.

Setting the Staple Finisher in the Printer Driver

The process is the same as for the high capacity tray.

Related Information

➡ "Setting the High Capacity Tray in the Printer Driver" on page 358

Printer Settings When Using the Staple Finsher

You need to make settings on the printer to use the Staple Finisher.

❏ When copying

Tap **Settings** > **General Settings** > **Printer Settings** > **Output: Copy**, and then select **Finisher tray**.

❏ When faxing

Tap **Settings** > **General Settings** > **Printer Settings** > **Output: Fax**, and then select **Output tray** or **Finisher tray**.

❏ When printing from a computer, memory device, and so on.

Tap **Settings** > **General Settings** > **Printer Settings** > **Output: Other**, and then select **Finisher tray**.

When printing from a computer, you can specify whether or not to use the finisher unit from the **Output Tray** menu on the printer driver.

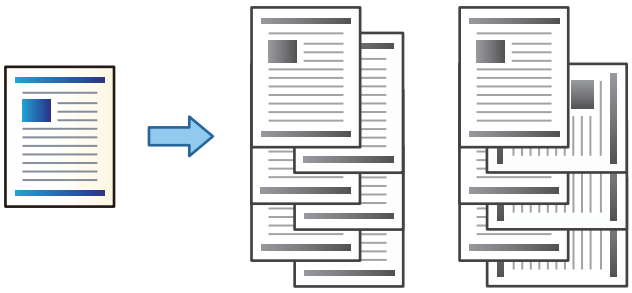
Important:

When using the finisher tray, do not remove your printouts while the print job is still in progress. The print position may be misaligned and the staple position may move from its original position.

Using the Staple Finisher

Stacking Each Set of Copies by Sorting from a Computer

You can sort the printouts by stacking each set of copies by alternately rotating 90 degrees. If you install the optional staple finisher or booklet finisher, you can also sort by offsetting each set of copies.



Rotate Sort:

Stacks the printouts alternately in the portrait orientation and the landscape orientation when printing multiple copies. This feature uses two paper sources. Load paper in the portrait orientation in the paper source, load paper in the landscape orientation in the other paper source, and then select **Auto Select** as the **Paper Source** setting. Select **Auto Select** or **Face Down Tray** as the**Output Tray** setting. The printouts are stacked in the Face Down Tray.

Shift Sort:

Offsets each set of copies when printing multiple copies. **Auto Select** or **Finisher Tray** must be selected as the **Output Tray** setting.

Print Settings (Windows)

1. On the printer driver's **Finishing** tab, select the method for stacking multiple copies from the **Sort** setting.
2. Set the other items, and then click **OK**.
3. Click **Print**.

Related Information

➡ "Printing from a Computer - Windows" on page 50
➡ "Finishing Tab" on page 53

Print Settings (Windows PostScript)

1. On the printer driver's **Advanced Options**, click **Printer Features** in **Document Options**.
2. Select the method for stacking multiple copies from the **Sort** setting.
3. Set the other items, and then click **OK**.

4. Click **Print**.

Related Information

➡ “Printing a Document Using the PostScript Printer Driver (Windows)” on page 92
➡ “Advanced Options” on page 95

Print Settings (Mac OS)

1. Select **Finishing** from the pop-up menu, and then select an option from the **Sort** setting.
2. Set the other items as necessary.
3. Click **Print**.

Related Information

➡ “Printing from a Computer - Mac OS” on page 96
➡ “Menu Options for Finishing” on page 100

Print Settings (Mac OS PostScript)

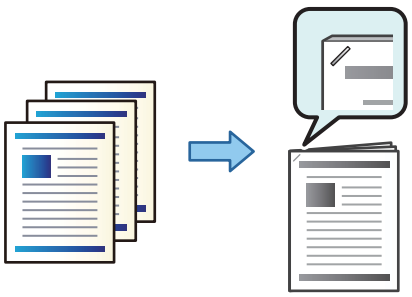
1. Select **Printer Features** from the pop-up menu, and then select **Output** from **Feature Sets**.
2. Select an option from the **Sort** setting.
3. Set the other items as necessary.
4. Click **Print**.

Related Information

➡ “Printing from the PostScript Printer Driver on Mac OS” on page 104
➡ “Menu Options for Printer Features” on page 107

Stapling Each Set of Copies from a Computer

You can use the optional staple finisher, staple finisher-P2, or booklet finisher to staple the printed paper.



Print Settings (Windows)

1. On the printer driver's **Finishing** tab, select the stapling position from **Staple**.
2. Set the other items, and then click **OK**.
3. Click **Print**.

Related Information

➡ "Printing from a Computer - Windows" on page 50
➡ "Finishing Tab" on page 53

Print Settings (Windows PostScript)

1. On the printer driver's **Advanced Options**, click **Printer Features** in **Document Options**.
2. Select the stapling position from Staple.
3. Set the other items, and then click **OK**.
4. Click **Print**.

Related Information

➡ "Printing a Document Using the PostScript Printer Driver (Windows)" on page 92
➡ "Advanced Options" on page 95

Print Settings (Mac OS)

1. Select **Finishing** from the pop-up menu, and then select the stapling position from **Staple**.
2. Set the other items as necessary.
3. Click **Print**.

Related Information

➡ "Printing from a Computer - Mac OS" on page 96
➡ "Menu Options for Finishing" on page 100

Print Settings (Mac OS PostScript)

1. Select **Printer Features** from the pop-up menu, and then select **Output** from Feature Sets.
2. Select the stapling position from Staple.
3. Set the other items as necessary.

4. Click **Print**.

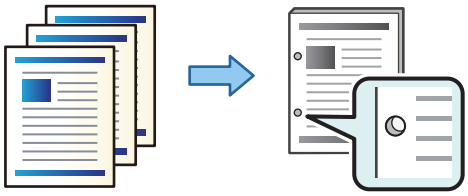
Related Information

➡ "Printing from the PostScript Printer Driver on Mac OS" on page 104
➡ "Menu Options for Printer Features" on page 107

Punching Each Set of Copies from a Computer

You can use the optional staple finisher or booklet finisher, and then the punch unit to punch holes on the printed paper. You can also shift, reduce, or erase the image to create a binding margin.

If you want to use the punch hole feature, select the punch unit from **Printer Properties** > **Optional Settings** > **Printer Information** > **Manual Settings** > **Settings** > **Hole Punch** in the printer driver.



Important:

Adjust the data so that it is not printed at the punch position. If you punch on the printed area, it may cause punch failure or a paper jam.

Print Settings (Windows)

1. On the printer driver's **Main** tab, select **Settings**.
2. Select how to adjust the width of the margin from **Images in Binding Margin**.

   Shift Images, **Reduce Images**, **Erase Images**

3. On the **Finishing** tab, select the hole punch position from **Punch**.
4. Set the other items, and then click **OK**.
5. Click **Print**.

Related Information

➡ "Printing from a Computer - Windows" on page 50

➡ "Finishing Tab" on page 53

Print Settings (Windows PostScript)

1. On the printer driver's **Advanced Options**, click **Printer Features** in **Document Options**.
2. Select the hole punching position from **Punch**.
3. Set the other items, and then click **OK**.
4. Click **Print**.

Related Information

➡ "Printing a Document Using the PostScript Printer Driver (Windows)" on page 92
➡ "Advanced Options" on page 95

Print Settings (Mac OS)

1. Select **Finishing** from the pop-up menu, and then select the hole punching position from **Punch**.
2. Set the other items as necessary.
3. Click **Print**.

Related Information

➡ "Printing from a Computer - Mac OS" on page 96
➡ "Menu Options for Finishing" on page 100

Print Settings (Mac OS PostScript)

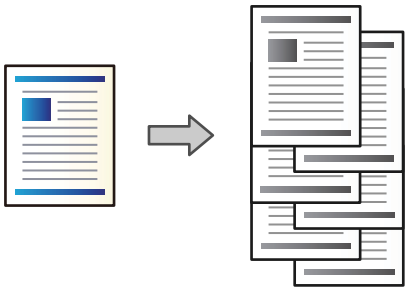
1. Select **Printer Features** from the pop-up menu, and then select **Output** from **Feature Sets**.
2. Select the hole punching position from **Punch**.
3. Set the other items as necessary.
4. Click **Print**.

Related Information

➡ "Printing from the PostScript Printer Driver on Mac OS" on page 104
➡ "Menu Options for Printer Features" on page 107

Stacking Each Set of Copies by Sorting from a Memory Device

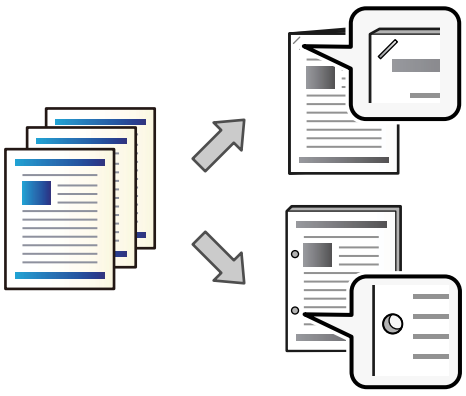
You can print JPEG, PDF, and TIFF files from a memory device and sort by offsetting each set of copies.



1. Connect the memory device to the printer's external interface USB port.
   "Inserting an External USB Device" on page 48
2. Select **Memory Device** on the home screen.
3. Select the file type and the file you want to print.
4. Select the **Advanced** tab, and then select **Finishing**.
5. Select **Shift Sort** in **Eject Paper**.
6. Tap ◈.

Printing with Stapling or Punch Holes from a Memory Device

You can print JPEG, PDF, and TIFF files from a memory device and staple them or add punch holes.



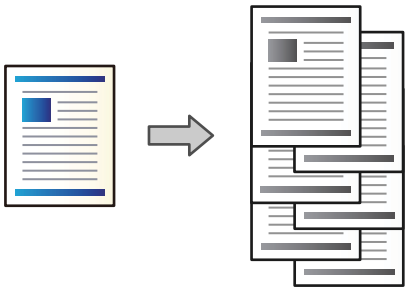
Important:

Adjust the data so that it is not printed at the punch position. If you punch on the printed area, it may cause punch failure or a paper jam.

1. Connect the memory device to the printer's external interface USB port.
   "Inserting an External USB Device" on page 48
2. Select **Memory Device** on the home screen.
3. Select the file type and the file you want to print.
4. Select the **Advanced** tab, and then select **Finishing**.
5. Select the location in **Staple** or **Punch**.
6. Tap ◈.

Stacking Each Set of Copies by Sorting from Storage

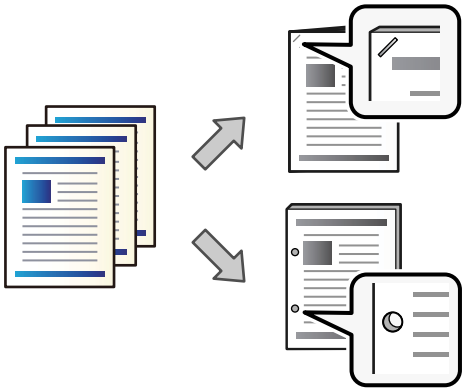
You can print files from storage and sort by offsetting each set of copies.



1. Select **Storage** on the home screen.
2. Select the folder in which the file that you want to print is saved, and then select the file.
3. Select **Print Settings**.
4. Select the **Basic Settings** tab, and then select **Finishing**.
5. Select **Shift Sort** in **Eject Paper**.
6. Tap ◈.

Printing with Stapling or Punch Holes from Storage

You can print files from storage and staple them or add punch holes.

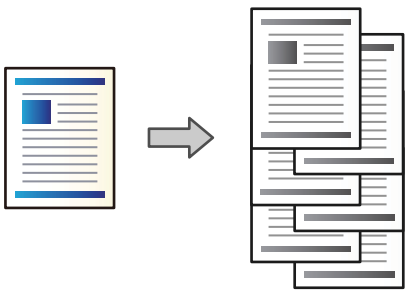


> ***Important:***
> *Adjust the data so that it is not printed at the punch position. If you punch on the printed area, it may cause punch failure or a paper jam.*

1. Select **Storage** on the home screen.
2. Select the folder in which the file that you want to print is saved, and then select the file.
3. Select **Print Settings**.
4. Select the **Basic Settings** tab, and then select **Finishing**.
5. Select the location in **Staple** or **Punch**.
6. Tap ◈.

Stacking Each Set of Copies by Offsetting

You can sort by offsetting each set of copies.



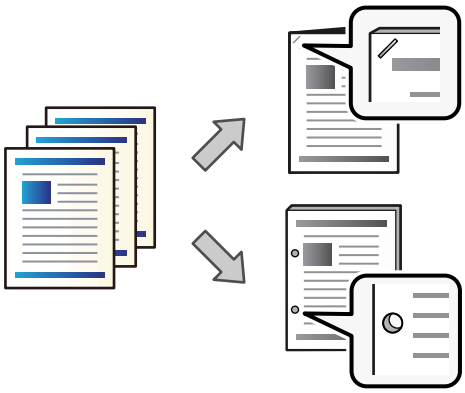
1. Place the originals.

"Placing Originals" on page 43

2. Select **Copy** on the home screen.
3. Select the **Basic Settings** tab, and then select **Finishing**.
4. Select **Shift Sort** in **Eject Paper**, and then select **OK**.
5. Tap ◈.

Copying and Stapling or Punching Holes

You can copy originals and stapling them or add punch holes.



Important:

Adjust the data so that it is not printed at the punch position. If you punch on the printed area, it may cause punch failure or a paper jam.

1. Place the originals.

   "Placing Originals" on page 43

2. Select **Copy** on the home screen.

   Note:
   *If there is an image at the punch position, secure a binding width of 18 mm or more before copying. You can set the binding margin from **Binding Margin** on the **Advanced** tab.*

   For details on how to create a binding, see "Related Information" below.

3. Select the **Basic Settings** tab, and then select **Finishing**.
4. Select the staple position in the **Staple** option or the punch holes position in the **Punch** option, and then select **OK**.
5. Tap ◈.

Related Information

➡ "Binding Margin:" on page 132

Replacing the Staple Cartridge for the Staple Finisher

When it is time to replace the staple cartridge, a message is displayed on the LCD screen. Follow the on-screen instructions to replace the cartridge.

> ***Important:***
> *Only replace the cartridge when all of the staples have run out. You cannot replace the cartridge if any staples remain.*

Removing Punch Scraps from the Staple Finisher

When it is time to remove punch scraps, a message is displayed on the LCD screen. Follow the on-screen instructions to remove punch scraps.

Problems with the Staple Finisher

The Staple Finisher is not Recognized

Set the optional unit in the printer driver.

Related Information

➡ "Setting the Staple Finisher in the Printer Driver" on page 361

Paper is not Ejected to the Staple Finisher

❏ Remove any scraps of paper left inside the staple finisher.

❏ Remove any objects that are around the staple finisher.

Paper or Staples Get Jammed in the Staple Finisher

Check the error displayed on the control panel and follow the instructions to remove the jammed paper including any torn pieces or jammed staples. The LCD screen displays an animation that shows you how to remove jammed paper or staples. Next, select **OK** to clear the error.

> ***Caution:***
> *Never touch the buttons on the control panel while your hand is inside the printer. If the printer starts operating, it could cause an injury. Be careful not to touch the protruding parts to avoid injury.*

> ***Important:***
> *Remove the jammed paper carefully. Removing the paper vigorously may cause damage to the printer.*

If paper jams occur repeatedly, you might be able to clear them by selecting **On** as the **Optimize Finishing** setting. Note that printing may take longer.

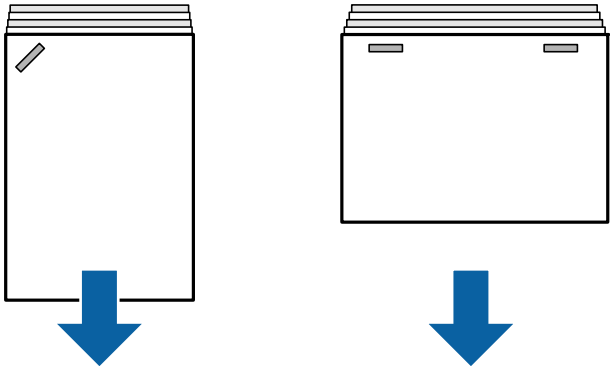
Settings > **General Settings** > **Printer Settings** > **Optimize Finishing**

❏ Paper jams when stapling: Set **Align when Staple** to **On**.

❏ Paper jams when not stapling: Set **Align when Non-staple** to **On**.

Lower the density setting. If the density is too high, paper may be wavy or curled which can cause this problem.

Stapled Paper is Misaligned Vertically



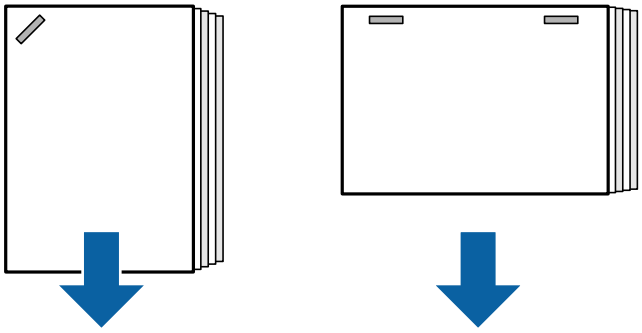
The arrows in the illustration indicate the paper ejection direction.

❏ You may be able to reduce paper misalignments by selecting the following menu. Note that printing may take longer.

Settings > **General Settings** > **Printer Settings** > **Optimize Finishing** > **Align when Staple** > **On**

❏ Lower the density setting. If the density is too high, paper may be wavy or curled which can cause this problem.

Stapled Paper is Misaligned Horizontally



The arrows in the illustration indicate the paper ejection direction.

❏ Lower the density setting. If the density is too high, paper may be wavy or curled which can cause this problem.

❏ Contact Epson support or an authorized Epson service provider.

Cannot Shift

Paper edges are not aligned.

Solutions

❏ You can reduce paper misalignments by selecting the following menu. Note that printing may take longer.

Settings > **General Settings** > **Printer Settings** > **Optimize Finishing** > **Align when Non-staple** > **On**

❏ Lower the density setting. If the density is too high, paper may be wavy or curled which can cause this problem.

Cannot Punch Correctly

Data is printed at the punch position.

Solutions

Adjust the data so that it is not printed at the punch position. Alternatively, set the binding margin so that it is not printed at the punch position. If you punch on the printed area, it may cause punch failure or a paper jam.

➡ "Punching Each Set of Copies from a Computer" on page 365

➡ "Copying and Stapling or Punching Holes" on page 370

Paper Is Smeared or Scuffed

See the related information below.

Related Information

➡ "Paper Handling Precautions" on page 36

➡ "Paper Is Smeared or Scuffed" on page 311

Menu Options for Printing from a Computer (When Staple Finisher Installed)

Finishing Tab Windows (When Staple Finisher Installed)

Sort:

Shift Sort:

Offsets each set of copies. You can select this option only when you select **Auto Select** or **Finisher Tray** as the **Output Tray** setting.

Staple:

Select the staple location.

Punch:

Select the punch hole location. Displayed when the punch unit is installed.

Related Information

➡ "Finishing Tab" on page 53

Advanced Options Windows PostScript (When Staple Finisher Installed)

Document Options:

Printer Features:

❏ Sort:

Shift Sort: Offsets each set of copies. You can select this option only when you select **Auto Select** or **Finisher Tray** as the **Output Tray** setting.

❏ Staple:

Select the staple location.

❏ Punch:

Select the punch hole location. Displayed when the punch unit is installed.

Related Information

➡ "Advanced Options" on page 95

Menu Options for FinishingMac OS (When Staple Finisher Installed)

Sort:

Shift Sort:

Offsets each set of copies. You can select this option only when you select **Auto Select** or **Finisher Tray** as the **Output Tray** setting.

Staple:

Select the staple location.

Punch:

Select the punch hole location. Displayed when the punch unit is installed.

Related Information

➡ "Menu Options for Finishing" on page 100

Menu Options for Printer FeaturesMac OS PostScript (When Staple Finisher Installed)

Feature Sets:

❏ Sort:

Shift Sort: Offsets each set of copies. You can select this option only when you select **Auto Select** or **Finisher Tray** as the **Output Tray** setting.

❏ Staple:

Select the staple location.

❏ Punch:

Select the punch hole location. Displayed when the punch unit is installed.

Related Information

➡ "Menu Options for Printer Features" on page 107

Menu Options for Printing from Memory Devices or Storage (When Staple Finisher Installed)

Select the following on the printer's control panel.

❏ Select **Memory Device**, select the file type, and then select the **Advanced** tab.

❏ Select **Storage**, and then select the folder and file. Select **Print Settings** > **Basic Settings** tab.

Finishing (When Staple Finisher installed)

Eject Paper:

❏ Shift Sort:

Offset each set of copies.

Staple:

Select the staple location.

Punch:

Select the location for the punch holes.

Menu Options for Copying (When Staple Finisher Installed)

You can find the menu on the printer's control panel below.

Copy > **Basic Settings**.

Finishing(When Staple Finisher installed)

Eject Paper:

❏ Shift Sort:

Offset each set of copies.

Staple:

Select the staple location.

Punch:

Select the location for the punch holes. Displayed when the punch unit is installed.

Staple Finisher Specifications

Weight of Paper		60 to 250 g/m^2
Available Paper Sizes		A3, B4, A4, B5, A5, B6*, Legal, Letter, Executive, Half Letter, 16K, Indian-Legal, 8K, 8.5×13 in., 11×17 in. *:Ejected from the output tray only
Paper Type		Plain Paper, Thick Paper, High Quality Plain Paper
Ejecting Capacity	Output Tray	250 sheets
	Finisher Tray	The paper lengths in this section are relative to the paper feed direction. Standard (Stack) Ejecting, Shift Ejecting ❏ A5 1-sided/2-sided: 500 sheets ❏ Paper length within 297 mm (11.7 in.) such as A4/B5/Letter 1-sided/2-sided: 4000 sheets ❏ Paper length longer than 297 mm (11.7 in.) such as A3/B4/Legal/11×17 in. 1-sided/2-sided: 1500 sheets ❏ Same width mixed loading 1-sided/2-sided: 1500 sheets Staple ❏ Paper length within 216 mm (8.5 in.) such as A4/B5/Letter: 200 sets or 4000 sheets (Whichever comes first) ❏ Paper length longer than 216 mm (8.5 in.) and within 297 mm (11.7 in.) such as A4/B5/Letter: 80 sets or 4000 sheets (Whichever comes first) ❏ Paper length longer than 297 mm (11.7 in.) such as A3/B4/Legal/11×17 in.: 50 sets or 1500 sheets (Whichever comes first)
Shift Ejecting	Available Paper Sizes	A3, B4, A4, B5, Legal, Letter, Executive, 16K, Indian-Legal, 8K, 8.5×13 in., 11×17 in.

Staple*1	Available Paper Sizes	A3, B4, A4, B5, Legal, Letter, Executive, 16K, Indian-Legal, 8K, 8.5×13 in., 11×17 in.
	Number of sheets	60 to 90 g/m^2 ❏ A4/B5/Letter/Executive/16K: 50 sheets ❏ A3/B4/Legal/Indian-Legal/8K/8.5×13 in./11×17 in.: 30 sheets 91 to 105 g/m^2 ❏ A4/B5/Letter/Executive/16K: 30 sheets ❏ A3/B4/Legal/Indian-Legal/8K/8K/8.5×13 in./11×17 in.: 20 sheets You can only use one sheet of thick paper (up to 160 g/m^2) for the front and back cover.
	Staple Position	One at the front, one at the back, and two at the edges.
Punch*2	Available Paper Sizes	A3, B4*1, A4*2, B5*2*1, Legal*2, Letter*2, Executive, 16K*2, 16K, Indian-Legal*2, 8K, 8.5×13 in.*2, 11×17 in. *1:Not supported for 4 Hole *2:Not supported for 3 Hole/4 Hole
	Punch Position	2Hole/4 Hole, 2Hole/3 Hole
Power Supply Rating		AC 100-240 V*3
Maximum Power Consumption		170 W
Printer dimensions with Staple Finisher installed		Storage Width: 1684 mm (66.3 in.) Depth: 757 mm (29.8 in.) Height: 1243 mm (48.9 in.) Printing Width: 2183 mm (85.9 in.) Depth: 757 mm (29.8 in.) Height: 1243 mm (48.9 in.)
Weight		Approx. 310.6 kg

*1: Includes 5000 staples.

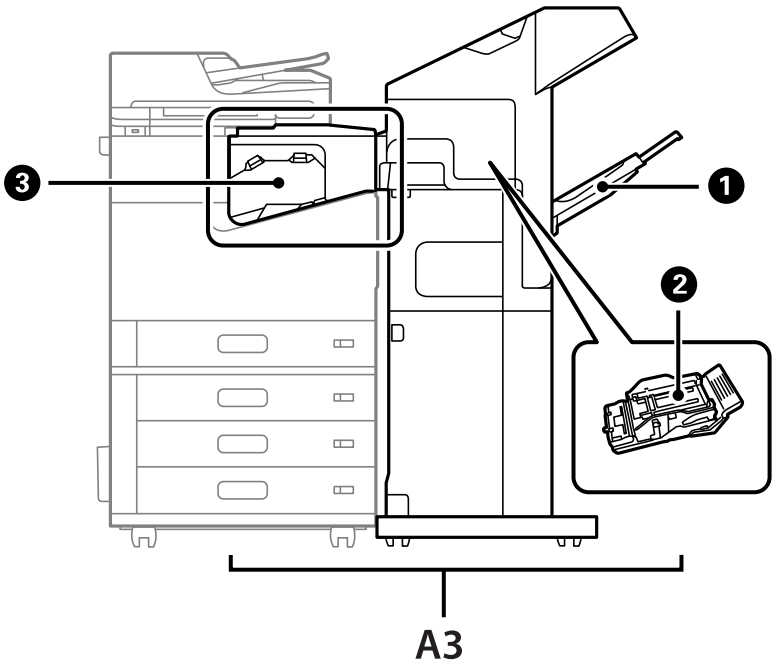
*2: You need the optional hole punch unit.

*3: Supplied from the printer.

Staple Finisher-P2

Sorts and staples paper before ejecting it.

Staple Finisher-P2 Part Names



No.	Optional Item	Overview
A3	Staple Finisher-P2	Sorts and staples paper before ejecting it.
❶	Finisher Tray	Holds sorted or stapled documents.
❷	Staple Cartridge	For flat stitching.
❸	Staple Finisher Bridge Unit	Connects the printer to staple finisher-P2. Open when removing jammed paper.

Setting the Staple Finisher-P2 in the Printer Driver

The process is the same as for the high capacity tray.

Related Information

➡ "Setting the High Capacity Tray in the Printer Driver" on page 358

Printer Settings When Using the Staple Finisher-P2

You need to make settings on the printer to only use staple finisher-P2 when faxing.

Tap **Settings** > **General Settings** > **Printer Settings** > **Output: Fax**, and then select **Finisher Tray**.

Note:

❏ *When copying, printing from a memory device, and so on, from the printer:*

There is only an output tray when staple finisher-P2 is installed. You can only select ***Finisher Tray****.*

❏ *When printing from a computer:*

There is only an output tray when staple finisher-P2 is installed. If you select ***Auto Select*** *or* ***Face Down Tray*** *from the* ***Output Tray*** *menu in the printer driver, the paper is output to the finisher tray. Depending on the type of printer driver being used, you may not be able to select* ***Face Down Tray****.*

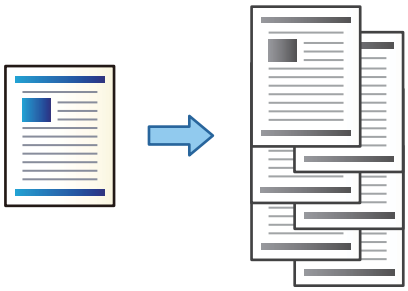
Important:

When using the finisher tray, do not remove your printouts while the print job is still in progress. The print position may be misaligned and the staple position may move from its original position.

Using Staple Finisher-P2

Performing Offset Printing from a Computer for Each Set of Copies

You can use the optional staple finisher, staple finisher-P2, or the booklet finisher to sort each set of copies by offsetting them.



Print Settings (Windows)

1. On the printer driver's **Finishing** tab, select **Shift Sort** as the sort setting.
2. Set the other items, and then click **OK**.
3. Click **Print**.

Related Information

➡ "Printing from a Computer - Windows" on page 50

➡ "Finishing Tab" on page 53

Print Settings (Windows PostScript)

1. On the printer driver's **Advanced Options**, click **Printer Features** in **Document Options**.

2. Select **Shift Sort** as the sort setting.
3. Set the other items, and then click **OK**.
4. Click **Print**.

Related Information

➡ "Printing a Document Using the PostScript Printer Driver (Windows)" on page 92
➡ "Advanced Options" on page 95

Print Settings (Mac OS)

1. Select **Finishing** from the pop-up menu, and then select **Shift Sort** as the sort setting.
2. Set the other items as necessary.
3. Click **Print**.

Related Information

➡ "Printing from a Computer - Mac OS" on page 96
➡ "Menu Options for Finishing" on page 100

Print Settings (Mac OS PostScript)

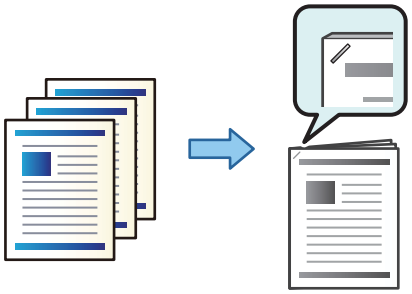
1. Select **Printer Features** from the pop-up menu, and then select **Output** from **Feature Sets**.
2. Select **Shift Sort** as the sort setting.
3. Set the other items as necessary.
4. Click **Print**.

Related Information

➡ "Printing from the PostScript Printer Driver on Mac OS" on page 104
➡ "Menu Options for Printer Features" on page 107

Stapling Each Set of Copies from a Computer

You can use the optional staple finisher, staple finisher-P2, or booklet finisher to staple the printed paper.



Print Settings (Windows)

1. On the printer driver's **Finishing** tab, select the stapling position from **Staple**.
2. Set the other items, and then click **OK**.
3. Click **Print**.

Related Information

➡ "Printing from a Computer - Windows" on page 50
➡ "Finishing Tab" on page 53

Print Settings (Windows PostScript)

1. On the printer driver's **Advanced Options**, click **Printer Features** in **Document Options**.
2. Select the stapling position from Staple.
3. Set the other items, and then click **OK**.
4. Click **Print**.

Related Information

➡ "Printing a Document Using the PostScript Printer Driver (Windows)" on page 92
➡ "Advanced Options" on page 95

Print Settings (Mac OS)

1. Select **Finishing** from the pop-up menu, and then select the stapling position from **Staple**.
2. Set the other items as necessary.
3. Click **Print**.

Related Information

➡ “Printing from a Computer - Mac OS” on page 96
➡ “Menu Options for Finishing” on page 100

Print Settings (Mac OS PostScript)

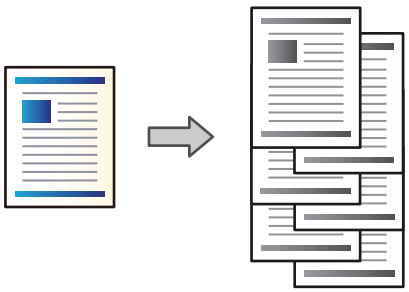
1. Select **Printer Features** from the pop-up menu, and then select **Output** from Feature Sets.
2. Select the stapling position from Staple.
3. Set the other items as necessary.
4. Click **Print**.

Related Information

➡ “Printing from the PostScript Printer Driver on Mac OS” on page 104
➡ “Menu Options for Printer Features” on page 107

Stacking Each Set of Copies by Sorting from a Memory Device

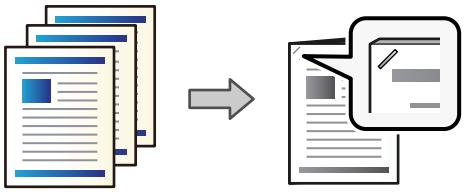
You can print JPEG, PDF, and TIFF files from a memory device and sort by offsetting each set of copies.



1. Connect the memory device to the printer's external interface USB port.
   “Inserting an External USB Device” on page 48
2. Select **Memory Device** on the home screen.
3. Select the file type and the file you want to print.
4. Select the **Advanced** tab, and then select **Finishing**.
5. Select **Shift Sort** in **Eject Paper**.
6. Tap ◈.

Printing with Stapling from a Memory Device

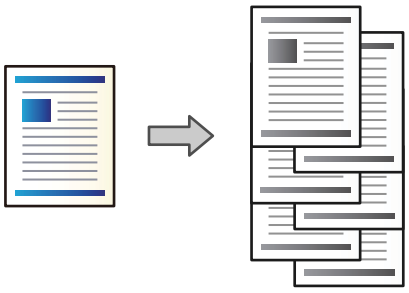
You can print JPEG, PDF, and TIFF files from a memory device and staple them.



1. Connect the memory device to the printer's external interface USB port.
   "Inserting an External USB Device" on page 48
2. Select **Memory Device** on the home screen.
3. Select the file type and the file you want to print.
4. Select the **Advanced** tab, and then select **Finishing**.
5. Select the location in **Staple**.
6. Tap ◈.

Stacking Each Set of Copies by Sorting from Storage

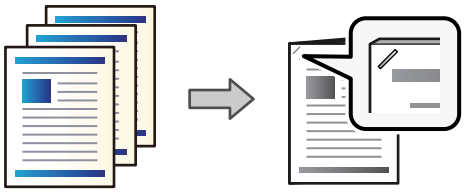
You can print files from storage and sort by offsetting each set of copies.



1. Select **Storage** on the home screen.
2. Select the folder in which the file that you want to print is saved, and then select the file.
3. Select **Print Settings**.
4. Select the **Basic Settings** tab, and then select **Finishing**.
5. Select **Shift Sort** in **Eject Paper**.
6. Tap ◈.

Printing with Stapling from Storage

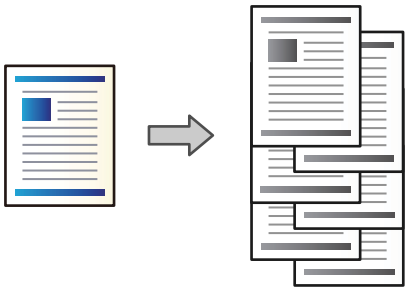
You can print files from storage and staple them.



1. Select **Storage** on the home screen.
2. Select the folder in which the file that you want to print is saved, and then select the file.
3. Select **Print Settings**.
4. Select the **Basic Settings** tab, and then select **Finishing**.
5. Select the location in **Staple**.
6. Tap ◈.

Stacking Each Set of Copies by Offsetting

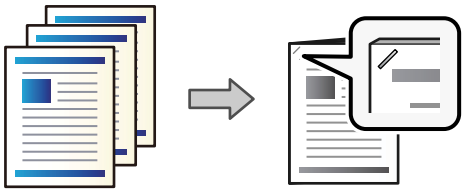
You can sort by offsetting each set of copies.



1. Place the originals.
   "Placing Originals" on page 43
2. Select **Copy** on the home screen.
3. Select the **Basic Settings** tab, and then select **Finishing**.
4. Select **Shift Sort** in **Eject Paper**, and then select **OK**.
5. Tap ◈.

Copying and Stapling

You can copy originals and staple them.



1. Place the originals.
   "Placing Originals" on page 43
2. Select **Copy** on the home screen.
3. Select the **Basic Settings** tab, and then select **Finishing**.
4. Select the staple position in the **Staple** option, and then select **OK**.
5. Tap ◈.

Replacing the Staple Cartridge for the Staple Finisher

When it is time to replace the staple cartridge, a message is displayed on the LCD screen. Follow the on-screen instructions to replace the cartridge.

> ***Important:***
> *Only replace the cartridge when all of the staples have run out. You cannot replace the cartridge if any staples remain.*

Removing Punch Scraps from the Staple Finisher

When it is time to remove punch scraps, a message is displayed on the LCD screen. Follow the on-screen instructions to remove punch scraps.

Problems with the Staple Finisher-P2

The Staple Finisher-P2 is not Recognized

Set the optional unit in the printer driver.

Paper is not Ejected to the Staple Finisher-P2

❏ Remove any scraps of paper left inside the staple finisher-P2.

❏ Remove any objects that are around the staple finisher-P2.

Paper or Staples Get Jammed in the Staple Finisher-P2

Check the error displayed on the control panel and follow the instructions to remove the jammed paper including any torn pieces or jammed staples. The LCD screen displays an animation that shows you how to remove jammed paper or staples. Next, select **OK** to clear the error.

> ⚠ ***Caution:***
>
> *Never touch the buttons on the control panel while your hand is inside the printer. If the printer starts operating, it could cause an injury. Be careful not to touch the protruding parts to avoid injury.*

> ***Important:***
>
> *Remove the jammed paper carefully. Removing the paper vigorously may cause damage to the printer.*

If paper jams occur repeatedly, you might be able to clear them by selecting **On** as the **Optimize Finishing** setting. Note that printing may take longer.

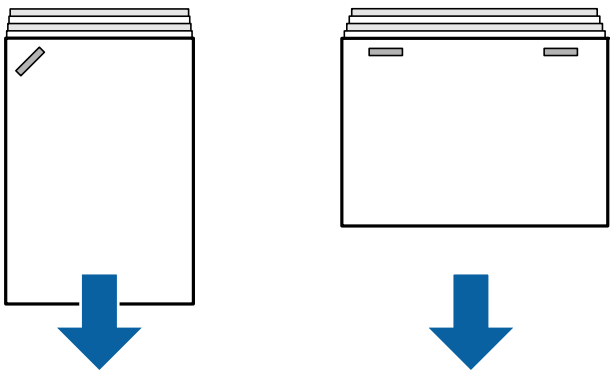
Settings > **General Settings** > **Printer Settings** > **Optimize Finishing**

❏ Paper jams when stapling: Set **Align when Staple** to **On**.

❏ Paper jams when not stapling: Set **Align when Non-staple** to **On**.

Lower the density setting. If the density is too high, paper may be wavy or curled which can cause this problem.

Stapled Paper is Misaligned Vertically



The arrows in the illustration indicate the paper ejection direction.

❏ You may be able to reduce paper misalignments by selecting the following menu. Note that printing may take longer.

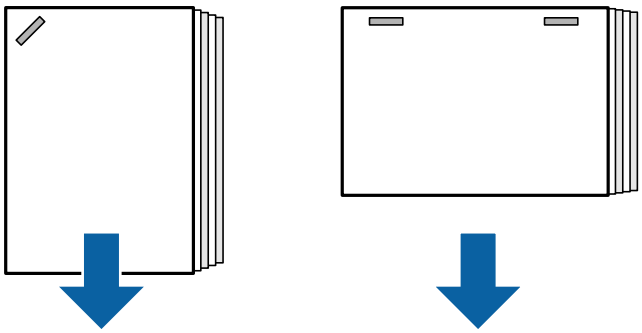
Settings > **General Settings** > **Printer Settings** > **Optimize Finishing** > **Align when Staple** > **On**

❏ Changing the settings in the following menu may reduce paper misalignment. When this setting is **Off**, set it to **On**. When it is **On**, set it to **Off**.

Settings > **General Settings** > **Printer Settings** > **Finisher Tray Setting** > **Paper Delivering Adjustment**

❏ Lower the density setting. If the density is too high, paper may be wavy or curled which can cause this problem.

Stapled Paper is Misaligned Horizontally



The arrows in the illustration indicate the paper ejection direction.

❏ Lower the density setting. If the density is too high, paper may be wavy or curled which can cause this problem.

❏ Contact Epson support or an authorized Epson service provider.

Cannot Shift

Paper edges are not aligned.

Solutions

❏ You can reduce paper misalignments by selecting the following menu. Note that printing may take longer.

Settings > **General Settings** > **Printer Settings** > **Optimize Finishing** > **Align when Non-staple** > **On**

❏ Lower the density setting. If the density is too high, paper may be wavy or curled which can cause this problem.

Paper Is Smeared or Scuffed

See the related information below.

Related Information

➡ "Paper Handling Precautions" on page 36

➡ "Paper Is Smeared or Scuffed" on page 311

Operation Sounds Are Loud

If ejection operation sounds are too loud when not shifting or stapling, select the menus on the printer's control panel as described below. Note that the first sheet may take longer to eject when this setting is used.

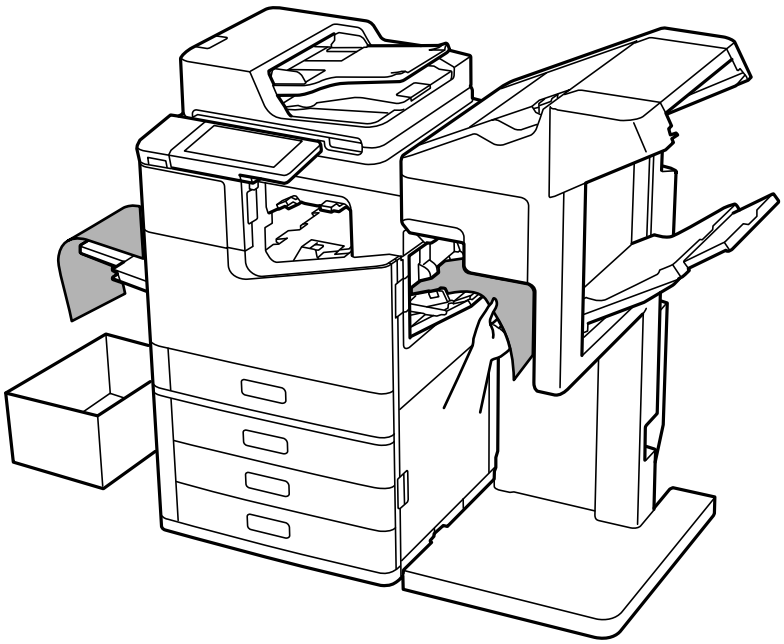
Settings > **General Settings** > **Printer Settings** > **Finisher Tray Setting** > **Paper Eject Option** > **Noise Reduction**

Related Information

➡ "Settings Menu List (When Finisher is Installed)" on page 418

Loading Long Paper when Staple Finisher-P2 Installed

When staple finisher-P2 is installed on the printer, load long paper into the paper tray as shown in the illustration. Long paper is ejected to the face up tray on the left side of the printer. Open the face up tray before printing.



Menu Options for Printing from a Computer (When Staple Finisher-P2 Installed)

Finishing Tab Windows (When Staple Finisher-P2 Installed)

Sort:

Shift Sort:

Offsets each set of copies.

Staple:

Select the staple location.

Related Information

➡ "Finishing Tab" on page 53

Advanced Options Windows PostScript (When Staple Finisher-P2 Installed)

Document Options:

Printer Features:

❏ Sort:

Shift Sort: Offsets each set of copies. You can select this option only when you select **Auto Select** as the **Output Tray** setting.

❏ Staple:

Select the staple location.

Related Information

➡ "Advanced Options" on page 95

Menu Options for FinishingMac OS (When Staple Finisher-P2 Installed)

Sort:

Shift Sort:

Offsets each set of copies.

Staple:

Select the staple location.

Related Information

➡ "Menu Options for Finishing" on page 100

Menu Options for Printer FeaturesMac OS PostScript (When Staple Finisher-P2 Installed)

Feature Sets:

❏ Sort:

Shift Sort: Offsets each set of copies. You can select this option only when you select **Auto Select** as the **Output Tray** setting.

❏ Staple:

Select the staple location.

Related Information

➡ "Menu Options for Printer Features" on page 107

Menu Options for Printing from Memory Devices or Storage (When Staple Finisher-P2 Installed)

Select the following on the printer's control panel.

❏ Select **Memory Device**, select the file type, and then select the **Advanced** tab.

❏ Select **Storage**, and then select the folder and file. Select **Print Settings** > **Basic Settings** tab.

Finishing (When Staple Finisher-P2 installed)

Eject Paper:

❏ Shift Sort:

Offset each set of copies.

Staple:

Select the staple location.

Menu Options for Copying (When Staple Finisher-P2 Installed)

You can find the menu on the printer's control panel below.

Copy > **Basic Settings**.

Finishing (When Staple Finisher-P2 installed)

Eject Paper:

❏ Shift Sort:

Offset each set of copies.

Staple:

Select the staple location.

Staple Finisher-P2 Specifications

Weight of Paper	60 to 250 g/m^2
Available Paper Sizes	A3, B4, A4, B5, A5, Legal, Letter, Executive, Half Letter, 16K, Indian-Legal, 8K, 8.5×13 in., 11×17 in.
Paper Type	Plain Paper, Thick Paper, High Quality Plain Paper

Ejecting Capacity		The paper lengths in this section are relative to the paper feed direction. Standard (Stack) Ejecting, Shift Ejecting ❏ A5 1-sided/2-sided: 500 sheets ❏ Paper length within 297 mm (11.7 in.) such as A4/B5/Letter 1-sided/2-sided: 2000 sheets ❏ Paper length longer than 297 mm (11.7 in.) such as A3/B4/Legal/11×17 in. 1-sided/2-sided: 1500 sheets ❏ Same width mixed loading 1-sided/2-sided: 1500 sheets Staple ❏ Paper length within 216 mm (8.5 in.) such as A4/B5/Letter: 200 sets or 2000 sheets (Whichever comes first) ❏ Paper length longer than 216 mm (8.5 in.) and within 297 mm (11.7 in.) such as A4/B5/Letter: 80 sets or 2000 sheets (Whichever comes first) ❏ Paper length longer than 297 mm (11.7 in.) such as A3/B4/Legal/11×17 in.: 50 sets or 1500 sheets (Whichever comes first)
Shift Ejecting	Available Paper Sizes	A3, B4, A4, B5, Legal, Letter, Executive, 16K, Indian-Legal, 8K, 8.5×13 in., 11×17 in.
Staple*1	Available Paper Sizes	A3, B4, A4, B5, Legal, Letter, Executive, 16K, Indian-Legal, 8K, 8.5×13 in., 11×17 in.
	Number of sheets	60 to 90 g/m^2 ❏ A4/B5/Letter/Executive/16K: 50 sheets ❏ A3/B4/Legal/Indian-Legal/8K/8.5×13 in./11×17 in.: 30 sheets 91 to 105 g/m^2 ❏ A4/B5/Letter/Executive/16K: 30 sheets ❏ A3/B4/Legal/Indian-Legal/8K/8.5×13 in./11×17 in.: 20 sheets You can only use one sheet of thick paper (up to 160 g/m^2) for the front and back cover.
	Staple Position	One at the front, one at the back, and two at the edges.
Power Supply Rating		AC 100-240 V*2
Maximum Power Consumption		110 W

Printer dimensions with Staple Finisher-P2 installed	Storage Width: 1348 mm (53.1 in.) Depth: 790 mm (31.1 in.) Height: 1356 mm (53.4 in.) Printing Width: 1838 mm (72.4 in.) Depth: 790 mm (31.1 in.) Height: 1356 mm (53.4 in.)
Printer weight with Staple Finisher-P2 installed	Approx. 249.8 kg

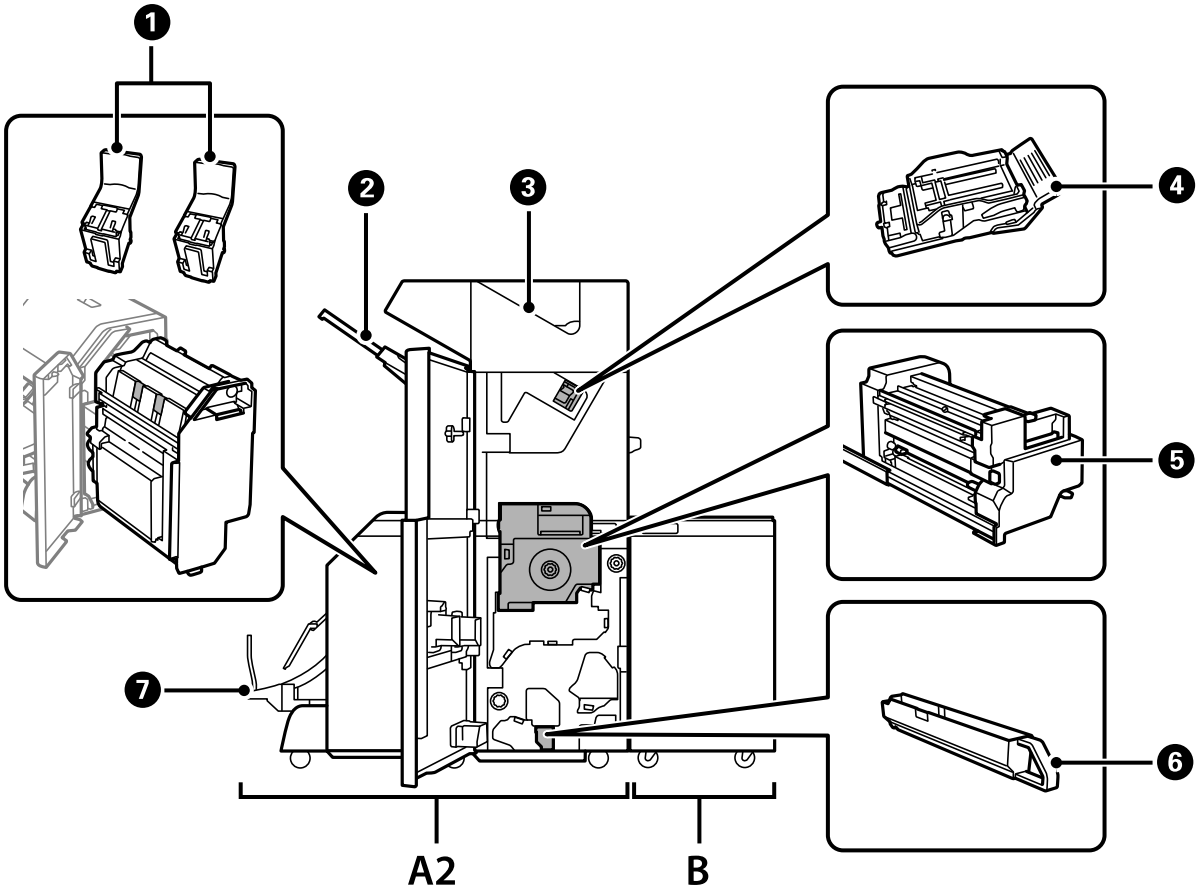
*1: Includes 5000 staples.

*2: Supplied from the printer.

Booklet Finisher

Sorts, saddle stitches, folds, and staples the paper before ejecting it. Punches holes using the optional hole punch unit.

Booklet Finisher Part Names



No.	Optional Item	Overview
A2	Booklet Finisher	Sorts, saddle stitches, folds, and staples the paper before ejecting it. Punches holes using the optional hole punch unit.
B	Finisher Bridge Unit	To operate the staple finisher or booklet finisher you need to install the finisher bridge unit.
❶	Staple Cartridge	For saddle stitching.
❷	Finisher Tray	Holds sorted or stapled documents.
❸	Output tray	Mainly stores received faxes.
❹	Staple Cartridge	For flat stitching.
❺	Inner Unit	Pull out when a paper jam occurs.
❻	Punch waste tray	Collects punch hole scraps.
❼	Booklet Tray	Holds sorted or stapled documents.

Setting the Booklet Finisher in the Printer Driver

The process is the same as for the high capacity tray.

Related Information

➡ "Setting the High Capacity Tray in the Printer Driver" on page 358

Printer Settings When Using the Booklet Finsher

You need to make settings on the printer to use the Booklet Finisher.

❏ When copying

Tap **Settings** > **General Settings** > **Printer Settings** > **Output: Copy**, and then select **Finisher tray**.

❏ When faxing

Tap **Settings** > **General Settings** > **Printer Settings** > **Output: Fax**, and then select **Output tray** or **Finisher tray**.

❏ When printing from a computer, memory device, and so on.

Tap **Settings** > **General Settings** > **Printer Settings** > **Output: Other**, and then select **Finisher tray**.

When printing from a computer, you can specify whether or not to use the finisher unit from the **Output Tray** menu on the printer driver.

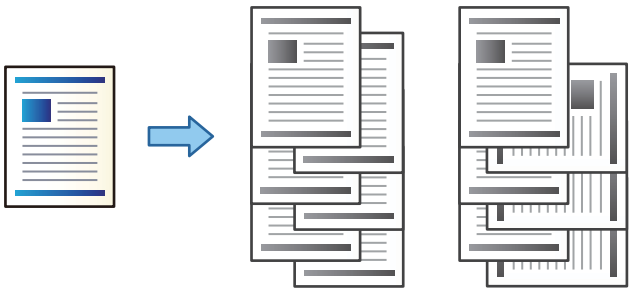
Important:

When using the finisher tray, do not remove your printouts while the print job is still in progress. The print position may be misaligned and the staple position may move from its original position.

Using the Booklet Finisher

Stacking Each Set of Copies by Sorting from a Computer

You can sort the printouts by stacking each set of copies by alternately rotating 90 degrees. If you install the optional staple finisher or booklet finisher, you can also sort by offsetting each set of copies.



Rotate Sort:

Stacks the printouts alternately in the portrait orientation and the landscape orientation when printing multiple copies. This feature uses two paper sources. Load paper in the portrait orientation in the paper source, load paper in the landscape orientation in the other paper source, and then select **Auto Select** as the **Paper Source** setting. Select **Auto Select** or **Face Down Tray** as the**Output Tray** setting. The printouts are stacked in the Face Down Tray.

Shift Sort:

Offsets each set of copies when printing multiple copies. **Auto Select** or **Finisher Tray** must be selected as the **Output Tray** setting.

Print Settings (Windows)

1. On the printer driver's **Finishing** tab, select the method for stacking multiple copies from the **Sort** setting.
2. Set the other items, and then click **OK**.
3. Click **Print**.

Related Information

➡ "Printing from a Computer - Windows" on page 50
➡ "Finishing Tab" on page 53

Print Settings (Windows PostScript)

1. On the printer driver's **Advanced Options**, click **Printer Features** in **Document Options**.
2. Select the method for stacking multiple copies from the **Sort** setting.
3. Set the other items, and then click **OK**.

4. Click **Print**.

Related Information

➡ “Printing a Document Using the PostScript Printer Driver (Windows)” on page 92
➡ “Advanced Options” on page 95

Print Settings (Mac OS)

1. Select **Finishing** from the pop-up menu, and then select an option from the **Sort** setting.
2. Set the other items as necessary.
3. Click **Print**.

Related Information

➡ “Printing from a Computer - Mac OS” on page 96
➡ “Menu Options for Finishing” on page 100

Print Settings (Mac OS PostScript)

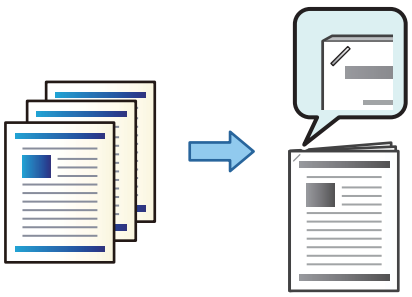
1. Select **Printer Features** from the pop-up menu, and then select **Output** from **Feature Sets**.
2. Select an option from the **Sort** setting.
3. Set the other items as necessary.
4. Click **Print**.

Related Information

➡ “Printing from the PostScript Printer Driver on Mac OS” on page 104
➡ “Menu Options for Printer Features” on page 107

Stapling Each Set of Copies from a Computer

You can use the optional staple finisher, staple finisher-P2, or booklet finisher to staple the printed paper.



Print Settings (Windows)

1. On the printer driver's **Finishing** tab, select the stapling position from **Staple**.
2. Set the other items, and then click **OK**.
3. Click **Print**.

Related Information

➡ "Printing from a Computer - Windows" on page 50
➡ "Finishing Tab" on page 53

Print Settings (Windows PostScript)

1. On the printer driver's **Advanced Options**, click **Printer Features** in **Document Options**.
2. Select the stapling position from Staple.
3. Set the other items, and then click **OK**.
4. Click **Print**.

Related Information

➡ "Printing a Document Using the PostScript Printer Driver (Windows)" on page 92
➡ "Advanced Options" on page 95

Print Settings (Mac OS)

1. Select **Finishing** from the pop-up menu, and then select the stapling position from **Staple**.
2. Set the other items as necessary.
3. Click **Print**.

Related Information

➡ "Printing from a Computer - Mac OS" on page 96
➡ "Menu Options for Finishing" on page 100

Print Settings (Mac OS PostScript)

1. Select **Printer Features** from the pop-up menu, and then select **Output** from Feature Sets.
2. Select the stapling position from Staple.
3. Set the other items as necessary.

4. Click **Print**.

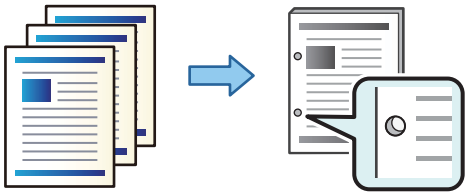
Related Information

➡ "Printing from the PostScript Printer Driver on Mac OS" on page 104
➡ "Menu Options for Printer Features" on page 107

Punching Each Set of Copies from a Computer

You can use the optional staple finisher or booklet finisher, and then the punch unit to punch holes on the printed paper. You can also shift, reduce, or erase the image to create a binding margin.

If you want to use the punch hole feature, select the punch unit from **Printer Properties** > **Optional Settings** > **Printer Information** > **Manual Settings** > **Settings** > **Hole Punch** in the printer driver.



Important:

Adjust the data so that it is not printed at the punch position. If you punch on the printed area, it may cause punch failure or a paper jam.

Print Settings (Windows)

1. On the printer driver's **Main** tab, select **Settings**.
2. Select how to adjust the width of the margin from **Images in Binding Margin**.

   Shift Images, **Reduce Images**, **Erase Images**

3. On the **Finishing** tab, select the hole punch position from **Punch**.
4. Set the other items, and then click **OK**.
5. Click **Print**.

Related Information

➡ "Printing from a Computer - Windows" on page 50

➡ "Finishing Tab" on page 53

Print Settings (Windows PostScript)

1. On the printer driver's **Advanced Options**, click **Printer Features** in **Document Options**.
2. Select the hole punching position from **Punch**.
3. Set the other items, and then click **OK**.
4. Click **Print**.

Related Information

➡ "Printing a Document Using the PostScript Printer Driver (Windows)" on page 92
➡ "Advanced Options" on page 95

Print Settings (Mac OS)

1. Select **Finishing** from the pop-up menu, and then select the hole punching position from **Punch**.
2. Set the other items as necessary.
3. Click **Print**.

Related Information

➡ "Printing from a Computer - Mac OS" on page 96
➡ "Menu Options for Finishing" on page 100

Print Settings (Mac OS PostScript)

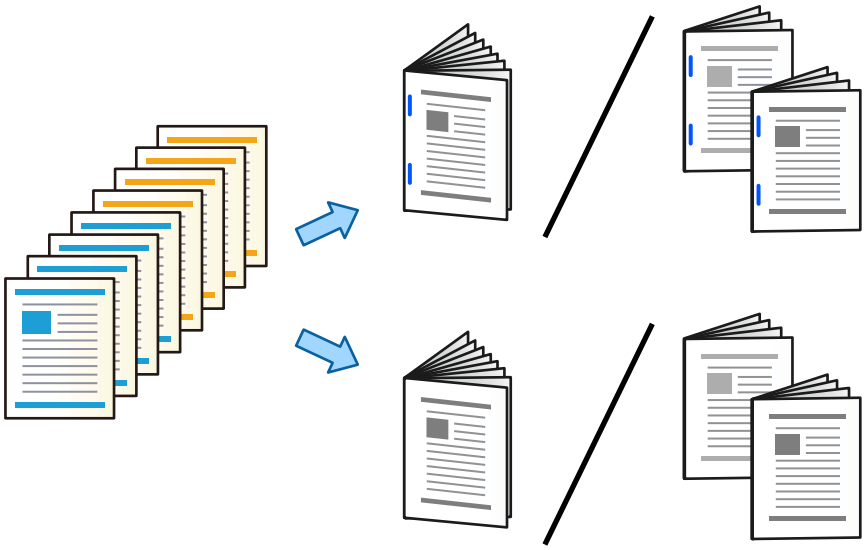
1. Select **Printer Features** from the pop-up menu, and then select **Output** from **Feature Sets**.
2. Select the hole punching position from **Punch**.
3. Set the other items as necessary.
4. Click **Print**.

Related Information

➡ "Printing from the PostScript Printer Driver on Mac OS" on page 104
➡ "Menu Options for Printer Features" on page 107

Folding or Creating a Booklet of Each Set of Copies from a Computer

You can use the optional Booklet Finisher to fold or saddle stitch the printed paper.



Print Settings (Windows)

1. On the printer driver's **Finishing** tab, select **Fold (Print Outside)**, **Fold (Print Inside)**, or **Fold and Saddle Stitch** from **Fold/Saddle Stitch**.
2. Click **Settings**, set the **Binding Edge** and so on, and then click **OK**.
3. Set the other items, and then click **OK**.

   Note:
   - ❏ *If booklets or paper remain in the booklet tray, you will not be able to start bookbinding printing. Make sure there is nothing on the booklet tray.*
   - ❏ *If you want to print on one side, set **2-Sided Printing** on the **Main** tab to **Off**. When printing on one side, you cannot set **Start Page** or **Booklet** in **Binding Settings**.*
4. Click **Print**.

Related Information

➡ "Printing from a Computer - Windows" on page 50
➡ "Finishing Tab" on page 53

Print Settings (Windows PostScript)

1. On the printer driver's **Advanced Options**, click **Printer Features** in **Document Options**.
2. Select **Fold** or **Fold and Saddle Stitch** from **Fold/Saddle Stitch**.

3. Set the other items, and then click **OK**.

   Note:
   If booklets or paper remain in the booklet tray, you will not be able to start bookbinding printing. Make sure there is nothing on the booklet tray.

4. Click **Print**.

Related Information

➡ "Printing a Document Using the PostScript Printer Driver (Windows)" on page 92
➡ "Advanced Options" on page 95

Print Settings (Mac OS)

1. Select **Finishing** from the pop-up menu, and then select **Fold (Print Outside)**, **Fold (Print Inside)**, or **Fold and Saddle Stitch** from **Fold/Saddle Stitch**.

2. Set the other items as necessary.

   Note:
   If booklets or paper remain in the booklet tray, you will not be able to start bookbinding printing. Make sure there is nothing on the booklet tray.

3. Click **Print**.

Related Information

➡ "Printing from a Computer - Mac OS" on page 96
➡ "Menu Options for Finishing" on page 100

Print Settings (Mac OS PostScript)

1. Select **Printer Features** from the pop-up menu, and then select **Output** from **Feature Sets**.

2. Select **Fold** or **Fold and Saddle Stitch** from **Fold/Saddle Stitch**.

3. Set the other items as necessary.

   Note:
   If booklets or paper remain in the booklet tray, you will not be able to start bookbinding printing. Make sure there is nothing on the booklet tray.

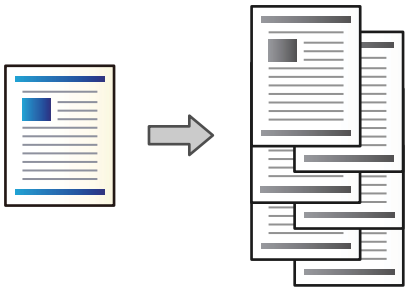
4. Click **Print**.

Related Information

➡ "Printing from the PostScript Printer Driver on Mac OS" on page 104
➡ "Menu Options for Printer Features" on page 107

Stacking Each Set of Copies by Sorting from a Memory Device

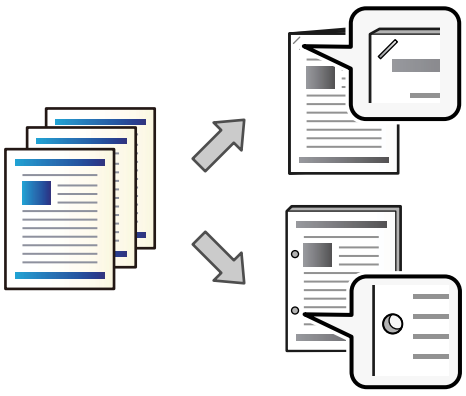
You can print JPEG, PDF, and TIFF files from a memory device and sort by offsetting each set of copies.



1. Connect the memory device to the printer's external interface USB port.
   "Inserting an External USB Device" on page 48
2. Select **Memory Device** on the home screen.
3. Select the file type and the file you want to print.
4. Select the **Advanced** tab, and then select **Finishing**.
5. Select **Shift Sort** in **Eject Paper**.
6. Tap ◈.

Printing with Stapling or Punch Holes from a Memory Device

You can print JPEG, PDF, and TIFF files from a memory device and staple them or add punch holes.



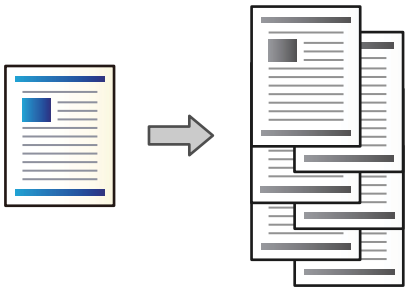
Important:

Adjust the data so that it is not printed at the punch position. If you punch on the printed area, it may cause punch failure or a paper jam.

1. Connect the memory device to the printer's external interface USB port.
   "Inserting an External USB Device" on page 48
2. Select **Memory Device** on the home screen.
3. Select the file type and the file you want to print.
4. Select the **Advanced** tab, and then select **Finishing**.
5. Select the location in **Staple** or **Punch**.
6. Tap ◈.

Stacking Each Set of Copies by Sorting from Storage

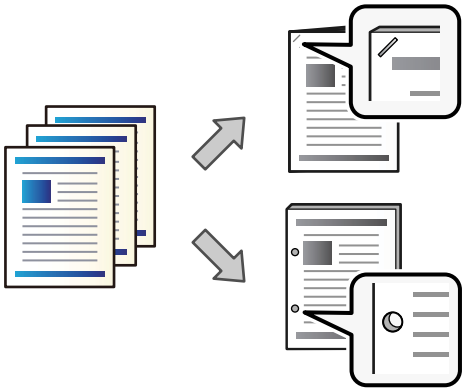
You can print files from storage and sort by offsetting each set of copies.



1. Select **Storage** on the home screen.
2. Select the folder in which the file that you want to print is saved, and then select the file.
3. Select **Print Settings**.
4. Select the **Basic Settings** tab, and then select **Finishing**.
5. Select **Shift Sort** in **Eject Paper**.
6. Tap ◈.

Printing with Stapling or Punch Holes from Storage

You can print files from storage and staple them or add punch holes.



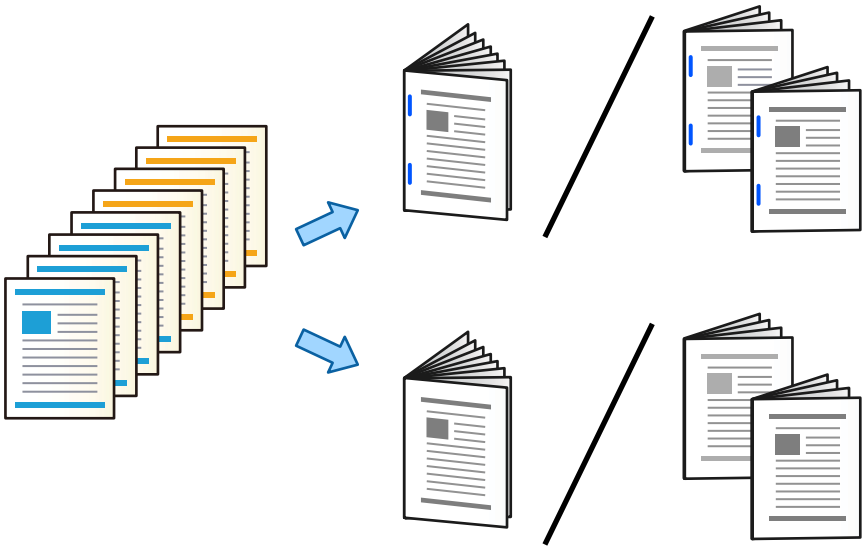
> ***Important:***
> *Adjust the data so that it is not printed at the punch position. If you punch on the printed area, it may cause punch failure or a paper jam.*

1. Select **Storage** on the home screen.
2. Select the folder in which the file that you want to print is saved, and then select the file.
3. Select **Print Settings**.
4. Select the **Basic Settings** tab, and then select **Finishing**.
5. Select the location in **Staple** or **Punch**.
6. Tap ◈.

Ejecting Each Set of Printouts with Saddle Stitching or Folding from Storage

You can print files from storage, and then eject each set of printouts with saddle stitching or folding. You can also split the number of pages with saddle stitching or folding.

This section explains the basic steps.



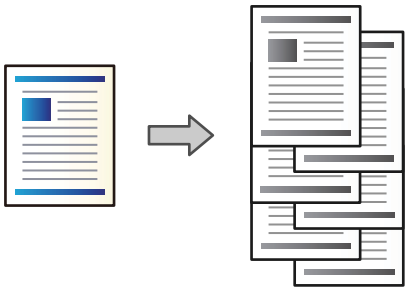
1. Select **Storage** on the home screen.
2. Select the folder in which the file that you want to print is saved, and then select **Open**.
3. Select the file.
4. Select **Print Settings**.
5. Select the **Basic Settings** tab.
6. Select **Paper Setting**, select the paper source in which you loaded the paper, and then select **OK**.
7. Select **2-Sided**, enable **2-Sided**, and then select **OK**.
8. Select **Finishing**, and then set **Finishing** to **Collate (Page Order)**.
9. Select **Booklet** > **Booklet**, enable **Booklet**, and then select **OK**.
10. Select **Saddle Stitch** or **Half Fold**, and then enable **Saddle Stitch** or **Half Fold** on the displayed screen.
11. When you split the number of pages with saddle stitching or folding, enable **Split** on each settings screen, and then set how many sheets to split in **Sheets per Staple** or **Sheets per Fold**.

    For example, to split 16 pages of data into 8 pages for booklet, set **Sheets per Staple** or **Sheets per Fold** to "2." "Sheets" here refers to the number of sheets of paper that make up the booklet (4 pages = 1 sheet).

    Note:
    If booklets or paper remain in the booklet tray, you will not be able to start bookbinding printing. Make sure there is nothing on the booklet tray.
12. Tap ◈.

Stacking Each Set of Copies by Offsetting

You can sort by offsetting each set of copies.



1. Place the originals.

   "Placing Originals" on page 43

2. Select **Copy** on the home screen.

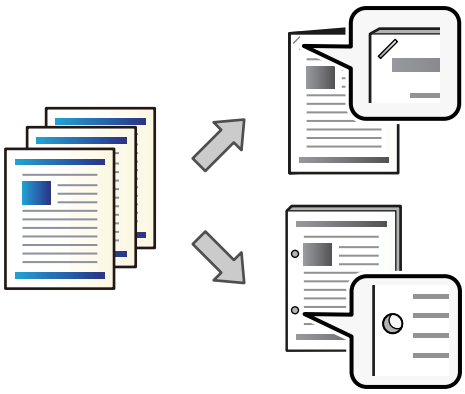
3. Select the **Basic Settings** tab, and then select **Finishing**.

4. Select **Shift Sort** in **Eject Paper**, and then select **OK**.

5. Tap ⬖.

Copying and Stapling or Punching Holes

You can copy originals and staple them or add punch holes.



Important:

Adjust the data so that it is not printed at the punch position. If you punch on the printed area, it may cause punch failure or a paper jam.

1. Place the originals.

   "Placing Originals" on page 43

2. Select **Copy** on the home screen.

   Note:
   *If there is an image at the punch position, secure a binding width of 18 mm or more before copying. You can set the binding margin from **Binding Margin** on the **Advanced** tab.*

   For details on how to create a binding, see "Related Information" below.

3. Select the **Basic Settings** tab, and then select **Finishing**.

4. Select the staple position in the **Staple** option or the punch holes position in the **Punch** option, and then select **OK**.

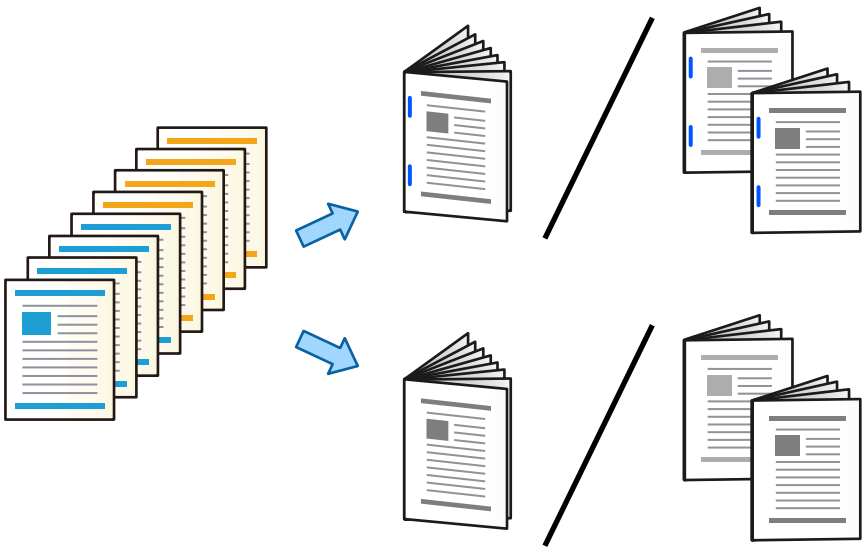
5. Tap ◈.

Related Information

➡ "Binding Margin:" on page 132

Copying Files and Creating Booklets Using Saddle Stitching or Folding

You can eject each set of copies with saddle stitching or folding.



1. Place the originals.

   "Placing Originals" on page 43

2. Select **Copy** on the home screen.

3. Select the **Basic Settings** tab.

4. Select **Paper Setting**, select the paper source in which you loaded the paper, and then select **OK**.

5. Select **2-Sided**, and then select **2→2-Sided** or **1→2-Sided**.

6. Specify other settings such as the original orientation and the binding position as necessary, and then select **OK**.

7. Select **Reduce/Enlarge**, specify the amount of enlargement or reduction, and then select **OK**.

8. Select the **Advanced** tab, select **Booklet** > **Booklet**, and then enable **Booklet**.

9. Specify the biding position and binding margin and then select **OK**.

10. Select **Saddle Stitch** or **Half Fold**, and then enable the setting.

11. Specify the details as the number of sheet for saddle stitch or half fold and paper setting .

    Note:
    If booklets or paper remain in the booklet tray, you will not be able to start bookbinding printing. Make sure there is nothing on the booklet tray.

12. Tap ◈.

Replacing the Stapler Cartridge for the Booklet Finisher

When it is time to replace the staple cartridge, a message is displayed on the LCD screen. Follow the on-screen instructions to replace the cartridge.

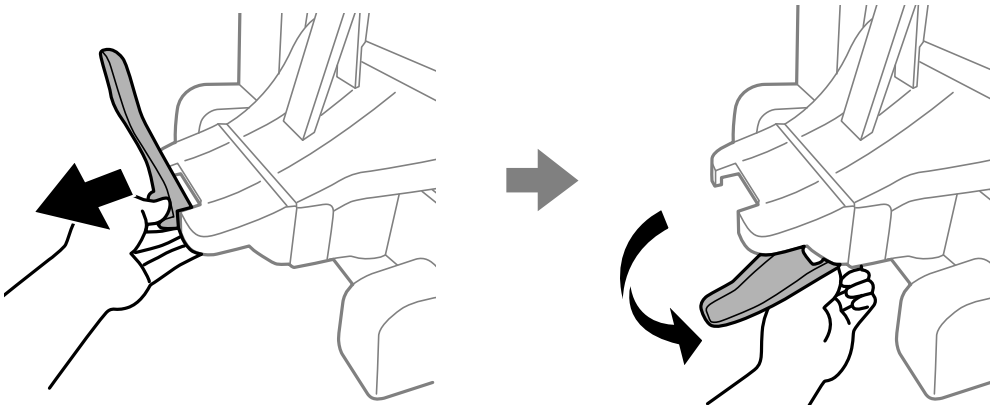
> ***Important:***
> *Only replace the cartridge when all of the staples have run out. You cannot replace the cartridge if any staples remain.*

Removing Punch Scraps from the Booklet Finisher

When it is time to remove punch scraps, a message is displayed on the LCD screen. Follow the on-screen instructions to remove punch scraps.

Ejecting Documents Continuously

When a given number of documents are ejected, the job stops to prevent paper jams. If you pull out the stopper and lower it, you can eject documents continuously preventing the printer from detecting when the tray is full. In this case the documents drop to the floor from the edge of the finisher booklet tray one by one.



Problems with the Booklet Finisher

The Booklet Finisher is not Recognized

Set the optional unit in the printer driver.

Related Information

➡ "Setting the Booklet Finisher in the Printer Driver" on page 393

Paper is not Ejected to the Booklet Finisher

❏ Remove any scraps of paper left inside the booklet finisher.

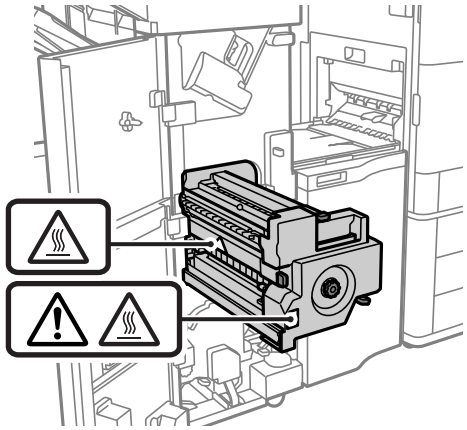
❏ Remove any objects that are around the booklet finisher.

Paper or Staples Get Jammed in the Booklet Finisher

Check the error displayed on the control panel and follow the instructions to remove the jammed paper including any torn pieces or jammed staples. The LCD screen displays an animation that shows you how to remove jammed paper or staples. Next, select **OK** to clear the error.

Caution:

- ❏ *Never touch the buttons on the control panel while your hand is inside the printer. If the printer starts operating, it could cause an injury. Be careful not to touch the protruding parts to avoid injury.*
- ❏ *Never touch the areas that are marked with a caution label inside the booklet finisher. Those areas may be very hot and high temperature may cause burns.*



Important:

Remove the jammed paper carefully. Removing the paper vigorously may cause damage to the printer.

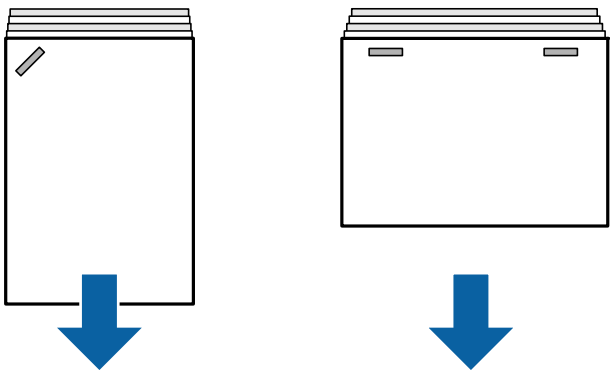
If paper jams occur repeatedly, you might be able to clear them by selecting **On** as the **Optimize Finishing** setting. Note that printing may take longer.

Settings > **General Settings** > **Printer Settings** > **Optimize Finishing**

- ❏ Paper jams when stapling: Set **Align when Staple** to **On**.
- ❏ Paper jams when not stapling: Set **Align when Non-staple** to **On**.
- ❏ Paper jams when folding and saddle stitching: Set **Align when Fold and Saddle Stitch** to **On**.

Lower the density setting. If the density is too high, paper may be wavy or curled which can cause this problem.

Stapled Paper is Misaligned Vertically



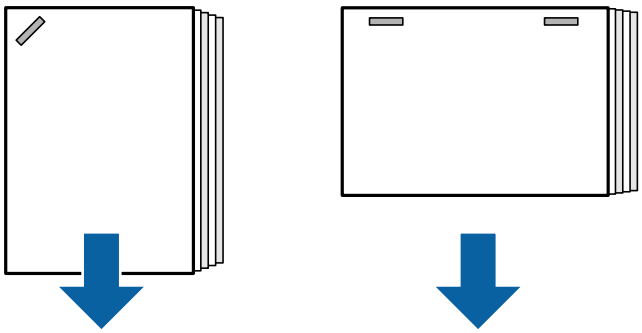
The arrows in the illustration indicate the paper ejection direction.

❏ You may be able to reduce paper misalignments by selecting the following menu. Note that printing may take longer.

Settings > **General Settings** > **Printer Settings** > **Optimize Finishing** > **Align when Staple** > **On**

❏ Lower the density setting. If the density is too high, paper may be wavy or curled which can cause this problem.

Stapled Paper is Misaligned Horizontally



The arrows in the illustration indicate the paper ejection direction.

❏ Lower the density setting. If the density is too high, paper may be wavy or curled which can cause this problem.

❏ Contact Epson support or an authorized Epson service provider.

Cannot Shift

Paper edges are not aligned.

Solutions

❏ You can reduce paper misalignments by selecting the following menu. Note that printing may take longer.

Settings > **General Settings** > **Printer Settings** > **Optimize Finishing** > **Align when Non-staple** > **On**

❏ Lower the density setting. If the density is too high, paper may be wavy or curled which can cause this problem.

Cannot Fold and Saddle Stitch

Paper edges are not aligned.

Solutions

❏ You can reduce paper misalignments by selecting the following menu. Note that printing may take longer.

Settings > **General Settings** > **Printer Settings** > **Optimize Finishing** > **Align when Fold and Saddle Stitch** > **On**

❏ Lower the density setting. If the density is too high, paper may be wavy or curled which can cause this problem.

Cannot Punch Correctly

Data is printed at the punch position.

Solutions

Adjust the data so that it is not printed at the punch position. Alternatively, set the binding margin so that it is not printed at the punch position. If you punch on the printed area, it may cause punch failure or a paper jam.

➡ "Punching Each Set of Copies from a Computer" on page 365
➡ "Copying and Stapling or Punching Holes" on page 370

Paper Is Smeared or Scuffed

See the related information below.

Related Information

➡ "Paper Handling Precautions" on page 36
➡ "Paper Is Smeared or Scuffed" on page 311

Menu Options for Printing from a Computer (When Booklet Finisher Installed)

Finishing Tab Windows (When Booklet Finisher Installed)

Sort:

Shift Sort:

Offsets each set of copies. You can select this option only when you select **Auto Select** or **Finisher Tray** as the **Output Tray** setting.

Staple:

Select the staple location.

Punch:

Select the punch hole location. Displayed when the punch unit is installed.

Fold/Saddle Stitch:

Select whether to fold or fold and saddle stitch the print outs. You can set the binding edge, binding margin, and create folded booklets on the binding setting screen.

Related Information

➡ "Finishing Tab" on page 53

Advanced Options Windows PostScript (When Booklet Finisher Installed)

Document Options:

Printer Features:

❏ Sort:

Shift Sort: Offsets each set of copies. You can select this option only when you select **Auto Select** or **Finisher Tray** as the **Output Tray** setting.

❏ Staple:

Select the staple location.

❏ Punch:

Select the punch hole location. Displayed when the punch unit is installed.

❏ Fold/Saddle Stitch:

Select whether to fold or fold and saddle stitch the print outs.

Related Information

➡ "Advanced Options" on page 95

Menu Options for FinishingMac OS (When Booklet Finisher Installed)

Sort:

Shift Sort:

Offsets each set of copies. You can select this option only when you select **Auto Select** or **Finisher Tray** as the **Output Tray** setting.

Fold/Saddle Stitch:

Select whether to fold or fold and saddle stitch the print outs.

Staple:

Select the staple location.

Punch:

Select the punch hole location. Displayed when the punch unit is installed.

Related Information

➡ "Menu Options for Finishing" on page 100

Menu Options for Printer Features Mac OS PostScript (When Booklet Finisher Installed)

Feature Sets:

❏ Sort:

Shift Sort: Offsets each set of copies. You can select this option only when you select **Auto Select** or **Finisher Tray** as the **Output Tray** setting.

❏ Staple:

Select the staple location.

❏ Punch:

Select the punch hole location. Displayed when the punch unit is installed.

❏ Fold/Saddle Stitch:

Select whether to fold or fold and saddle stitch the print outs.

Related Information

➡ "Menu Options for Printer Features" on page 107

Menu Options for Printing from Memory Devices or Storage (When Staple Finisher Installed)

Select the following on the printer's control panel.

❏ Select **Memory Device**, select the file type, and then select the **Advanced** tab.

❏ Select **Storage**, and then select the folder and file. Select **Print Settings** > **Basic Settings** tab.

Finishing (When Staple Finisher installed)

Eject Paper:

❏ Shift Sort:

Offset each set of copies.

Staple:

Select the staple location.

Punch:

Select the location for the punch holes.

Menu Options for Printing from Storage (When Booklet Finisher Installed)

Select **Storage** on the printer's control panel, and then select the folder and file. Select the **Print Settings** > **Basic Settings** tab.

Booklet

Saddle Stitch:

Specify these settings when you want to make the printouts saddle stitched.

This menu is displayed only when the saddle stich function is enabled.

❏ Saddle Stitch
Allows you to make the printouts saddle stitched.

❏ Sheets per Staple
Specify the number of page for saddle stiches.

❏ Split
Allows you to split printouts when they are ejected.

❏ Cover
Allows you to add the covers to the printouts.

❏ Paper Setting
Select the paper source in which you loaded the paper for the covers.

Half Fold:

Specify these settings when you want to make the printouts half folded.

This menu is displayed only when the half fold function is enabled.

❏ Half Fold
Allows you to make the printouts half folded.

❏ Sheets per Fold
Specify the number of page for half fold.

❏ Split
Allows you to split printouts when they are ejected.

❏ Cover
Allows you to add covers to the printouts.

❏ Paper Setting
Select the paper source in which you loaded the paper for the covers.

❏ Print Mode
Select whether to print outside or inside the half folded paper.

Menu Options for Copying (When Booklet Finisher Installed)

You can find the menu on the printer's control panel below.

Copy > **Basic Settings** or **Advanced**.

Finishing (When Booklet Finisher Installed)

Eject Paper:

❏ Shift Sort:
Offset each set of copies.

Staple:

Select the staple location.

Punch:

Select the location for the punch holes. Displayed when the punch unit is installed.

Booklet (When Booklet Finisher Installed)

Saddle Stitch:

Make the following settings when you want to make the copies saddle stitched.

This menu is displayed only when the saddle stich function is enabled.

❏ Saddle Stitch

Allows you to make the copies saddle stitched.

❏ Sheets per Staple

Specify the number of page for saddle stiches.

❏ Split

Allows you to print separately.

❏ Cover

Allows you to add the covers to the copies.

❏ Paper Setting

Select the paper source in which you loaded the paper for the covers.

Half Fold:

Specfy these settings when you want to make the copies half folded.

This menu is displayed only when the half fold function is enabled.

❏ Half Fold

Allows you to make the copies half folded.

❏ Sheets per Fold

Specify the number of page for half fold.

❏ Split

Allows you to print separately.

❏ Cover

Allows you to add covers to the copies.

❏ Paper Setting

Select the paper source in which you loaded the paper for the covers.

❏ Print Mode

Select whether to print outside or inside the half folded paper.

Booklet Finisher Specifications

Weight of Paper	60 to 250 g/m^2 *Booklet Tray: 60 to 105 g/m^2

Available Paper Sizes		A3, B4, A4, B5, A5, B6*, Legal, Letter, Executive, Half Letter, 16K, Indian-Legal, 8K, 8.5×13 in, 11×17 in *:Ejected from the output tray only
Paper Type		Plain Paper, Thick Paper, High Quality Plain Paper
Ejecting Capacity	Output Tray	250 sheets
	Finisher Tray	The paper lengths in this section are relative to the paper feed direction. Standard (Stack) Ejecting, Shift Ejecting ❏ A5 1-sided/2-sided: 500 sheets ❏ Paper length within 297 mm (11.7 in.) such as A4/B5/Letter 1-sided/2-sided: 1700 sheets ❏ Paper length longer than 297 mm (11.7 in.) such as A3/B4/Legal/11×17 in 1-sided/2-sided: 1500 sheets ❏ Same width mixed loading 1-sided/2-sided: 1500 sheets Staple ❏ Paper width within 216 mm (8.5 in.) such as A4/B5/Letter: 200 sets or 1700 sheets (Whichever comes first) ❏ Paper length longer than 216 mm (8.5 in.) and within 297 mm (11.7 in.) such as A4/B5/Letter: 80 sets or 1700 sheets (Whichever comes first) ❏ Paper length longer than 297 mm (11.7 in.) such as A3/B4/Legal/11×17 in: 50 sets or 1500 sheets (Whichever comes first)
Shift Ejecting	Available Paper Sizes	A3, B4, A4, B5, Legal, Letter, Executive, 16K, Indian-Legal, 8K, 8.5×13 in, 11×17 in
Staple*1	Available Paper Sizes	A3, B4, A4, B5, Legal, Letter, Executive, 16K, Indian-Legal, 8K, 8.5×13 in, 11×17 in
	Amount of Available Paper	60 to 90 g/m^2 ❏ A4/B5/Letter/Executive/16K: 50 sheets ❏ A3/B4/Legal/Indian-Legal/8K/8.5×13 in/11×17 in: 30 sheets 91 to 105 g/m^2 ❏ A4/B5/Letter/Executive/16K: 30 sheets ❏ A3/B4/Legal/Indian-Legal/8K/8K/8.5×13 in/11×17 in: 20 sheets You can only use one sheet of thick paper (up to 160 g/m^2) for the front and back cover.
	Staple Position	One at the front, one at the back, and two at the edges.

Saddle Stitching*2	Available Paper Sizes	A3, B4, A4, Legal, Letter, Indian-Legal, 8K, 8.5×13 in, 11×17 in
	Amount of Available Paper	60 to 90 g/m^2: 20 sheets 91 to 105 g/m^2: 10 sheets You can only use one sheet of thick paper (up to 250 g/m^2) for the front cover.
Folding	Available Paper Sizes	A3, B4, A4, Legal, Letter, Indian-Legal, 8K, 8.5×13 in, 11×17 in
	Amount of Available Paper	60 to 105 g/m^2: 3 sheets
Punch*3	Available Paper Sizes	A3, B4*1, A4*2, B5*2*1, Legal*2, Letter*2, Executive, 16K*2, 16K, Indian-Legal*2, 8K, 8.5×13 in*2, 11×17 in *1:Not supported for 4 Hole *2:Not supported for 3 Hole/4 Hole
	Punch Position	2Hole/4 Hole, 2Hole/3 Hole
Power Supply Rating		AC 100-240 V*4
Maximum Power Consumption		200 W
Power Supply Rating (Saddle Unit)		AC 110-120 V / AC 220-240 V
Maximum Power Consumption (Saddle Unit)		840 W*5
Printer dimensions with Booklet Finisher installed		Storage Width: 2009 mm (79.1 in.) Depth: 757 mm (29.8 in.) Height: 1243 mm (48.9 in.) Printing Width: 2364 mm (93.1 in.) Depth: 757 mm (29.8 in.) Height: 1243 mm (48.9 in.)
Weight		Approx. 369.2 kg

*1: Includes 5000 staples.

*2: Includes 2000 staples.

*3: You need the optional hole punch unit.

*4: Supplied from the printer.

*5: Used during high density printing with saddle stitching or folding.

Settings Menu List (When Finisher is Installed)

When the finisher is installed, the menu below is displayed on the printer's control panel.

Settings > **General Settings** > **Printer Settings**

Universal Print Settings:

❏ Job Separation

Select **On** to output copies separated by jobs.

Optimize Finishing:

❏ Align when Staple

Reduce paper misalignment to improve stapling performance. However, this may lower print speed.

❏ Align when Non-staple

Reduce paper misalignment. However, this may lower print speed.

❏ Align when Fold and Saddle Stitch

Reduce paper misalignment to fold or saddle stich each set of copies in the correct position. However, this may lower print speed.

This option is displayed only when the booklet finisher is installed.

Finisher Tray Setting:

These menus are displayed only when the staple finisher or the booklet finisher is installed.

❏ Avoid Contact of Stacked Paper with the Moving Part

Lower the finisher tray to eject documents so that it does not come into contact with the ejected documents. However, this may lower print speed.

❏ Change Maximum Stack Detection Point

Change the number of full sheets detected in the finisher tray from 4000 to 1500.

Finisher Tray Setting:

These menus are displayed only when the staple finisher-P2 is installed. When panel lock is enabled, only the administrator can make these settings.

❏ Paper Eject Option

Set the operation to eject paper when not shifting or stapling. If ejection operation sounds are too loud, select **Noise Reduction**.

Select **Paper Alignment Priority** to always align the edges of ejected paper.

Select **Noise Reduction** to skip aligning the edges of ejected paper for the first 20 sheets. This will reduce the operation sounds. However, if the print density is high, the finisher may start aligning the ejected paper before the number of sheets of ejected paper reaches 20. Note that the first sheet may take longer to eject when this setting is used.

❏ Avoid Contact of Stacked Paper with the Moving Part

Lower the finisher tray to eject documents so that it does not come into contact with the ejected documents. However, this may lower print speed.

❏ Change Maximum Stack Detection Point

Change the number of full sheets detected in the finisher tray from 4000 to 1500.

❏ Paper Delivering Adjustment

Reduce paper misalignment when printing at a high print density using the finisher.

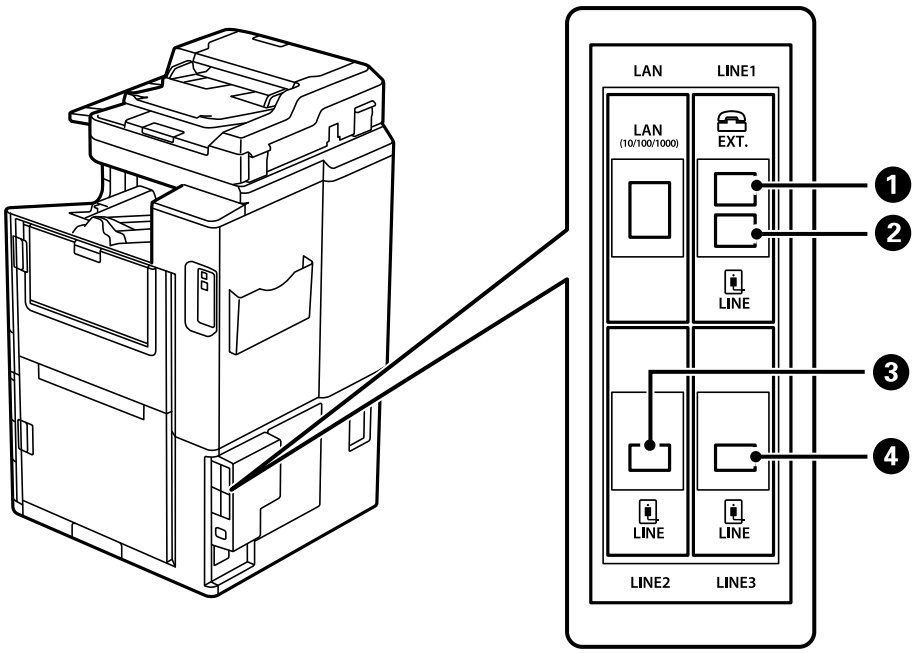
❏ Paper Ejection Fan

Reduce paper misalignment or the causes of paper jams. If paper cannot be ejected and paper jams continue to occur, you may be able to solve the problem by enabling this setting. Please contact Epson support or an authorized Epson service provider when you change this setting.

Fax Board (Super G3/G3 Multi Fax Board)

For printers that can use multiple fax lines by adding the optional Super G3/G3 Multi Fax Boards, you can send a fax while receiving a fax, receive multiple faxes at the same time, or send faxes at the same time.

Expansion Fax Ports



❶	EXT. port	Making Settings When You Connect a Phone Device. This is for standard faxing.
❷	LINE1 port	Connect the printer to the phone line. This is for standard faxing.
❸	LINE2 port	Connect the printer to the phone line. The method for connecting the port is the same as for the LINE1 port. For details, see the related Information below.
❹	LINE3 port	

Related Information

➡ “Compatible Telephone Lines” on page 565

➡ “Connecting the Printer to a Phone Line” on page 565

Fax Settings Menu (When Optional Fax Boards Installed)

When you install the Optional Fax Boards, the following menus are added. After adding a fax line, make settings for the added menus according to how the lines will be used.

Note that you cannot connect an external telephone to the added line.

Basic Settings (When Optional Fax Boards Installed)

You can find the menu on the printer's control panel below.

Settings > **General Settings** > **Fax Settings** > **Basic Settings**

Note:
On the Web Config screen, you can find the menu below.

Fax** tab* > ***Basic Settings

Expansion Line Settings:

G3-2:

- ❏ Fax Speed
- ❏ ECM
- ❏ Dial Tone Detection
- ❏ Dial Mode
- ❏ Line Type
- ❏ Your Phone Number
- ❏ Rings to Answer

G3-3:

- ❏ Fax Speed
- ❏ ECM
- ❏ Dial Tone Detection
- ❏ Dial Mode
- ❏ Line Type
- ❏ Your Phone Number
- ❏ Rings to Answer

The functions for each item are the same as for standard faxing. See "Related Information" below for details on each item.

Transmission Setting By Line:

G3-1:

Select an option for standard line G3-1 according to how it will be used (sending only, receiving only, or sending and receiving). When any optional fax board is not installed (standard faxing only), this corresponds to **Sending and Receiving**.

G3-2:

Select an option for extension line G3-2 according to how it will be used (sending only, receiving only, or sending and receiving).

G3-3:

Select an option for extension line G3-3 according to how it will be used (sending only, receiving only, or sending and receiving).

Related Information

➡ "Basic Settings" on page 465

Receive Settings

Save/Forward Settings

Conditional Save/Forward:

You can find the menu on the printer's control panel below: **Settings** > **General Settings** > **Fax Settings** > **Receive Settings** > **Save/Forward Settings** > **Conditional Save/Forward**.

Note:
On the Web Config screen, you can find the menu below.

Fax** tab* > ***Save/Forward Settings > ***Conditional Save/Forward***

You can set saving and/or forwarding destinations to the Inbox, confidential boxes, an external memory device, email addresses, shared folders, and another fax machine.

To switch between enabling or disabling the conditions, tap anywhere on the set item except for ›.

Condition(s)

Select conditions and then make settings.

Received Line Match:

When the line port matches, the received fax is saved and forwarded.

You can also select the following conditions (the same as for standard faxing). See "Related Information" below for more details.

- ❏ Sender Fax Number match
- ❏ Subaddress(SUB) perfect match
- ❏ Password(SID) perfect match
- ❏ Receiving Time

Related Information

➡ "Conditional Save/Forward:" on page 472

Related Information

➡ "Conditional Save/Forward:" on page 472

Registering a Recipient to the Contacts List (When Optional Fax Boards Installed)

When registering a recipient to the contacts list, you can also add the line setting.

1. Access Web Config, click the **Scan/Copy** tab or the **Fax** fab, and then click **Contacts**.
2. Select the number that you want to register, and then click **Edit**.
3. Enter the **Name** and **Index Word**.
4. Select **Fax** as the **Type** option.

   Note:
   *You cannot change the **Type** option after registration is complete. If you want to change the type, delete the destination and then register again.*
5. Select a line in **Select Line**, and then click **Apply**.

   Note that **Select Line** is set to **G3-Auto** by default.

You can also add the recipient to the contacts list.

Related Information

➡ "Making Contacts Available" on page 552

Sending Faxes Using the Printer with Optional Fax Boards

You can send faxes by specifying a line and entering fax numbers from the printer's control panel.

Note:
The basic method for sending faxes is the same as for standard faxing.

"Sending Faxes Using the Printer" on page 162

1. Place the originals.

   "Placing Originals" on page 43
2. Select **Fax** on the home screen on the printer's control panel.
3. Select the recipients to send the fax to on the **Recipient** tab.

   "Selecting Recipients" on page 163

   To enter fax numbers manually, select Enter Directly, and then select **Select Line**. Select **Sending and Receiving** or **Sending Only** in **Transmission Setting By Line**. You cannot send faxes when you select a line that is set to receive faxes only. Note that **Select Line** is set to **G3-Auto** by default. Next, enter numbers using the numerical keypad on the LCD screen, and then tap **OK** to complete.

Note:
*When **Direct Dialing Restrictions** in **Security Settings** is enabled, you can only select fax recipients from the contacts list or the sent fax history. You cannot manually enter a fax number.*

4. Select the **Fax Settings** tab, and then make settings such as the resolution and the sending method as necessary.

5. Tap ⓕ to start sending the fax.

Related Information

➡ "Checking the Status or Logs for Fax Jobs" on page 191
➡ "Registering a Recipient to the Contacts List (When Optional Fax Boards Installed)" on page 422

Sending Faxes From a Computer Using an Optional Fax Board

Sending Documents Created in an Application Using an Optional Fax Board (Windows)

By selecting a printer fax from the **Print** menu of an application like Microsoft Word or Excel, you can directly transmit data such as documents, drawings, and tables you have created, with a cover sheet..

Note:
❏ *The following explanation uses Microsoft Word as an example.*
❏ *See the following for information on how to send a fax.*
"Sending Documents Created Using an Application (Windows)" on page 194
❏ *The actual operation may differ depending on the application you use. For details, see the application's help.*

1. Using an application, create a document to transmit by fax.

2. Click **Print** from the **File** menu.
The application's **Print** window appears.

3. Select **XXXXX (FAX)** (where XXXXX is your printer name) in Printer, and then check the settings for fax sending.

4. Click **Printer Properties** or **Properties** if you want to specify settings such as the paper size and image quality.
For details, see the PC-FAX driver help.

5. Click **Print**.
Recipient Settings screen of FAX Utility is displayed.

6. Specify a recipient.
See "Related Information" below for more details.
"Sending Documents Created Using an Application (Windows)" on page 194
The recipient is added to the **Recipient List** displayed in the upper part of the window.

7. Click the **Sending options** tab, and select an option in **Transmission line**.

   Select **Settings** > **General Settings** > **Fax Settings** > **Basic Settings** > **Transmission Setting By Line**, and then select a line that is set to **Sending and Receiving** or **Sending Only**. You cannot send faxes when you select the line that is set to receive faxes only.

8. Click **Next** and make the necessary settings.

9. Check the transmission content and click **Send**.

   Make sure the name and fax number of the recipient are correct before transmitting.

Sending Documents Created in an Application Using an Optional Fax Board (Mac OS)

By selecting a fax-capable printer from the **Print** menu of a commercially available application, you can send data such as documents, drawings, and tables, you have created. An available line is automatically selected and sent.

The basics of sending faxes is the same as standard fax.

Related Information

➡ "Sending a Fax from a Computer" on page 193

Checking the Status of the Lines (When Optional Fax Boards Installed)

You can check the status of each fax line such as whether it is ready or in use.

To display this menu, tap **Job/Status** on the home screen on the printer's control panel, and then select **Printer Status** > **Options**.

Related Information

➡ "Job/Status Screen Configuration" on page 32

Solving Problems

See "Related Information" below for more details.

Related Information

➡ "Cannot Send or Receive Faxes" on page 277
➡ "Cannot Operate the Printer as Expected" on page 299
➡ "The Quality of the Sent Fax is Poor" on page 323
➡ "Received Fax Quality is Poor" on page 325

Specifications for Optional Super G3/G3 Multi Fax Board

Possible number of expansions	2 (3 in total with standard)

Others are the same as for standard faxing. See the related Information below.

Related Information

➡ "Fax Specifications (Fax-capable Printers Only)" on page 488

Ethernet Board (10/100/1000 Base-T, Ethernet)

Function List when Using an Additional Network

Functions		Standard	Additional	Related information
Printing	Printing from a computer	✓	✓	
Scanning	Scanning from a computer	✓	✓	
	Scan to Email	✓*3	✓*3	"Configuring a Mail Server" on page 532 "Selecting the Network Transmission Route (When Using an Additional Network)" on page 431
	Scan to Folder	✓*3	✓*3	"Setting a Shared Network Folder" on page 536 "Selecting the Network Transmission Route (When Using an Additional Network)" on page 431
	Scan to Document Capture Pro	✓*3	✓*3	"Selecting the Network Transmission Route (When Using an Additional Network)" on page 431
	Scan to Cloud	✓	-	"Scanning Originals to the Cloud" on page 148
Faxing	Sending and receiving faxes on a computer	✓	-	
	Fax to Email	✓*3	✓*3	"Configuring a Mail Server" on page 532 "Selecting the Network Transmission Route (When Using an Additional Network)" on page 431
	Fax to Folder	✓*3	✓*3	"Setting a Shared Network Folder" on page 536 "Selecting the Network Transmission Route (When Using an Additional Network)" on page 431
Epson Connect		✓	-	"Printing Using a Cloud Service" on page 116

Functions		Standard	Additional	Related information
EPSON Software Updater		✓	-	"Application for Updating Software and Firmware (Epson Software Updater)" on page 454
Updating firmware		✓	-	"Application for Updating Software and Firmware (Epson Software Updater)" on page 454
Network settings	Setting an IP address	✓*1	✓*1	"Assigning the IP Address (When Using an Additional Network)" on page 429
	Setting a proxy server	✓	-	"Setting the Proxy Server (When Using an Additional Network)" on page 430
Setting from Web Config		✓*1	✓*1	"Application for Configuring Printer Operations (Web Config)" on page 451
Configuring the LDAP server		✓*3	✓*3	"Configuring the LDAP Server" on page 559 "Selecting a Network that has an LDAP Server (When Using an Additional Network)" on page 431
Email notification		✓*2	✓*2	"Configuring a Mail Server" on page 532 "Configuring Email Notification (When Using an Additional Network)" on page 432
Configuring the administrator password		✓*1	✓*1	"Configuring the Administrator Password from the Control Panel" on page 586 "Configuring the Administrator Password from a Computer" on page 587 "Configuring the Administrator Password for the Additional Network" on page 428
Advanced security settings	IPsec/IP Filtering	✓*1	✓*1	"Encrypted Communication Using IPsec/IP Filtering" on page 620
	IEEE802.1X	✓*1	✓*1	"Connecting the Printer to an IEEE802.1X Network" on page 632
Epson Open Platform		✓	-	"Using Epson Open Platform" on page 643

✓ = Available.

- = Not available.

*1 : You need to make settings for each network.

*2 : You can use the standard or the additional network to send to recipients for each destination.

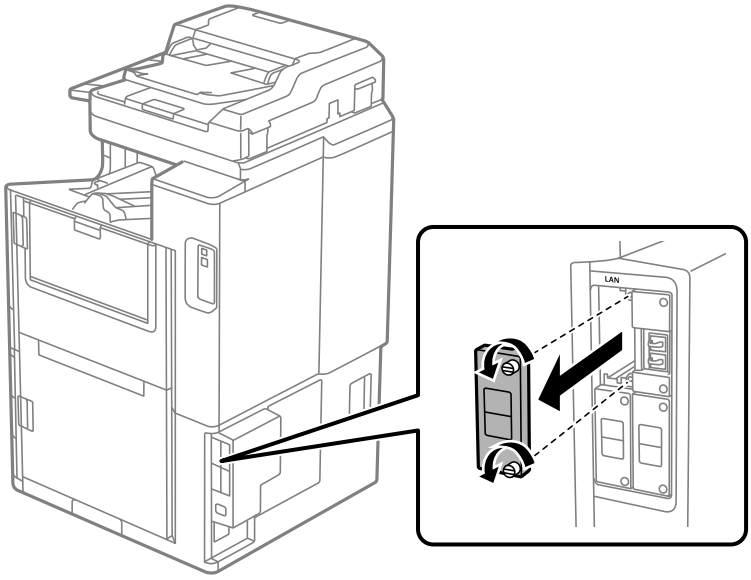
*3 : Available only on either the standard or the additional network.

Installing an Ethernet Board

> ⚠ ***Caution:***
>
> *Make sure you turn off the power, unplug the power cord, and check that all wiring has been disconnected. The cord may be damaged, resulting in electric shock or fire.*

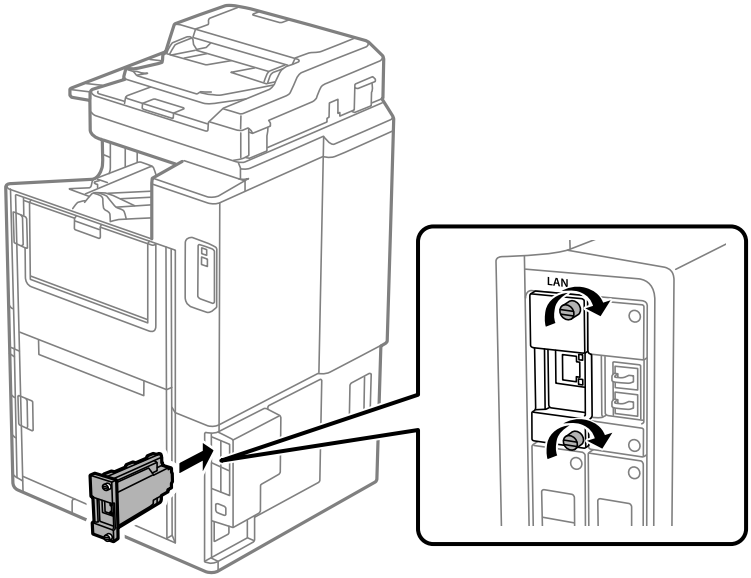
> ***Important:***
>
> *If staple finisher-P2 is installed, the Ethernet board cannot be attached or detached by the customer. If necessary, contact Epson support or an authorized Epson service provider.*

1. Turn off the printer by pressing the ⏻ button.
2. Disconnect all cables such as the power cord and USB cable.
3. Loosen the two screws and then remove the cover.



4. Install the ethernet board straight into the additional interface slot for the ethernet board.

   Insert the ethernet board firmly into the slot.



> ***Important:***
> *Do not remove the cover of the ethernet board.*
> *Do not touch the terminals of the ethernet board.*

5. Secure the ethernet board with the two screws.
6. Connect the removed power cord and USB cable.
7. Press the button, select the Job/Status > Options, and then confirm if the ethernet board is installed correctly.
8. Select **Settings** > **General Settings** > **System Administration** > **Firmware Update** > **Update** to update the firmware.

Settings when Using an Additional Network

Administrator Password Setting for Additional Network

When you set an administrator password for the additional network, you can prevent users from changing additional network settings. You can set and change the administrator password for the additional network using Web Config from a computer on the additional network. The administrator password for the additional network and for the printer are different.

The initial password for the additional network is the last eight digits of the MAC address. To check this, select **Wired LAN Status** for the additional network on the printer's control panel to display the details. You can also confirm the MAC address on the label stuck to the Ethernet board.

We recommend that you change the initial password as soon as possible to prevent unauthorized access. If you reset the additional network to the default settings, the initial password will be restored.

Related Information

➡ "Menu Options for Network Settings (When Using an Additional Network)" on page 434

Configuring the Administrator Password for the Additional Network

You can set the administrator password using Web Config from a computer on the additional network.

1. Enter the printer's IP address for the additional network into a browser to access Web Config.
2. Select the **Product Security** tab > **Change Administrator Password**.
3. Enter a password to **New Password** and **Confirm New Password**. Enter the user name, if necessary.

   If you want to change the password to new one, enter a current password.
4. Select **OK**.

   Note:
   *To set or change the locked menu items, click **Administrator Login**, and then enter the administrator password.*

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451

Connecting to the Network from the Control Panel (When Using an Additional Network)

Connect the printer to the network by using the printer's control panel.

Assigning the IP Address (When Using an Additional Network)

Set up the basic items such as Host Address, Subnet Mask, Default Gateway.

Make settings for the standard and the additional network.

This section explains the procedure for setting a static IP address.

1. Turn on the printer.
2. Select **Settings** on the home screen on the printer's control panel.
3. Select **General Settings** > **Network Settings**.
4. Select **Standard** or **Additional** for the network that you want to set up.
5. Select **Advanced** > **TCP/IP**.

   Note:
   *When you select **Advanced**, you need to enter the administrator password for the additional network.*
6. Select **Manual** for **Obtain IP Address**.

   When you set the IP address automatically by using the DHCP function of router, select **Auto**. In that case, the **IP Address**, **Subnet Mask**, and **Default Gateway** on step 7 to 8 are also set automatically, so go to step 9.
7. Enter the IP address.

   When entering an IP Address, enter zeroes (0) to make three digits as shown in the following example.

   Example:

   ❏ If the IP address is 192.0.2.111, enter 192.000.002.111.

   ❏ If the IP address is 192.0.12.10, enter 192.000.012.010

   Confirm the value reflected on the previous screen. After the IP address is entered, the zeroes you entered to make three digiits are omitted.
8. Set up the **Subnet Mask** and **Default Gateway**.

   Confirm the value reflected on the previous screen.

> ***Important:***
> *If the combination of the IP Address, Subnet Mask and Default Gateway is incorrect, **Start Setup** is inactive and cannot proceed with the settings. Confirm that there is no error in the entry.*

9. Enter the IP address for the primary DNS server.

   Confirm the value reflected on the previous screen.

   Note:
   *When you select **Auto** for the IP address assignment settings, you can select the DNS server settings from **Manual** or **Auto**. If you cannot obtain the DNS server address automatically, select **Manual** and enter the DNS server address. Then, enter the secondary DNS server address directly. If you select **Auto**, go to step 11.*

10. Enter the IP address for the secondary DNS server.

    Confirm the value reflected on the previous screen.

11. Tap **Start Setup**.

Setting the Proxy Server (When Using an Additional Network)

Set up the proxy server if both of the following are true.

❏ The proxy server is built for Internet connection.

❏ When using a function in which a printer directly connects to the Internet, such as Epson Connect service or another company's cloud services.

The proxy server is only available on the standard network.

1. Select **Settings** on the home screen.

   When making settings after IP address setting, the **Advanced** screen is displayed. Go to step 3.

2. Select **General Settings** > **Network Settings** > **Standard** > **Advanced**.

3. Select **Proxy Server**.

4. Select **Use** for **Proxy Server Settings**.

5. Enter the address for the proxy server by IPv4 or FQDN format.

   Confirm the value reflected on the previous screen.

6. Enter the port number for the proxy server.

   Confirm the value reflected on the previous screen.

7. Tap **Start Setup**.

Connecting to Ethernet (When Using an Additional Network)

Connecting to Ethernet on the Standard Network

Connect the printer to the standard network by using an Ethernet cable, and then check the connection.

1. Connect the printer and hub (LAN switch) by Ethernet cable.

2. Select **Settings** on the home screen.

3. Select **General Settings** > **Network Settings** > **Standard** > **Connection Check**.

   The connection diagnosis result is displayed. Confirm the connection is correct.

4. Tap **OK** to finish.

   When you tap **Print Check Report**, you can print the diagnosis result. Follow the on-screen instructions to print it.

Connecting to Ethernet on an Additional Network

Connect the printer to the additional network by using an Ethernet cable, and then check the connection.

1. Connect the printer and hub (LAN switch) by Ethernet cable.

2. Select **Job/Status** on the home screen.

3. Select the **Printer Status** tab, and then select the **Options** tab.

   The Ethernet connection status is displayed. Confirm the connection is correct.

Selecting the Network Transmission Route (When Using an Additional Network)

The following scan and fax functions are available from the printer's control panel on either the standard or additional network.

- ❏ Scan to Email
- ❏ Scan to Folder
- ❏ Scan to Document Capture Pro
- ❏ Fax to Email
- ❏ Fax to Folder

Follow the steps below to select the network to use these scan and fax functions.

1. Select **Settings** on the home screen.

2. Select **General Settings** > **Network Settings** > **Network Transmission Route**.

3. Select **Standard** or **Additional** for the network to use the scan and fax functions.

Selecting a Network that has an LDAP Server (When Using an Additional Network)

You can use the LDAP server on either the standard or additional network.

Follow the steps below to select the network that has the LDAP server you want to use.

1. Select **Settings** on the home screen.

2. Select **General Settings** > **Network Settings** > **LDAP Server**.

3. Select **Standard** or **Additional** for the network that has the LDAP server.

Receiving Email Notifications When Events Occur (When Using an Additional Network)

About Email Notifications (When Using an Additional Network)

This is the notification function that, when events such as printing stop and printer error occur, send the email to the specified address.

You can register up to five destinations and set the notification settings for each destination.

To use this function, you need to set up the mail server before setting up notifications. Set up the email server on the network (standard or additional) to which you want to send the email.

Related Information

➡ "Configuring a Mail Server" on page 532

Configuring Email Notification (When Using an Additional Network)

Configure email notification by using Web Config from a computer on the standard network.

1. Enter the printer's IP address for the standard network into a browser to access Web Config.

2. Select the **Device Management** tab > **Email Notification**.

3. Set the subject of email notification.

   Select the contents displayed on the subject from the two pull-down menus.

   ❏ The selected contents are displayed next to **Subject**.

   ❏ The same contents cannot be set on left and right.

   ❏ When the number of characters in **Location** exceeds 32 bytes, characters exceeding 32 bytes are omitted.

4. Enter the email address for sending the notification email.

   Use A-Z a-z 0-9 ! # $ % & ' * + - . /= ? ^ _ { | } ~ @, and enter between 1 and 255 characters.

5. Select **Standard** or **Additional** for the network used to send to recipients.

6. Select the language for the email notifications.

7. Select the check box on the event for which you want to receive a notification.

   The number of **Notification Settings** is linked to the destination number of **Email Address Settings**.

   Example :

   If you want a notification sent to the email address set for number 1 in **Email Address Settings** when the printer is out of paper, select the check box column **1** in line **Paper out**.

8. Click **OK**.

   Confirm that an email notification will be sent by causing an event.

   Example : Print by specifying the Paper Source where paper is not set.

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451
➡ "Configuring a Mail Server" on page 532
➡ "Items for Email Notification" on page 602

Solving Problems when Using an Additional Network

Cannot Print or Scan from a Computer

The standard or additional network settings are incorrect.

You need to set up the standard network and the additional network. Check the settings for both networks.

Related Information

➡ "Connecting to the Network from the Control Panel (When Using an Additional Network)" on page 429

Scan or Fax Functions from the Control Panel Do Not Work Correctly (Except for Scan to Cloud)

The network to use the scan or fax functions from the control panel is not selected correctly.

The scan or fax functions from the control panel are available on either the standard or additional network. Make sure that the network to use the scan and fax functions is selected correctly.

Related Information

➡ "Selecting the Network Transmission Route (When Using an Additional Network)" on page 431

Cannot Use the LDAP Server

The network with the LDAP server is not selected correctly.

The LDAP server on either the standard or additional network is available. Make sure that the network that has the LDAP server you want to use is selected correctly.

Related Information

➡ "Selecting a Network that has an LDAP Server (When Using an Additional Network)" on page 431

Menu Options for Network Settings (When Using an Additional Network)

This section explains the Network Settings menu when using the additional network.

Select the menus on the control panel as described below.

Settings > **General Settings** > **Network Settings**

Standard:

Set up the standard network. See Related Information below.

Related Information

➡ "Network Settings" on page 462

Additional:

Set up the additional network.

Network Status:

Displays or prints the current network settings.

❏ Wired LAN Status

❏ Print Status Sheet

Advanced:

Make the following detailed settings.

❏ TCP/IP

❏ IPv6 Address

❏ Link Speed & Duplex

❏ Redirect HTTP to HTTPS

❏ Disable IPsec/IP Filtering

❏ Disable IEEE802.1X

You need to enter the administrator password for the additional network.

Restore Default Settings:

Reset the settings for the additional network to their defaults.

You need to enter the administrator password for the additional network.

Network Transmission Route:

Select the network to use the scan and fax functions from the control panel (Scan to Email, Scan to Folder, Scan to Document Capture Pro, Fax to Email, Fax to Folder).

LDAP Server:

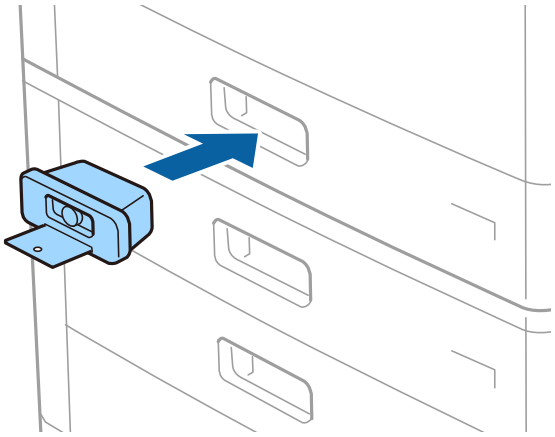
Select the network that has the LDAP server you want to use.

Paper Cassette Lock

Using the Paper Cassette Lock

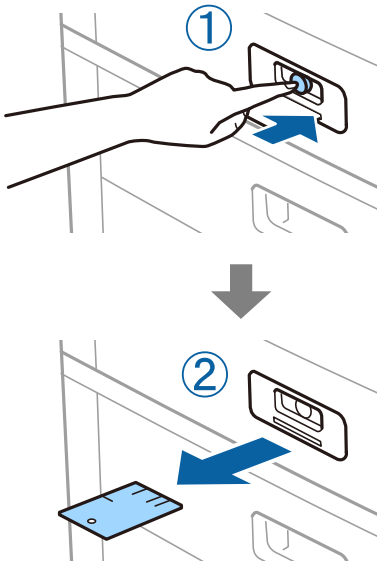
You can attach the Paper Cassette Lock to paper cassette 1 to 4. This is useful when the administrator wants to manage paper. Keep the key in a safe place.

1. Attach the paper cassette lock.



2. Press the middle button, and then remove the key.

Keep the key in a safe place.



Note:
When you remove the Paper Cassette Lock from the paper cassette, insert the key all the way into the lock. Make sure you remove the key after the button appears in the middle of the slot .

Problems with the Paper Cassette Lock

Lost the Paper Cassette Lock Key

Contact Epson support or an authorized Epson service provider.

Product Information

Paper Information. 438

Consumable Products Information. 441

Software Information. 442

Settings Menu List. 454

Product Specifications. 486

Font Specifications. 501

Storage Specifications. 515

Regulatory Information. 515

Paper Information

Available Paper and Capacities

Followings are the available papers for this printer. Using other papers causes paper jams and damage to the printer.

The paper quality may change depending on the environment. We recommend purchasing paper after checking your environment beforehand. Make sure that you perform a test print before using paper such as recycled paper and envelopes with large variations in quality.

Genuine Epson Paper

Epson recommends using genuine Epson paper to ensure high-quality printouts.

Note:

- ❏ *Genuine Epson paper is not available when printing with the Epson universal printer driver.*
- ❏ *The availability of paper varies by location. For the latest information on paper available in your area, contact Epson support.*
- ❏ *See the following for information on available paper types for 2-sided printing.*

  "Paper for 2-Sided Printing" on page 440
- ❏ *When printing on genuine Epson paper at a user defined size, only **Standard** or **Normal** print quality settings are available. Although some printer drivers allow you to select a better print quality, the printouts are printed using **Standard** or **Normal**.*
- ❏ *When printing on paper longer than 483 mm as the user defined size, it is printed using the standard print quality regardless of the settings in the paper type and paper name. Also, the printer slows down the print speed for some types of paper such as plain paper.*

Paper suitable for printing documents

Media Name	Size	Loading Capacity (Sheets)	
		Paper Tray	Paper Cassette 1 to 4
Epson Business Paper	A4	150	500
Epson Bright White Ink Jet Paper	A4	150	500

Paper suitable for printing documents and photos

Media Name	Size	Loading Capacity (Sheets)	
		Paper Tray	Paper Cassette 1 to 4
Epson Matte Paper-Heavyweight	A3+, A3, A4	20	-
Epson Archival Matte Paper	A3+, A3, A4	20	-
Epson Double-Sided Matte Paper	A3+, A3, A4	20	-

Media Name	Size	Loading Capacity (Sheets)	
		Paper Tray	Paper Cassette 1 to 4
Epson Photo Quality Ink Jet Paper	A3+, A3	50	-
	A4	100	-
Epson Double-sided Photo Quality Ink Jet Paper	A4	100	-

Commercially Available Paper

Note:

❏ *8.5×13 in, 8K (270×390 mm), 16K (195×270 mm) and the half letter sizes are not available when printing with the PostScript printer driver.*

❏ *See the following for information on available paper types for 2-sided printing.*

"Paper for 2-Sided Printing" on page 440

Plain papers

Media Name	Size	Loading Capacity (Sheets)	
		Paper Tray	Paper Cassette 1 to 4
Plain paper, Copy paper Preprinted paper* Letterhead Color paper Recycled paper High quality plain paper Thick paper (60 to 160 g/m²)	A3+, SRA3, 12 x 18 in	Up to the line indicated by the triangle symbol on the edge guide. (80 g/m²: 150) However, only one sheet for user defined paper sizes with a length of over 483 mm.	–
	A3, US B (11×17 in.), B4, Legal, Indian-Legal, 8.5 x 13 in, Letter, A4, B5, Executive, A5, Half letter, 16K (195×270 mm), 8K (270×390 mm)		Up to the line indicated by the triangle symbol on the edge guide. (80 g/m²: 550)
	B6, A6		–
	User Defined (mm) (Width: 55 to 330.2, Length: 127 to 1200)		–
	User Defined (mm) (Width: 139.7 to 297, Length: 182 to 431.8)		Up to the line indicated by the triangle symbol on the edge guide. (80 g/m²: 550)
Thick paper Extra thick paper (161 to 350 g/m²)	A3+, SRA3, 12 x 18 in, A3, US B (11×17 in.), B4, Legal, Indian-Legal, 8.5 x 13 in, Letter, A4, B5, Executive, A5, Half letter, 16K (195×270 mm), 8K (270×390 mm), B6, A6, User Defined (mm) (Width: 55 to 330.2, Length: 127 to 1200)	Up to the line indicated by the triangle symbol on the edge guide. (or 30 sheets) However, only one sheet for user defined paper sizes with a length of over 483 mm.	–

* Paper on which various forms are pre-printed such as slips or securities.

Envelope

Media Name	Size	Loading Capacity (Envelopes)	
		Paper Tray	Paper Cassette 1 to 4
Envelope*	Envelope #10, Envelope DL, Envelope C4, Envelope C5, Envelope C6	10	–

* If the flap is on the short edge, make sure you include the flap when setting the user-defined size.

Available Paper Thickness

Followings are the available paper thickness (paper weight g/m^2 : per 1 m ^{2} expressed in grams). Although it meets the thickness of the paper, deteriorations of printing quality or paper jams may occur depending on the paper quality (such as paper grain direction, hardness, etc.).

Paper Type		Paper Thickness (Paper weight)
Plain paper Copy paper Letterhead Recycled paper Color paper Preprinted paper Thick paper Extra thick High Quality Paper		60 to 350 g/m^2
Envelope	#10 DL C6 C5	75 to 90 g/m^2 (20 to 24 lb)
	C4	80 to 100 g/m^2 (21 to 26 lb)

Paper for 2-Sided Printing

Genuine Epson Paper

❏ Epson Business Paper

❏ Epson Bright White Ink Jet Paper

Related Information

➡ "Available Paper and Capacities" on page 438

Commercially Available Paper

❏ Plain paper, Copy paper, Preprinted paper, Letterhead, Color paper, Recycled paper, High quality plain paper, Thick paper (up to 160 g/m²)

❏ Thick paper (161 to 250 g/m²)*

* Only one saddle stitch cover sheet is supported.

Note:

❏ *A3+, SRA3, 12×18 in, B6, A6 size paper is not supported for automatic 2-sided printing.*

❏ *For automatic 2-sided printing with User Defined paper sizes, you can use 139.7 to 297×182 to 431.8 mm paper sizes.*

Related Information

➡ "Available Paper and Capacities" on page 438

Unavailable Paper Types

Do not use the following papers. Using these papers may cause paper jams, smears on the printout, or damage to the printer.

❏ Papers that are wavy and damp

❏ Papers that have not dried after printing on one side.

❏ Papers that are wadded and curled

❏ Papers that are torn, cut, folded

❏ Papers that are too thick, too thin

❏ Preprinted papers that used other inkjet printers, thermal transfer printers, page printers or copiers

❏ Papers that are perforated

❏ Papers that have stickers

❏ Papers held together with tape, staples, paper clips, perforated and so on.

❏ Do not use envelopes with adhesive surfaces on the flaps or window envelopes.

Consumable Products Information

Ink Cartridge Codes

The following are the codes for genuine Epson ink cartridges.

BK1, BK2: Black
T04Q1

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

Note:

❏ *Ink cartridge codes may vary by location. For the correct codes in your area, contact Epson support.*

❏ *For users in Europe, visit the following website for information on Epson's ink cartridge yields.*
http://www.epson.eu/pageyield

Maintenance Box Code

Epson recommends the use of a genuine Epson maintenance box.

Maintenance box code: T6713

Important:
Once a maintenance box has been installed in a printer it cannot be used with other printers.

Maintenance Rollers Code

Epson recommends the use of genuine Epson maintenance rollers.

The following are the codes.

For all countries except for India, Bangladesh, Sri Lanka and Nepal

Maintenance rollers of Paper cassette: C12C935961

Maintenance rollers of Paper tray: C12C935941

For India, Bangladesh, Sri Lanka and Nepal

Maintenance rollers of Paper cassette: C12C935971

Maintenance rollers of Paper tray: C12C935951

Note:
Contact Epson Support for your new maintenance roller.

Software Information

This section introduces the network services and software products available for your printer from the Epson website or the supplied software disc.

Software for Printing

Application for Printing from a Computer (Windows Printer Driver)

The printer driver controls the printer according to the commands from an application. Making settings on the printer driver provides the best printing results. You can also check the status of the printer or keep it in top operating condition using the printer driver utility.

Note:
*You can change the language of the printer driver. Select the language you want to use from the **Language** setting on the **Maintenance** tab.*

Accessing the printer driver from applications

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

Select **Print** or **Print Setup** from the **File** menu. Select your printer, and then click **Preferences** or **Properties**.

Note:
Operations differ depending on the application. See the application's help for details.

Accessing the printer driver from the control panel

To make settings that apply to all of the applications, access from the control panel.

❏ Windows 10/Windows Server 2019/Windows Server 2016

Click on the start button, and then select **Windows System** > **Control Pane**l > **View devices and printers** in **Hardware and Sound**. Right-click on your printer, or press and hold it and then select **Printing preferences**

❏ Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012

Select **Desktop** > **Settings** > **Control Panel** > **View devices and printers** in **Hardware and Sound**. Right-click on your printer, or press and hold it and then select **Printing preferences**

❏ Windows 7/Windows Server 2008 R2

Click the start button, and select **Control Panel** > **View devices and printers** in **Hardware and Sound**. Right-click on your printer and select **Printing preferences**.

❏ Windows Vista/Windows Server 2008

Click the start button, and select **Control Panel** > **Printers** in **Hardware and Sound**. Right-click on your printer and select **Printing preferences**.

❏ Windows XP/Windows Server 2003 R2/Windows Server 2003

Click the start button, and select **Control Panel** > **Printers and Other Hardware** > **Printers and Faxes**. Right-click on your printer and select **Printing preferences**.

Accessing the printer driver from the printer icon on the task bar

The printer icon on the desktop task bar is a shortcut icon allowing you to quickly access the printer driver.

If you click the printer icon and select **Printer Settings**, you can access the same printer settings window as the one displayed from the control panel. If you double-click this icon, you can check the status of the printer.

Note:
*If the printer icon is not displayed on the task bar, access the printer driver window, click **Monitoring Preferences** on the **Maintenance** tab, and then select **Register the shortcut icon to the taskbar**.*

Starting the utility

Access the printer driver window. Click the **Maintenance** tab.

Related Information

➡ "Menu Options for the Printer Driver" on page 51

Guide to Windows Printer Driver

EPSON Status Monitor 3

You can use this utility to monitor the status of your printer and display error messages and more. You can also check the status of consumables and the progress of printing. You need to install this software to use it.

Related Information

➡ "Installing the Applications Separately" on page 233

Application for Printing from a Computer (Mac OS Printer Driver)

The printer driver controls the printer according to the commands from an application. Making settings on the printer driver provides the best printing results. You can also check the status of the printer or keep it in top operating condition using the printer driver utility.

Accessing the printer driver from applications

Click **Page Setup** or **Print** on the **File** menu of your application. If necessary, click **Show Details** (or ▼) to expand the print window.

Note:
*Depending on the application being used, **Page Setup** may not be displayed in the **File** menu, and the operations for displaying the print screen may differ.See the application's help for details.*

Starting the utility

Select **System Preferences** from the Apple menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then select the printer. Click **Options & Supplies** > **Utility** > **Open Printer Utility**.

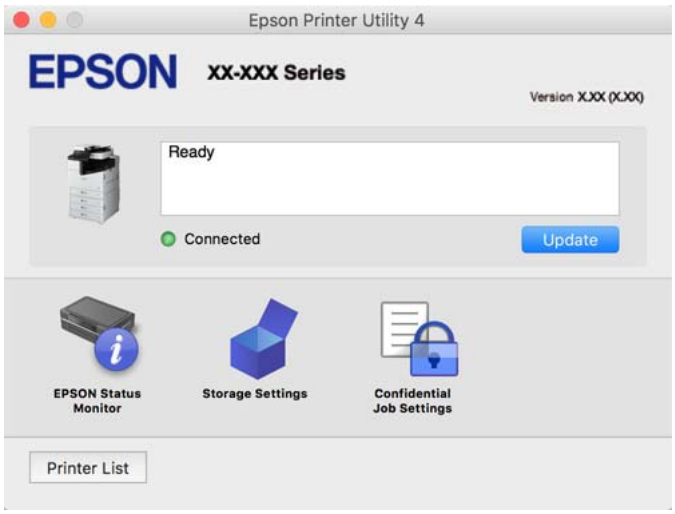
Related Information

➡ "Menu Options for the Printer Driver" on page 98

Guide to Mac OS Printer Driver

Epson Printer Utility

You can check the printer status and errors by starting the **EPSON Status Monitor**.



Application that can print PostScript Fonts (Windows PostScript Printer Driver)

The PostScript printer driver allows the printer to receive and interpret print instructions in the page description language sent from the computer and print properly. This is suitable for printing from PostScript compliant applications used for DTP.

Accessing the printer driver from applications

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

Select **Print** or **Print Setup** from the **File** menu. Select your printer, and then click **Preferences** or **Properties**.

Note:
Operations differ depending on the application. See the application's help for details.

Accessing the printer driver from the control panel

To make settings that apply to all of the applications, access from the control panel.

❏ Windows 10/Windows Server 2019/Windows Server 2016

Click on the start button, and then select **Windows System** > **Control Panel** > **View devices and printers** in **Hardware and Sound**. Right-click on your printer, or press and hold it and then select **Printing preferences**

❏ Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012

Select **Desktop** > **Settings** > **Control Panel** > **View devices and printers** in **Hardware and Sound**. Right-click on your printer, or press and hold it and then select **Printing preferences**

❏ Windows 7/Windows Server 2008 R2

Click the start button, and select **Control Panel** > **View devices and printers** in **Hardware and Sound**. Right-click on your printer and select **Printing preferences**.

❏ Windows Vista/Windows Server 2008

Click the start button, and select **Control Panel** > **Printers** in **Hardware and Sound**. Right-click on your printer and select **Printing preferences**.

❏ Windows XP/Windows Server 2003 R2/Windows Server 2003

Click the start button, and select **Control Panel** > **Printers and Other Hardware** > **Printers and Faxes**. Right-click on your printer and select **Printing preferences**.

Accessing the printer driver from the printer icon on the task bar

The printer icon on the desktop task bar is a shortcut icon allowing you to quickly access the printer driver.

If you click the printer icon and select **Printer Settings**, you can access the same printer settings window as the one displayed from the control panel. If you double-click this icon, you can check the status of the printer.

Related Information

➡ "Menu Options for the PostScript Printer Driver" on page 93

Application that can print PostScript Fonts (Mac OS PostScript Printer Driver)

The PostScript printer driver allows the printer to receive and interpret print instructions in the page description language sent from the computer and print properly. This is suitable for printing from PostScript compliant applications used for DTP.

Accessing the printer driver from applications

Click **Page Setup** or **Print** on the **File** menu of your application. If necessary, click **Show Details** (or ▼) to expand the print window.

Note:
*Depending on the application being used, **Page Setup** may not be displayed in the **File** menu, and the operations for displaying the print screen may differ.See the application's help for details.*

Starting the utility

Select **System Preferences** from the Apple menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then select the printer. Click **Options & Supplies** > **Utility** > **Open Printer Utility**.

Related Information

➡ "Menu Options for the PostScript Printer Driver" on page 105

Application that can print PCL Language (PCL Printer Driver)

The PCL Printer Driver allows the printer to receive and interpret print instructions in the page description language sent from the computer and print properly. This is suitable for printing from general applications such as Microsoft Office.

Note:
Mac OS is not supported.

Connect the printer to the same network as the computer, and then follow the procedure below to install the printer driver.

1. Download the executable file of the driver from the Epson support website.

   http://www.epson.eu/Support (Europe only)

   http://support.epson.net/

2. Double-click the executable file.

3. Follow the on-screen instructions for the rest of the installation.

   Note:
   If you are using a Windows computer and you cannot download the driver from the website, install it from the software disc that came with the printer. Access "Driver\PCL Universal".

Application that Prints Using a Method that is not Standard on Windows (EpsonNet Print)

EpsonNet Print is a software to print on the TCP/IP network. This is installed from the installer together with the printer driver. To perform network printing, create an EpsonNet Print port. There are features and restrictions listed below.

- ❏ The printer's status is displayed on the spooler screen.
- ❏ If the printer's IP address is changed by DHCP, the printer is still detected.
- ❏ You can use a printer located on a different network segment.
- ❏ You can print using one of the various protocols.
- ❏ IPv6 address is not supported.

Application for Printing Easily from a Smart Device (Epson iPrint)

Epson iPrint is an application that allows you to print photos, documents, and web pages from a smart device such as a smartphone or tablet. You can use local print, printing from a smart device that is connected to the same wireless network as your printer, or remote print, printing from a remote location over the Internet. To use remote print, register your printer in the Epson Connect service.

Installing Epson iPrint

You can install Epson iPrint on your smart device from the following URL or QR code.

http://ipr.to/c

Application for Printing Easily from an Android Application (Epson Print Enabler)

Epson Print Enabler is an application that allows you to wirelessly print your documents, emails, photos, and web pages right from your Android phone or tablet (Android v4.4 or later). With a few taps, your Android device will discover an Epson printer that is connected to the same wireless network.

Search for and install Epson Print Enabler from Google Play.

Software for Scanning

Application for Scanning Documents(Document Capture Pro)

Document Capture Pro* is an application that allows you to efficiently scan originals such as documents.

The method of saving images is registered as a *job* in this application. By registering a series of operations in advance as a job, you can perform all of the operations by simply selecting the job. Preset jobs are available that allow you to save scanned images to a computer.

See the Document Capture Pro help for details on using the features.

Note:

- ❏ *You can perform jobs not only from the computer but also from the control panel of the printer that is connected over a network.*
- ❏ *Document Capture Pro does not support Windows Vista/Windows XP.*

*The names are for Windows. For Mac OS, the name is Document Capture. For Windows Server, the name is Document Capture Pro Server.

Starting on Windows

- ❏ Windows 10/Windows Server 2019/Windows Server 2016

  Click the start button, and then select **Epson Software** > **Document Capture Pro**.
- ❏ Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012

  Enter the application name in the search charm, and then select the displayed icon.
- ❏ Windows 7/Windows Server 2008 R2

  Click the start button, and then select **All Programs** > **Epson Software** > **Document Capture Pro**.

Starting on Mac OS

Select **Go** > **Applications** > **Epson Software** > **Document Capture**.

Application for Controlling the Scanner (Epson Scan 2)

Epson Scan 2 is a scanner driver that allows you to control the scanner. You can adjust the size, resolution, brightness, contrast, and quality of the scanned image. You can also start this application from a TWAIN-compliant scanning application. See the software help for details on using the features.

Starting on Windows

Note:
*For Windows Server operating systems, make sure the **Desktop Experience** feature is installed.*

❏ Windows 10/Windows Server 2016

Click the start button, and then select **EPSON** > **Epson Scan 2**.

❏ Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012

Enter the application name in the search charm, and then select the displayed icon.

❏ Windows 7/Windows Vista/Windows XP/Windows Server 2008 R2/Windows Server 2008/Windows Server 2003 R2/Windows Server 2003

Click the start button, and then select **All Programs** or **Programs** > **EPSON** > **Epson Scan 2**.

Starting on Mac OS

Select **Go** > **Applications** > **Epson Software** > **Epson Scan 2**.

Adding the Network Scanner

To use the network scanner, add the scanner by using the scanner driver "Epson Scan 2".

1. Start Epson Scan 2.

   ❏ Windows 10/Windows Server 2016

   Click the start button, and then select **EPSON** > **Epson Scan 2**.

   ❏ Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012

   Enter the application name in the search charm, and then select the displayed icon.

   ❏ Windows 7/Windows Vista/Windows XP/Windows Server 2008 R2/Windows Server 2008/Windows Server 2003 R2/Windows Server 2003

   Click the start button, and then select **All Programs** or **Programs** > **EPSON** > **Epson Scan 2**.

   ❏ Mac OS

   Select **Go** > **Applications** > **Epson Software** > **Epson Scan 2**.

2. On the **Scanner Settings** screen, click **Add**.

   Note:
   ❏ *If **Add** is grayed out, click **Enable Editing**.*

   ❏ *If the main screen of Epson Scan 2 is displayed, it has already been connected to the scanner. If you want to connect to another network, select **Scanner** > **Settings** to open the **Scanner Settings** screen.*

3. Add the network scanner. Enter the following items, and then click **Add**.

   ❏ **Model**: Select the scanner you want to connect to.

   ❏ **Name**: Enter the scanner name. You can enter up to 32 characters.

   ❏ **Search for Network**: When the computer and the scanner are on the same network, the IP address is displayed. If it is not displayed, click the button. If the IP address is still not displayed, click **Enter address**, and then enter the IP address directly.

4. Select the scanner on the **Scanner Settings** screen, and then click **OK**.

Software for Faxing

Application for Configuring Fax Operations and Sending Faxes (FAX Utility)

FAX Utility is an application that allows you to configure various settings for sending faxes from a computer. You can create or edit the contacts list to be used when sending a fax, configure to save received faxes in PDF format on the computer, and so on. See the application's help for details.

Note:

❏ *Windows Server operating systems are not supported.*

❏ *Before installing the FAX Utility, make sure you have installed the printer driver for this printer; this does not include the PostScript printer driver and Epson universal printer driver.*

❏ *Make sure the FAX Utility has been installed. See "Starting on Windows" or "Starting on Mac OS" below to check if the application has been installed.*

Starting on Windows

❏ Windows 10

Click the start button, and select **Epson Software** > **FAX Utility**.

❏ Windows 8.1/Windows 8

Enter the application name in the search charm, and then select the displayed icon.

❏ Windows 7/Windows Vista/Windows XP

Click the start button, and select **All Programs** (or **Programs**) > **Epson Software** > **FAX Utility**.

Starting on Mac OS

Select **System Preferences** from the Apple menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then select the printer (FAX). Click **Options & Supplies** > **Utility** > **Open Printer Utility**.

Related Information

➡ "Sending a Fax from a Computer" on page 193

➡ "Receiving Faxes on a Computer" on page 198

Application for Sending Faxes (PC-FAX Driver)

PC-FAX driver is an application that allows you to send a document created on a separate application as a fax directly from the computer. PC-FAX driver is installed when you install FAX Utility. See the application's help for details.

Note:

❏ *Windows Server operating systems are not supported.*

❏ *Check if PC-FAX driver has been installed. See "Accessing from Windows" or "Accessing from Mac OS" below.*

❏ *The operation differs depending on the application you used to create the document. See the application's help for details.*

Accessing from Windows

In the application, select **Print** or **Print Setup** from the **File** menu. Select your printer (FAX), and then click **Preferences** or **Properties**.

Accessing from Mac OS

In the application, select **Print** from the **File** menu. Select your printer (FAX) as the **Printer** setting, and then select **Fax Settings** or **Recipient Settings** from the pop-up menu.

Related Information

➡ "Sending a Fax from a Computer" on page 193

Software for Package Creation

Application for Creating Driver Packages (EpsonNet SetupManager)

EpsonNet SetupManager is a software to create a package for a simple printer installation, such as installing the printer driver, installing EPSON Status Monitor and creating a printer port. This software allows the administrator to create unique software packages and distribute them among groups.

For more information, visit your regional Epson website.

http://www.epson.com

Software for Making Settings or Managing Devices

Application for Configuring Printer Operations (Web Config)

Web Config is an application that runs in a web browser, such as Microsoft Edge and Safari, on a computer or smart device. You can confirm the printer status or change the network service and printer settings. To use the Web Config, connect the printer and the computer or device to the same network.

The following browsers are supported. Use the latest version.

Microsoft Edge, Internet Explorer, Firefox, Chrome, Safari

Note:
You may be asked to enter the administrator password while operating Web Config. See the related information below for more details.

Related Information

➡ "Default Value of the Administrator Password" on page 19

Running Web Config on a Web Browser

1. Check the printer's IP address.

   Select the network icon on the printer's home screen, and then select the active connection method to confirm the printer's IP address.

   Note:
   You can also check the IP address by printing the network connection report.

2. Launch a Web browser from a computer or smart device, and then enter the printer's IP address.

   Format:

   IPv4: http://the printer's IP address/

   IPv6: http://[the printer's IP address]/

   Examples:

   IPv4: http://192.168.100.201/

   IPv6: http://[2001:db8::1000:1]/

   Note:
   Using the smart device, you can also run Web Config from the maintenance screen of Epson iPrint.

   Since the printer uses a self-signed certificate when accessing HTTPS, a warning is displayed on the browser when you start Web Config; this does not indicate a problem and can be safely ignored.

Related Information

➡ "Application for Printing Easily from a Smart Device (Epson iPrint)" on page 447
➡ "Printing a Network Connection Report" on page 344

Running Web Config on Windows

When connecting a computer to the printer using WSD, follow the steps below to run Web Config.

1. Open the printer list on the computer.

   ❏ Windows 10

   Click on the start button, and then select **Windows System** > **Control Panel** > **View devices and printers** in **Hardware and Sound**.

   ❏ Windows 8.1/Windows 8

   Select **Desktop** > **Settings** > **Control Panel** > **View devices and printers** in **Hardware and Sound** (or **Hardware**).

   ❏ Windows 7

   Click the start button, and select **Control Panel** > **View devices and printers** in **Hardware and Sound**.

   ❏ Windows Vista

   Click the start button, and select **Control Panel** > **Printers** in **Hardware and Sound**.

2. Right-click on your printer and select **Properties**.

3. Select the **Web Service** tab and click the URL.

   Since the printer uses a self-signed certificate when accessing HTTPS, a warning is displayed on the browser when you start Web Config; this does not indicate a problem and can be safely ignored.

Running Web Config on Mac OS

1. Select **System Preferences** from the Apple menu > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**), and then select the printer.

2. Click **Options & Supplies**> **Show Printer Webpage**.

   Since the printer uses a self-signed certificate when accessing HTTPS, a warning is displayed on the browser when you start Web Config; this does not indicate a problem and can be safely ignored.

Application for Setting up the Device on a Network (EpsonNet Config)

EpsonNet Config is an application that allows you to set the network interface addresses and protocols. See the operations guide for EpsonNet Config or the application's help for more details.

Starting on Windows

❏ Windows 10/Windows Server 2019/Windows Server 2016

Click the start button, and then select **EpsonNet** > **EpsonNet Config**.

❏ Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012

Enter the application name in the search charm, and then select the displayed icon.

❏ Windows 7/Windows Vista/Windows XP/Windows Server 2008 R2/Windows Server 2008/Windows Server 2003 R2/Windows Server 2003

Click the start button, and select **All Programs** or **Programs** > **EpsonNet** > **EpsonNet Config SE** > **EpsonNet Config**.

Starting on Mac OS

Go > **Applications** > **Epson Software** > **EpsonNet** > **EpsonNet Config SE** > **EpsonNet Config**.

Related Information

➡ "Installing the Applications Separately" on page 233

Software for Managing Devices on the Network (Epson Device Admin)

Epson Device Admin is a multifunctional application software that manages the device on the network.

The following functions are available.

❏ Monitor or manage up to 2,000 printers or scanners over the segment

❏ Make a detailed report, such as for the consumable or product status

❏ Update the firmware of the product

❏ Introduce the device to the network

❏ Apply the unified settings to multiple devices.

You can download Epson Device Admin from Epson support website. For more information, see the documentation or help of Epson Device Admin.

Software for Updating

Application for Updating Software and Firmware (Epson Software Updater)

Epson Software Updater is an application that installs new software, and updates firmware over the Internet. If you want to check for update information regularly, you can set the interval for checking for updates in Epson Software Updater's Auto Update Settings.

Note:
Windows Server operating systems are not supported.

Starting on Windows

❏ Windows 10

Click the start button, and then select **EPSON Software** > **Epson Software Updater**.

❏ Windows 8.1/Windows 8

Enter the application name in the search charm, and then select the displayed icon.

❏ Windows 7/Windows Vista/Windows XP

Click the start button, and then select **All Programs** (or **Programs**) > **EPSON Software** > **Epson Software Updater**.

Note:
*You can also start Epson Software Updater by clicking the printer icon on the task bar on the desktop, and then selecting **Software Update**.*

Starting on Mac OS

Select **Go** > **Applications** > **Epson Software** > **Epson Software Updater**.

Related Information

➡ "Installing the Applications Separately" on page 233

Settings Menu List

Select **Settings** on the home screen of the printer to make various settings.

General Settings

Select the menus on the control panel as described below.

Settings > **General Settings**

Basic Settings

Select the menus on the control panel as described below.

Settings > **General Settings** > **Basic Settings**

You cannot change settings that have been locked by your administrator.

LCD Brightness:

Adjust the brightness of the LCD screen.

Sounds:

Adjust the volume.

❏ Mute

Select **On** to mute sounds such as those emitted by **Button Press**.

❏ Normal Mode

Select the volume such as **Button Press**.

❏ Quiet Mode

Select the volume such as **Button Press** in **Quiet Mode**.

Detect Double Feed:

Select **On** to detect a double-feed paper error when scanning with the ADF.

Sleep Timer:

Adjust the time period to enter a sleep mode (energy saving mode) when the printer has not performed any operations. The LCD screen turns black when the setting time passes.

Wake from Sleep:

Wake with LCD Screen Touch:

Select **On** to return from sleep mode (energy saving mode) by tapping the touch panel. When this is off, you need to press a power button on the control panel to wake the printer. Turning this feature off prevents any unintentional operations caused due to foreign objects touching the screen. You can also set a time period during which this feature is on.

Power Off Timer:

Your product may have this feature or the **Power Off Settings** feature depending on the location of purchase.

Select this setting to turn the printer off automatically when it is not used for a specified period of time. You can adjust the time before power management is applied. Any increase will affect the product's energy efficiency. Please consider the environment before making any change.

Power Off Settings:

Your product may have this feature or the **Power Off Timer** feature depending on the location of purchase.

❏ Power Off If Inactive

Select this setting to turn the printer off automatically if it is not used for a specified period of time. Any increase will affect the product's energy efficiency. Please consider the environment before making any change.

❏ Power Off If Disconnected

Select this setting to turn the printer off after a specified period of time when all ports including the LINE port are disconnected. This feature may not be available depending on your region.

This setting is disabled when optional ethernet board or fax board is installed.

Date/Time Settings:

- ❏ Date/Time

  Enter the current date and time.

- ❏ Daylight Saving Time

  Select the summer time setting that applies to your area.

- ❏ Time Difference

  Enter the time difference between your local time and UTC (Coordinated Universal Time).

Country/Region:

Select the country or region in which you are using your printer. If you change the country or region, your fax settings return to their defaults and you must select them again.

Language:

Select the language used on the LCD screen.

Start-up Screen:

Specify the initial menu displayed on the LCD screen when the printer turns on and **Operation Time Out** is enable.

Edit Home:

Change the layout of the icons on the LCD screen. You can also add, remove, and move icons.

Wall Paper:

Change the background color of the LCD screen.

You can also select a background image from a memory device. Only JPEG format is supported.

Operation Time Out:

Select **On** to return to the initial screen when no operations have been performed for the specified time. When user restrictions have been applied and no operations are performed for the specified time, you are logged out and returned to the initial screen. When printing is paused from the status monitor or by using the cancel or stop button, and then no operations are performed for the specified time, printing resumes automatically. If you select **Off** for this feature, it does not automatically resume after printing has been paused.

Keyboard

Change the layout of the keyboard on the LCD screen.

Default Screen(Job/Status)

Select the default information you want to display when you tap **Job/Status**.

Screen Effect:

Select **On** to enable animation effects when switching screens. If you select **Off**, screen switching is faster.

Original Size Auto Detection Option:

The ADF and the scanner glass are equipped with sensors that automatically detect the size of the paper. However, due to the characteristics of the sensors, similar sizes cannot be identified, and K size paper, which is mainly used in China, cannot be recognized correctly in the printer's initial state.

Select **K Size Priority** if you often use K size paper. The original size will be recognized as K size instead of the approximate size. Depending on the size and orientation of the paper, it may be detected as another approximate size. Also, K size may not be automatically detected depending on the function you are using. For example, when scanning and saving to a computer using an application, whether or not K size can be automatically detected depends on the behavior of the application software.

Related Information

➡ "Saving Power" on page 233
➡ "Entering Characters" on page 33

Printer Settings

Select the menus on the control panel as described below.

Settings > **General Settings** > **Printer Settings**

You cannot change settings that have been locked by your administrator.

Paper Source Settings:

Paper Setting:

Select the paper source to specify the paper size and paper type you loaded. When **Paper Size Auto Detect** is enabled, the printer detects the paper size you loaded.

Paper Tray Priority:

Select **On** to give printing priority to paper loaded in the paper tray.

A4/Letter Auto Switching:

Select **On** to feed paper from the paper source set as A4 size when there is no paper source set as Letter, or feed from the paper source set as Letter size when there is no paper source set as A4.

Auto Select Settings:

If you enable **Paper Setting** > **Auto**, paper is automatically fed from a paper source that has the same settings as the paper settings for the current print job when paper runs out. In this menu, you can set automatic selection for every paper source for each function in copy, fax, or other. You cannot set everything to off.

This setting is disabled when you select a specific paper source in the paper settings for the print jobs. Depending on the paper type setting on the **Main** tab of the printer driver, paper may not be fed automatically.

Automatic Selection at Paper Out : For Copy/Storage Printing:

Enable this to feed paper automatically from another paper source that has paper when paper runs out. This applies when copying or printing from a storage device. Paper is not feed automatically from a paper source that has not been selected in **Auto Select Settings** or that has different paper settings from the specified paper source.

This function is not applied in the following cases.

❏ When copying using a paper source that has not been selected in **Auto Select Settings**.

❏ When printing data saved to a storage device from a computer without changing the settings in the **Print Settings** menu.

Error Tone:

Select **On** to display an error message with an error sound when the selected paper size or type does not match the loaded paper.

Paper Setup Auto Display:

Select **On** to display the **Paper Setting** screen when loading paper in the paper source. If you disable this feature, you cannot print from an iPhone, iPad, or iPod touch using AirPrint.

User-Defined Paper Size List:

You can change the user defined size setting. This is useful when you print frequently on irregularly sized paper.

Output: Copy:

Select where to output when copying.

Output: Fax:

Select where to output when receiving a fax.

Output: Other:

Select where to output when printing anything except for copies and faxes.

Printing Language:

Select the printing language for the USB interface or the network interface.

Universal Print Settings:

These print settings are applied when you print using an external device without using the printer driver. Items marked with * are controlled on the printer driver and determine which settings are used, those made on the printer's control panel or those made in the printer driver. To check the settings in the printer driver, select the **Maintenance** tab, click **Extended Settings**, and then check **Panel Settings**. When this is set to give priority to the printer driver, the items marked with * are applied when you print using the printer driver.

Top Offset*:

Adjust the top margin of the paper.

Left Offset*:

Adjust the left margin of the paper.

Top Offset in Back*:

Adjust the top margin for the back of the page when performing 2-sided printing.

Left Offset in Back*:

Adjust the left margin for the back margin of the page when performing 2-sided printing.

Skip Blank Page*:

Skips blank pages in the print data automatically.

Rotate Sort

Select **On** to rotate each copy by 90 degrees when printing multiple copies.

Insert Sheets per User

Select **On** to insert a slip sheet between jobs per sender when printing from a computer. Slip sheets are inserted from the specified paper source.

PDL Print Configuration:

Select the PDL Print Configuration options you want to use for PCL or PostScript printing.

Common Settings:

- ❏ Paper Size

  Select the default paper size for PCL or PostScript printing.
- ❏ Paper Type

  Select the default paper type for PCL or PostScript printing.
- ❏ Orientation

  Select the default orientation for PCL or PostScript printing.
- ❏ Quality

  Select the print quality for PCL or PostScript printing.
- ❏ Ink Save Mode

  Select **On** to save ink by reducing the print density.
- ❏ Print Order

  Last Page on Top

  Starts printing from the first page of a file.

  First Page on Top

  Starts printing from the last page of a file.
- ❏ Number of Copies

  Set the number of copies to print.
- ❏ Binding Margin

  Select the binding position.
- ❏ Auto Paper Ejection

  Select **On** to eject paper automatically when printing is stopped during a print job.
- ❏ 2-Sided Printing

  Select **On** to perform 2-sided printing.

PCL Menu:

❏ Font Source

Resident

Select to use a font preinstalled on the printer.

Download

Select to use a font you have downloaded.

❏ Font Number

Select the default font number for the default font source. The available number varies depending on the settings you made.

❏ Pitch

Set the default font pitch if the font is scalable and of fixed-pitch. You can select from 0.44 to 99.99 cpi (characters per inch), in 0.01 increments.

This item may not appear depending on the font source or font number settings.

❏ Height

Set the default font height if the font is scalable and proportional. You can select from 4.00 to 999.75 points, in 0.25 increments.

This item may not appear depending on the font source or font number settings.

❏ Symbol Set

Select the default symbol set. If the font that you selected in the font source and the font number setting is not available in the new symbol set setting, the font source and the font number settings are automatically replaced with the default value, IBM-US.

❏ Form

Set the number of lines for the selected paper size and orientation. This also causes a line spacing (VMI) change, and the new VMI value is stored in the printer. This means that later changes in the page size or orientation settings cause changes in the Form value based on the stored VMI.

❏ CR Function

Select the line feed command when printing with a driver from a specific operating system.

❏ LF Function

Select the line feed command when printing with a driver from a specific operating system.

❏ Paper Source Assign

Set the assignment for the paper source select command. When **4** is selected, the commands are set as compatible with the HP LaserJet 4. When **4K** is selected, the commands are set as compatible with the HP LaserJet 4000, 5000, and 8000. When **5S** is selected, the commands are set as compatible with the HP LaserJet 5S.

PS Menu:

❏ Error Sheet

Select **On** to print a sheet showing the status when an error occurs during PostScript or PDF printing.

❏ Binary

Select **On** when printing data that contains binary images. The application may send the binary data even if the printer driver setting is set to ASCII, but you can print the data when this feature is enabled.

❏ PDF Page Size

Select the paper size when printing a PDF file. If **Auto** is selected, the paper size is determined based on the size of the first page.

Auto Error Solver:

Select an action to perform when a 2-sided printing error or a memory full error occurs.

❏ On

Displays a warning and prints in single-sided mode when a 2-sided printing error occurs, or prints only what the printer could process when a memory full error occurs.

❏ Off

Displays an error message and cancels printing.

Memory Device:

Select **Enable** to allow the printer to access an inserted memory device. If **Disable** is selected, you cannot read, print data in the memory device, or save data to the memory device with the printer. This prevents confidential documents from being removed illegally.

Thick Paper:

Select **On** to prevent ink from smearing on your printouts, however, this may lower the print speed.

Quiet Mode:

Select **On** to reduce noise during printing, however, this may lower the print speed. Depending on the paper type and print quality settings you selected, there may be no difference in the printer's noise level.

Print Speed Priority

Select **Off** to allow the printer to match the printing speed to the paper type and print data conditions. This allows you to prevent print quality from declining and paper jams.

PC Connection via USB:

Select **Enable** to allow a computer to access the printer when connected by USB. When **Disable** is selected, printing and scanning that is not sent over a network connection is restricted.

USB I/F Timeout Setting:

Specify the length of time in seconds that must elapse before ending USB communication with a computer after the printer receives a print job from a PostScript printer driver or PCL printer driver. If the job ending is not clearly defined from a PostScript printer driver or PCL printer driver, it can cause endless USB communication. When this occurs, the printer ends communication after the specified time has elapsed. Enter 0 (zero) if you do not want to end communication.

Related Information

➡ "Loading Paper" on page 38
➡ "Printing Using Easy Settings" on page 50
➡ "Printing JPEG Files from a Memory Device" on page 112
➡ "Printing TIFF Files from a Memory Device" on page 114

Network Settings

Select the menus on the control panel as described below.

Settings > **General Settings** > **Network Settings**

Wi-Fi Setup:

Set up or change wireless network settings. Choose the connection method from following and then follow the instructions on the control panel.

Router:

- ❏ Wi-Fi Setup Wizard
- ❏ Push Button Setup(WPS)
- ❏ Advanced
- ❏ Others
  - ❏ PIN Code Setup(WPS)
  - ❏ Wi-Fi Auto Connect
  - ❏ Disable Wi-Fi

    You may be able to resolve network problems by disabling the Wi-Fi settings or making the Wi-Fi settings again. Tap > **Router** > **Start Setup** > **Wi-Fi Setup** > **Others** > **Disable Wi-Fi** > **Start Setup**.

Wi-Fi Direct:

- ❏ iOS
- ❏ Android
- ❏ Other OS Devices
- ❏ Change
  - ❏ Change Network Name
  - ❏ Change Password
  - ❏ Change Frequency Range

    This setting may not be displayed depending on the region.
  - ❏ Disable Wi-Fi Direct
  - ❏ Restore Default Settings

Wired LAN Setup:

Set up or change a network connection that uses a LAN cable and router. When this is being used, Wi-Fi connections are disabled.

Network Status:

Displays or prints the current network settings.

- ❏ Wired LAN/Wi-Fi Status
- ❏ Wi-Fi Direct Status

❏ Email Server Status

❏ Print Status Sheet

Connection Check:

Checks the current network connection and prints a report. If there are any problems with the connection, see the report to solve the problem.

Advanced:

Make the following detailed settings.

❏ Device Name

❏ TCP/IP

❏ Proxy Server

❏ Email Server

❏ IPv6 Address

❏ MS Network Sharing

❏ Link Speed & Duplex

❏ Redirect HTTP to HTTPS

❏ Disable IPsec/IP Filtering

❏ Disable IEEE802.1X

Related Information

➡ "Making Wi-Fi Settings by Entering the SSID and Password" on page 332

➡ "Making Wi-Fi Settings by Push Button Setup (WPS)" on page 333

➡ "Making Wi-Fi Settings by PIN Code Setup (WPS)" on page 333

➡ "Printing a Network Status Sheet" on page 350

➡ "Checking the Network Connection Status from the Control Panel" on page 343

Web Service Settings

Select the menus on the control panel as described below.

Settings > **General Settings** > **Web Service Settings**

You cannot change settings that have been locked by your administrator.

Epson Connect Services:

Displays whether the printer is registered and connected to Epson Connect.

You can register to the service by selecting **Register** and follow the instructions.

When you have registered, you can change the following settings.

❏ Suspend/Resume

❏ Unregister

For details, see the following web site.

https://www.epsonconnect.com/

http://www.epsonconnect.eu (Europe only)

Fax Settings (Fax-Capable Printers Only)

Selecting **Settings** > **General Settings** > **Fax Settings** from the printer's control panel displays this menu.

Note:

❏ *You can also access Fax Settings from Web Config. Click the **Fax** tab on the Web Config screen.*

❏ *When you use Web Config to display the **Fax Settings** menu, there may be slight differences in the user interface and in location compared to the printer's control panel.*

Related Information

➡ "User Settings" on page 464
➡ "Report Settings" on page 464
➡ "Basic Settings" on page 465
➡ "Security Settings" on page 468
➡ "Send Settings" on page 469
➡ "Check Fax Connection" on page 470
➡ "Receive Settings" on page 470
➡ "Fax Setting Wizard" on page 477

User Settings

Select the menus on the control panel as described below.

Settings > **General Settings** > **Fax Settings** > **User Settings**

Initial tab

Select the tab you want to display first each time you tap Fax from the fax top screen.

Quick Operation Button

You can register up to four items displayed in **Fax** > **Frequent** and **Fax Settings**. This is useful for settings that you use often.

Report Settings

You can find the menu on the printer's control panel below.

Settings > **General Settings** > **Fax Settings** > **Report Settings**

Note:

❏ *On the Web Config screen, you can find the menu below.*

Fax** tab > **Report Settings

❏ *If a password entry screen is displayed, enter the password.*

Forwarding Report:

Prints a report after forwarding a received fax document. Select **Print** to print every time a document is forwarded.

Backup Error Report:

Prints a report when a backup error occurs on forwarding the sent fax to **Backup Destination**. You can set the destination in **Fax** > **Fax Settings** > **Backup**. Note that the backup feature is available when:

- ❏ Sending a fax in monochrome
- ❏ Sending a fax using the **Send Fax Later** feature
- ❏ Sending a fax using the **Batch Send** feature
- ❏ Sending a fax using the **Store Fax Data** feature

Fax Log Auto Print:

Prints the fax log automatically. Select **On(Every 100)** to print a log every time 100 fax jobs are completed. Select **On(Time)** to print the log at a specified time. However, if the number of fax jobs exceeds 100, the log is printed before the specified time.

Reception Report:

Prints a reception report after you received a fax.

Print on Error prints a report only when an error occurs.

Attach Fax image to report:

Prints a **Transmission Report** with an image of the first page of the sent document. Select **On(Large Image)** to print the upper part of the page without reducing. Select **On(Small Image)** to print the entire page reducing it to fit onto the report.

Fax Log Layout:

Selecting **Combine Send and Receive** prints a mixture of sent and received results in the **Fax Log**.

Selecting **Separate Send and Receive** prints send and receive results separately in the **Fax Log**.

Report Format:

Selects a format for fax reports in **Fax** > **Menu** tab > **Fax Report** other than **Protocol Trace**. Select **Detail** to print with error codes.

Fax Log Output Method:

Select an output method for fax reports such as **Save to Memory Device**. When you select **Forward**, select **Destination** from the contacts.

Basic Settings

You can find the menu on the printer's control panel below.

Settings > **General Settings** > **Fax Settings** > **Basic Settings**

Note:

❏ *On the Web Config screen, you can find the menu below.*

Fax** tab > **Basic Settings

❏ *If a password entry screen is displayed, enter the password.*

Fax Speed:

Select the fax transmission speed. We recommend selecting **Slow(9,600bps)** when a communication error occurs frequently, when sending/receiving a fax to/from abroad, or when you are using an IP (VoIP) phone service.

ECM:

Automatically corrects errors in the fax transmission (Error Correction Mode), mostly caused by telephone line noise. If this is disabled, you cannot send documents in color.

Dial Tone Detection:

Detects a dial tone before starting to dial. If the printer is connected to a PBX (Private Branch Exchange) or digital phone line, the printer may fail to start dialing. In this situation, change the **Line Type** setting to **PBX**. If this does not work, disable this feature. However, disabling this feature may drop the first digit of a fax number and send the fax to the wrong number.

Dial Mode:

Select the type of phone system to which you have connected the printer. When set to **Pulse**, you can temporarily switch the dialing mode from pulse to tone by pressing ⁎ ("T" is entered) while entering numbers on the fax top screen. This setting may not be displayed depending on your region or country.

Line Type:

Select the line type to which you have connected the printer.

When using the printer in an environment that uses extensions and requires an external access code, such as 0 and 9, to get an outside line, select **PBX**. For an environment that uses a DSL modem or terminal adapter, setting to **PBX** is also recommended.

Access Code

Select **Use**, and then register an external access code such as 0 or 9. Then, when sending a fax to an outside fax number, enter # (hash) instead of the real code. # (hash) must also be used in **Contacts** as an external access code. If an external access code such as 0 or 9 is set in a contact, you cannot send faxes to the contact. In this case, set **Access Code** to **Do Not Use**, otherwise you must change the code in **Contacts** to #.

Header:

Enter your sender name and fax number. These appear as a header on outgoing faxes.

❏ Your Phone Number: You can enter up to 20 characters using 0-9 + or space. For Web Config, you can enter up to 30 characters.

❏ Fax Header: You can register up to 21 sender names as necessary. You can enter up to 40 characters for each sender name. For Web Config, enter the header in Unicode (UTF-8).

Receive Mode:

Select the receive mode. For details, see the related Information below.

DRD:

If you have subscribed to a distinctive ring service from your telephone company, select the ring pattern to be used for incoming faxes. The distinctive ring service, offered by many telephone companies (the service name differs by company), allows you to have several phone numbers on one phone line. Each number is assigned different ring pattern. You can use one number for voice calls and another for fax calls. Depending on the region, this option may be **On** or **Off**.

Rings to Answer:

Select the number of rings that must occur before the printer automatically receives a fax.

Remote Receive:

Remote Receive

When you answer an incoming fax call on a phone connected to the printer, you can start receiving the fax by entering the code using the phone.

Start Code

Set the start code of **Remote Receive**. Enter two characters using 0-9, *, #.

Rejection Fax:

Rejection Fax

Select options to reject receiving junk faxes.

- ❏ Blocked Number List: If the other party's phone number is in the rejection number list, set whether to reject the incoming faxes.
- ❏ Fax Header Blank: If the other party's phone number is blocked, set whether to reject receiving the faxes.
- ❏ Caller not in Contacts: If the other party's phone number is not in the contacts, set whether to reject receiving the faxes.

Edit Blocked Number list

You can register up to 30 fax numbers to reject the faxes and calls. Enter up to 20 characters using 0-9, *, #, or space.

Receiving Paper Size:

Select the maximum paper size for faxes that the printer can receive.

Save/Forward File Format:

File Format:

Select the format that you want to use for saving or forwarding faxes from **PDF** or **TIFF**.

PDF Settings:

Selecting **PDF** in **Save/Forward File Format** enables the settings.

Document Open Password:

Password Setting:

Enables to set a document open password.

Password:

Set a document open password.

Permissions Password:

Password Setting

Enables to set a password for printing or editing in a PDF file.

Password

Set a permission password in **Password**.

Printing: Allows printing the PDF file.

Editing: Allows editing the PDF file.

Related Information

➡ "Enabling Sending Faxes from a Computer" on page 579
➡ "Making the Printer Ready to Send and Receive Faxes" on page 568
➡ "Making Settings for a PBX Phone System" on page 570
➡ "Receiving Incoming Faxes" on page 171
➡ "Making Settings for Blocking Junk Faxes" on page 579

Security Settings

You can find the menu on the printer's control panel below.

Settings > **General Settings** > **Fax Settings** > **Security Settings**

Note:

❏ *On the Web Config screen, you can find the menu below.*

Fax** tab > **Security Settings

❏ *If a password entry screen is displayed, enter the password.*

Direct Dialing Restrictions:

Selecting **On** disables manual entry of the recipient's fax numbers allowing the operator to select recipients only from the contacts list or sent history.

Selecting **Enter Twice** requires the operator to enter the fax number again when the number was manually entered.

Selecting **Off** enables manual entry of the recipient's fax numbers.

Broadcasting Restrictions:

Selecting **On** allows only one fax number to be entered as the Recipient.

Confirm Address List:

Selecting **On** displays a recipient confirmation screen before starting the transmission.

You can select the recipients from **All** or **Only for Broadcasting**.

Backup Data Auto Clear:

Backup copies of sent and received documents are usually temporarily stored in the printer's memory to prepare for an unexpected power failure due to an electricity failure or incorrect operations.

Selecting **On** automatically erases the backups when sending or receiving a document completes successfully and the backups become unnecessary.

Clear Backup Data:

Erases all backup copies temporarily stored in the printer's memory. Run this before you give the printer to someone else or dispose of it.

This menu is not displayed on the Web Config screen.

Send Settings

You can find the menu on the printer's control panel below.

Settings > **General Settings** > **Fax Settings** > **Send Settings**

Note:

❏ *On the Web Config screen, you can find the menu below.*

Fax** tab > **Send Settings

❏ *If a password entry screen is displayed, enter the password.*

Auto Rotation:

An A4 size original placed in the ADF or on the scanner glass with its long edge facing to the left is sent as an A3 size fax. Enable this to rotate the scanned image to send it at A4 size.

Quick memory send:

The quick memory send feature starts sending the fax when the printer finishes scanning the first page. If you do not enable this feature, the printer starts sending after saving all of the scanned images to memory. By using this feature, you can reduce the overall operation time as scanning and sending are performed in parallel.

Batch Send:

When there are multiple faxes waiting to be sent to the same recipient, this groups them together to send them at once. Up to five documents (up to 200 pages in total) can be sent at one time. This helps you save on transmission costs by reducing the number of connection times.

Save Failure Data:

Saves documents that failed to be sent in the printer's memory. You can resend the documents from the **Job/Status**.

Set Storage Period:

Storage Period

Set a period of days within which the printer will store the document that failed to send.

Wait Time for Next Original:

Set the time to wait for the next original. The printer starts sending the fax after the time has passed.

Fax Preview Display Time:

You can preview the scanned document for a set time before sending it. The printer stars sending the fax after the time has passed.

Allow Backup:

Selecting **Allowed** allows you to backup faxes sent with **Fax** > **Fax Settings** > **Backup**.

PC to FAX Function:

This item is displayed on the Web Config screen only. Enables sending faxes using a client computer.

Check Fax Connection

You can find the menu on the printer's control panel below.

Settings > **General Settings** > **Fax Settings** > **Check Fax Connection**

Note:
You cannot display this menu on the Web Config screen.

Selecting **Check Fax Connection** checks that the printer is connected to the phone line and ready for fax transmission. You can print the check result on A4 size plain paper.

Receive Settings

Related Information

➡ "Save/Forward Settings" on page 470
➡ "Print Settings" on page 475

Save/Forward Settings

Unconditional Save/Forward:

You can find the menu on the printer's control panel below.

Settings > **General Settings** > **Fax Settings** > **Receive Settings** > **Save/Forward Settings** > **Unconditional Save/Forward**

Note:
On the Web Config screen, you can find the menu below.

Fax** tab* > ***Save/Forward Settings > ***Unconditional Save/Forward***

You can set saving and forwarding destinations to the Inbox, a computer, an external memory device, email addresses, shared folders, and other fax machines. You can use these features at the same time. If you disable all items in Unconditional Save/Forward, the printer is set to print received faxes.

Save to Inbox:

Saves received faxes to the printer's Inbox. Up to 200 documents can be saved. Note that saving 200 documents may not be possible depending on the usage conditions such as the file size of saved documents, and using of multiple fax saving features at a time.

Though the received faxes are not automatically printed, you can view them on the printer's screen and print only the ones you need. However, if you select **Yes and Print** in another item, such as **Save to Computer** in **Unconditional Save/Forward**, the received faxes are printed automatically.

Save to Computer:

Saves received faxes as PDF or TIFF files on a computer connected to the printer. You can only set this to **Yes** by using the FAX Utility (application). You cannot enable this from printer's control panel. Install the FAX Utility on the computer in advance. After setting this to **Yes**, you can change this to **Yes and Print** from the printer's control panel.

Save to Memory Device:

Saves received faxes as PDF or TIFF files to an external memory device connected to the printer. Selecting **Yes and Print** prints received faxes while saving them to the memory device.

Received documents are saved in the printer's memory temporarily before the documents are saved in the memory device connected to the printer. Because a memory full error disables sending and receiving faxes, keep the memory device connected to the printer.

Forward:

Forwards received faxes to another fax machine, or forwards them as PDF or TIFF files to a shared folder on a network or to an email address. Forwarded faxes are deleted from the printer. Selecting **Yes and Print** prints received faxes while forwarding them. First add the forwarding destinations to the contacts list. To forward to an email address, configure the email server settings.

- Destination: You can select forwarding destinations from the contacts list you added in advance.

  If you have selected a shared folder on a network or an email address as the forwarding destination, we recommend that you test if you can send a scanned image to the destination in the scan mode. Select **Scan** > **Email**, or **Scan** > **Network Folder/FTP** from the home screen, select the destination, and then start scanning.

- Options When Forwarding Failed: You can select whether to print the failed fax or save it to the Inbox.

  When the Inbox is full, receiving faxes is disabled. You should delete the documents from the inbox once they have been checked. The number of documents that have failed to be forwarded is displayed on the on the home screen, in addition to other unprocessed jobs.

Email Notifications:

Sends an email notification when the process you select below is complete. You can use the features below at the same time.

Recipient

Set the destination of the process completion notification.

Notify on Receive

Sends a notification when receiving a fax is complete.

Notify on Print

Sends a notification when printing a fax is complete.

Notify on Save

Sends a notification when saving a fax to a memory device is complete.

Notify on Forward

Sends a notification when forwarding a fax is complete.

Related Information

➡ "Making Saving Settings to Receive Faxes" on page 572
➡ "Making Forwarding Settings to Receive Faxes" on page 573

Conditional Save/Forward:

You can find the menu on the printer's control panel below.

Settings > **General Settings** > **Fax Settings** > **Receive Settings** > **Save/Forward Settings** > **Conditional Save/Forward**

Note:
On the Web Config screen, you can find the menu below.

Fax** tab* > ***Save/Forward Settings > ***Conditional Save/Forward***

You can set saving and/or forwarding destinations to the Inbox, confidential boxes, an external memory device, email addresses, shared folders, and another fax machine.

To switch between enabling or disabling the conditions, tap anywhere on the set item except for ›.

Name:

Enter name of the condition.

Condition(s):

Select the conditions and make the settings.

Sender Fax Number match

When the sender fax number matches, the received fax is saved and forwarded.

Subaddress(SUB) perfect match

When the subaddress (SUB) matches perfectly, the received fax is saved and forwarded.

Password(SID) perfect match

When the password (SID) matches perfectly, the received fax is saved and forwarded.

Receiving Time

Saves and forwards a fax received during the specified period of time.

Save/Forward Destination:

Select the destination to save and forward received documents that match the conditions. You can use the features below at the same time.

Save to Fax Box:

Saves received faxes in the printer's Inbox or confidential box.

You can save up to 200 documents in total. Note that saving 200 documents may not be possible depending on the usage conditions such as the file size of saved documents, and using of multiple fax saving features at a time.

Save to Memory Device:

Saves received faxes as PDF or TIFF files to an external memory device connected to the printer.

Received documents are saved in the printer's memory temporarily before the documents are saved in the memory device connected to the printer. Because a memory full error disables sending and receiving faxes, keep the memory device connected to the printer.

Forward:

Forwards received faxes to another fax machine, or forwards them as PDF or TIFF files to a shared folder on a network or to an email address. Forwarded faxes are deleted from the printer. First add the forwarding destination to the contacts list. To forward to an email address, you also need to configure the email server settings.

- ❏ Destination: You can select a forwarding destination from the contacts list you added in advance.

  If you have selected a shared folder on a network or an email address as the forwarding destination, we recommend that you test if you can send a scanned image to the destination in the scan mode. Select **Scan** > **Email**, or **Scan** > **Network Folder/FTP** from the home screen, select the destination, and then start scanning.
- ❏ Options When Forwarding Failed: You can select whether to print the failed fax or save it to the Inbox.

Print:

Prints received faxes.

Save/Forward File Format:

You can set the file format when saving or forwarding received faxes.

PDF Settings:

Selecting **PDF** in **Save/Forward File Format** enables the settings.

Document Open Password:

Password Setting:

Enables to set a document open password.

Password:

Set a document open password.

Permissions Password:

Password Setting

Enables to set a password for printing or editing in a PDF file.

Password

Set a permission password in **Password**.

Printing: Allows printing the PDF file.

Editing: Allows editing the PDF file.

Email Notifications:

Sends an email notification when the process you select below is complete. You can use the features below at the same time.

Recipient

Set the destination of the process completion notification.

Notify on Receive

Sends a notification when receiving a fax is complete.

Notify on Print

Sends a notification when printing a fax is complete.

Notify on Save

Sends a notification when saving a fax to a memory device is complete.

Notify on Forward

Sends a notification when forwarding a fax is complete.

Transmission Report:

Prints a transmission report automatically after you save or forward a received fax.

Selecting **Print on Error** prints a report only when you save or forward a received fax and an error occurs.

Related Information

➡ "Making Saving Settings to Receive Faxes with Specific Conditions" on page 575

➡ "Making Forwarding Settings to Receive Faxes with Specified Conditions" on page 577

Common Settings:

You can find the menu on the printer's control panel below.

Settings > **General Settings** > **Fax Settings** > **Receive Settings** > **Save/Forward Settings** > **Common Settings**

Note:
On the Web Config screen, you can find the menu below.

❏ ***Fax** tab* > ***Fax Box*** > ***Inbox***

❏ ***Fax** tab* > ***Save/Forward Settings*** > ***Common Settings***

Inbox settings:

Options when memory is full:

You can select the operation to print the received fax or refuse to receive it when the Inbox memory is full.

Inbox Password Settings:

Password protects the Inbox to restrict users from viewing received faxes. Select **Change** to change the password, and select **Reset** to cancel password protection. When changing or resetting the password, you need the current password.

You cannot set a password when **Options when memory is full** has been set to **Receive and print faxes**.

Email Subject to Forward:

You can specify a subject for the email when forwarding to an email address.

Box Document Delete Settings:

Box Document Delete Settings:

Selecting **On** automatically deletes received fax documents in the inbox after a certain period of time.

Period Until Deletion:

Set a period of days after which the printer will delete the document saved in the inbox.

Faxes To Be Deleted:

Select the documents that you want to delete from **Read**, **Unread** and **All**.

Menu:

Selecting ☰ on the printer's control panel below displays **Menu**.

Settings > **General Settings** > **Fax Settings** > **Receive Settings** > **Save/Forward Settings**

Note:
You cannot print the list from the Web Config screen.

Print Conditional Save/Forward list:

Prints the Conditional Save/Forward list.

Print Settings

You can find the menu on the printer's control panel below.

Settings > **General Settings** > **Fax Settings** > **Receive Settings** > **Print Settings**

Note:
❏ *On the Web Config screen, you can find the menu below.*
Fax *tab* > ***Print Settings***
❏ *If a password entry screen is displayed, enter the password.*

Auto Reduction:

Prints received faxes with large-size documents reduced to fit on the paper in the paper source. Reducing may not always be possible depending on the received data. If this is turned off, large documents are printed at their original size on multiple sheets, or a blank second page may be ejected.

Split Page Settings:

Prints received faxes with the page split when the size of the received documents is larger than the size of the paper loaded in the printer.

Acting Print:

Make print settings when the document size of the received fax is larger than the size of the paper loaded in the printer.

Selecting **On(Split to pages)** splits the document longitudinally to print the received document. Selecting **On (Reduce to Fit)** reduces to a 50 % minimum to print.

Auto Rotation:

Rotates faxes received as landscape-oriented A4 (Letter, B5, or A5) size documents so that they are printed on A4 (Letter, B5, or A5) size paper. This setting is applied when the paper size setting for at least one paper source used for printing faxes is set to A4 (B5, A5, or Letter).

By selecting **Off**, faxes received as landscape-oriented A4 (Letter, B5, or A5) size, which are the same width as A3 (Tabloid, B4, or A4) portrait documents, are assumed to be A3 (Tabloid, B4, or A4) size faxes and printed as such.

Check the paper source settings for printing faxes and paper size for the paper sources in the following menus in **Settings** > **General Settings** > **Printer Settings** > **Paper Source Settings**.

- ❏ **Auto Select Settings**
- ❏ **Paper Setting** > **Paper Size**

Add Reception Information:

Prints reception information on the received fax, even if the sender does not set the header information. The reception information includes the received date and time, sender's ID, reception ID (such as " #001"), and page number (such as "P1"). By collating the reception ID printed on the received fax, you can check the transmission log in the fax report and the fax job history. When **Split Page Settings** is enabled, the split page number is also included.

2-Sided:

Prints multiple pages of received faxes on both sides of the paper.

Print Start Timing:

Select options to start printing the faxes to receive.

- ❏ All Pages Received: Printing starts after receiving all of the pages. To start printing from the first page or last page depends on the setting of **Collation Stack** feature. See the explanation for **Collation Stack**.
- ❏ First Page Received: Starts printing when the first page is received, and then prints in order as the pages are received. If the printer cannot start printing, such as when it is printing other jobs, the printer starts printing received pages as a batch when it is available.

Collation Stack:

Since the first page is printed last (output to the top), the printed documents are stacked in the correct page order. When the printer is running low on memory, this feature may not be available.

Print Suspend Time:

Print Suspend Time

During the specified time period, the printer saves documents received in the printer's memory without printing them. This feature can be used for noise prevention at night or to prevent confidential documents from being disclosed while you are away. Before using this feature, make sure there is enough free memory. Even before the restarting time, you can check and print the received documents individually from **Job/Status** on the home screen.

Time to Stop

Stops printing documents.

Time to Restart

Restarts printing documents automatically.

Quiet Mode:

Reduces the noise the printer makes when printing faxes, however, print speed may be reduced.

Fax Setting Wizard

You can find the menu on the printer's control panel below.

Settings > **General Settings** > **Fax Settings** > **Fax Setting Wizard**

Note:
You cannot display this menu on the Web Config screen.

Selecting **Fax Setting Wizard** makes basic fax settings. Follow the on-screen instructions.

Related Information

➡ "Basic Settings" on page 465
➡ "Making the Printer Ready to Send and Receive Faxes" on page 568

Scan Settings

Initial tab

Select the tab you want to display first each time when scanning.

Quick Operation Button(Folder)/Quick Operation Button(Mail)

Set four settings you want to display on the **Frequent** screen when scanning.

Confirm Recipient

Check destination before scanning.

Document Capture Pro

Before scanning using the **Computer** menu on the control panel, set the operation mode on the control panel to match the computer on which Document Capture Pro is installed.

❏ Client Mode

Select this if Document Capture Pro is installed on Windows or Mac OS.

❏ Server Mode

Select this if Document Capture Pro is installed on a Windows Server. Next, enter the server address.

Email Server

Set the email server settings for scanning **Email**.

❏ Server Settings

Specify the authentication method for the printer to access the mail server.

"Mail Server Setting Items" on page 533

❏ Connection Check

Check the connection to the mail server.

Auto Reset

Reset the destination and scan settings after each scan.

Storage Settings

Select the menus on the control panel as described below.

Settings > **General Settings** > **Storage Settings**

Shared Folder Access Control:

❏ Access

Select whether or not to allow the use of the shared folder (fixed).

❏ Operation Authority

Select to restrict creating, editing, and deleting folders to administrators or users.

❏ Automatic Delete Setting Authority

Select to restrict automatic deletion setting of the stored files to administrators or users.

Shared Folder File Management:

❏ Automatic File Deletion

Select whether or not to delete the stored files automatically.

❏ Period Until Deletion

Set the time period until the automatic deletion. It starts counting from when the file was saved or last used. When a new shared folder is created, the setting here is applied to the new folder. You can also change the setting for each folder later.

❏ Apply to All Shared Folders

Applies Automatic File Deletion and Period Until Deletion settings to all the shared folders.

Personal Folder File Management:

The settings below are applied to every personal folder. You cannot make settings for each folder.

❏ Automatic File Deletion

Select whether or not to delete the stored files automatically.

❏ Period Until Deletion

Set the time period until the automatic deletion. It starts counting from when the file was saved or last used.

Additional Action:

❏ Delete File after Output

Select whether or not to delete files after printing or saving.

❏ Access Control

When Allowed is selected, a checkbox is displayed on the File List screen and you can select whether or not to delete the file after printing or saving.

View Options:

Select the display format for the Folder List and the File List screens.

Search Options:

❏ Begins with

Displays folders and files that begin with the keyword used in the search.

❏ Ends with

Displays folders and files that end with the keyword used in the search.

❏ Includes

Displays folders and files that include the keyword used in the search.

System Administration

By using this menu, you can maintain the product as a system administrator. It also allows you to restrict product features for individual users to suite your work or office style.

Select the menus on the control panel as described below.

Settings > **General Settings** > **System Administration**

Contacts Manager

Add/Edit/Delete:

Register and/or delete contacts for the Fax, Scan to Computer (Email), and Scan to Network Folder/FTP menus.

Frequent:

Register frequently used contacts to access them quickly. You can also change the order of the list.

Print Contacts:

Print your contact list.

View Options:

Change the way the contact list is displayed.

Search Options:

Change the method for searching contacts.

Print Head Cleaning Settings:

You can make the following settings for print head cleaning.

Auto Cleaning:

Check if the print head nozzles are clogged before printing or after printing.

Print head cleaning is performed automatically if it is necessary as a result of checking.

Periodic Cleaning:

Select **On** to perform print head cleaning when a certain number of pages are printed.

Scanner Cleaning Suggestion:

Select **Off** if you do not want to display a message notifying you when to clean the ADF scanning components.

Reset Page count:

Resets the total number of pages stored by interface: Standard network, Additional network, and Other.

However, the total number of prints and the number of pages printed by paper size is not be reset.

The number of pages printed from the optionally installed network interface is counted in "Additional Network", and the number of pages printed from the USB interface, fax, copy, etc. is counted in "Other".

You can check the current number of pages stored by interface on the Usage History Sheet (**Settings** > **Printer Status/Print** > **Usage History Sheet**).

Clear Internal Memory Data:

This item is displayed on PCL or PostScript compatible printer.

Delete the printer's internal memory data, such as a downloaded font and macro for PCL printing or a job of password printing.

HDD Erase Settings:

Make settings for processing data stored in the internal hard disc.

Jobs for printing, copying, and scanning are temporarily saved to the hard disc in order to handle the data for authenticated printing and the large amount of copying, scanning, printing, etc. Make settings to safely erase this data.

Auto Erase Memory Setting:

When enabled, the target data is erased sequentially when it becomes unnecessary, such as when printing or scanning is completed. The target to be deleted is data written while this function is enabled.

Because access to the hard disc is necessary, the time to enter power saving mode will be delayed.

Erase All Memory:

Erases all data on the hard disc. You cannot perform other operations or turn off the device during formatting.

❏ High Speed:

Erases all data with a dedicated erase command.

❏ Overwrite:

Erases all data with a dedicated erase command, and overwrites other data in all areas to erase all data.

❏ Triple Overwrite:

Erases all data with a dedicated erase command, and overwrites three times other data in all areas to erase all data.

Security Settings:

You can make the following security settings.

Restrictions:

Permit to change the settings of the following items when panel lock is enabled.

❏ Job Log Access

❏ Access to Register/Delete Contacts

❏ Fax Recent Access

❏ Fax Transmission Log Access

❏ Access to Fax Report

❏ Access to Print Save History of Scan to Network Folder/FTP

❏ Access to Recent of Scan to Email

❏ Access to Show Sent History of Scan to Email

❏ Access to Print Sent History of Scan to Email

❏ Access to Language

❏ Access to Thick Paper

❏ Access to Quiet Mode

❏ Access to Print Speed Priority

❏ Access to Detect Double Feed

❏ Protection of Personal Data

❏ Access to Copy Output Tray

❏ Accept Power Off

Access Control:

Select **On** to restrict product features. This requires users to log into the product control panel with their user name and password before they can use control panel features. In **Accept Unknown User Jobs**, you can select whether or not to allow jobs that do not have the necessary authentication information.

Admin Settings:

❏ Admin Password

Set, change, and clear an administrator password.

❏ Lock Setting

Select whether or not to lock the control panel using the password registered in **Admin Password**.

Password Policy:

Select **On** to set password policy.

Password Encryption:

Select **On** to encrypt your password. You can also connect a USB device to backup the encryption key. If you turn off the power while the restart is in progress, data may be corrupted and the printer settings will be restored to their defaults. If this occurs, set the password information again.

Audit Log:

Select **On** to record an audit log.

Program Verification on Start Up:

Select **On** to verify the printer's program when starting up.

Customer Research:

Select **Approve** to provide product usage information such as the number of prints to Seiko Epson Corporation.

Reset:

Reset the settings in the following menus to their defaults.

❏ Network Settings

❏ Copy Settings

❏ Scan Settings

❏ Fax Settings

❏ Erase All Memory

Erases all data on the hard disc. You cannot perform other operations or turn off the device during formatting.

❏ High Speed

Erases all data with a dedicated erase command.

❏ Overwrite

Erases all data with a dedicated erase command, and overwrites other data in all areas to erase all data.

❏ Triple Overwrite

Erases all data with a dedicated erase command, and overwrites three times other data in all areas to erase all data.

❏ Erase All Data and Settings

Erases all of the data on the hard disk as well as all of the settings on the printer. You cannot perform other operations or turn off the device during formatting.

❏ High Speed

Erases all data with a dedicated erase command.

❏ Overwrite

Erases all data with a dedicated erase command, and overwrites other data in all areas to erase all data.

❏ Triple Overwrite

Erases all data with a dedicated erase command, and overwrites three times other data in all areas to erase all data.

Firmware Update:

You can get firmware information such as your current version and information on available updates.

Automatic Firmware Update:

Select **On** to update firmware automatically. Select **On** to set the day of the week/start time to update.

Maintenance/Service Mode:

Select **Off** to disable Maintenance/Service Mode.

Related Information

➡ "Updating the Printer's Firmware Automatically" on page 239

Print Counter

Select the menus on the control panel as described below.

Settings > **Print Counter**

Displays the total number of prints including items such as the status sheet from the time you purchased the printer. You can also check the number of pages printed from a memory device or other functions on the Usage History sheet.

Supply Status

Select the menu on the control panel as described below.

Settings > **Supply Status**

Displays the approximate level of the ink and service life of the maintenance box.

When is displayed, the ink is running low or the maintenance box is nearly full. When is displayed, you need to replace the item as ink is expended or the maintenance box is full.

Related Information

➡ "It is Time to Replace the Ink Cartridges" on page 307

Maintenance

Select the menus on the control panel as described below.

Settings > **Maintenance**

Print Head Nozzle Check:

Select this feature to check if the print head nozzles are clogged. The printer prints a nozzle check pattern.

Print Head Cleaning:

Select this feature to clean clogged nozzles in the print head.

Saddle Stitch Folding Position Adjustment:

Select this feature to adjust the saddle stitch folding position.

Saddle Stitch Binding Position Adjustment:

Select this feature to adjust the saddle stitch binding position.

Half Folding Position Adjustment:

Select this feature to adjust the half folding position.

Staple Position Adjustment:

Select this feature to raise the needle when replacing staples.

Maintenance Roller Information:

Select this feature to check the maintenance roller service life of the paper cassette. You can also reset the maintenance roller counter.

Related Information

➡ "Checking the Clogged Nozzles" on page 227

Language

Select the menus on the control panel as described below.

Settings > **Language**

Select the language used on the LCD screen.

Printer Status/Print

Select the menus on the control panel as described below.

Settings > **Printer Status/Print**

Print Status Sheet:

Configuration Status Sheet:

Print information sheets showing the current printer status and settings.

Supply Status Sheet:

Print information sheets showing the status of consumables.

Usage History Sheet:

Print information sheets showing the usage history of the printer.

PS Font List:

Print a list of fonts that are available for a PostScript printer.

PCL Font List:

Print a list of fonts that are available for a PCL print.

Network:

Displays the current network settings. You can also print the status sheet.

Contacts Manager

Select the menus on the control panel as described below.

Settings > **Contacts Manager**

Add/Edit/Delete:

Register and/or delete contacts for the Fax, Scan to Computer (Email), and Scan to Network Folder/FTP menus.

Frequent:

Register frequently used contacts to access them quickly. You can also change the order of the list.

Print Contacts:

Print your contact list.

View Options:

Change the way the contact list is displayed.

Search Options:

Change the method for searching contacts.

User Settings

Select the menus on the control panel as described below.

Settings > **User Settings**

You cannot change settings that have been locked by your administrator.

You can change the default settings of the following menus.

❏ Scan to Network Folder/FTP

❏ Scan to Computer (Email)

❏ Scan to Memory Device

❏ Scan to Cloud

❏ Copy Settings

❏ Fax

Authentication System

Select the menus on the control panel as described below.

Settings > **Authentication System**

You can check the status of the Authentication System and the Epson Open Platform.

Authentication Device Status

Displays the status of the authentication device.

Epson Open Platform Information

Displays the status of the Epson Open Platform.

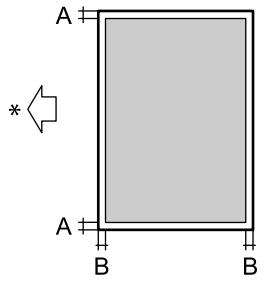
Product Specifications

Printer Specifications

Type Printer	Inkjet
Print Head Nozzle Placement	Black ink nozzles: 8676

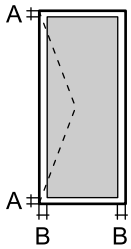
Printable Area

Printable Area for Single Sheets

	A	3.0 mm (0.12 in.)
	B	3.0 mm (0.12 in.)

*Direction of paper being fed.

Printable Area for Envelopes

	A	3.0 mm (0.12 in.)
	B	3.0 mm (0.12 in.)

Scanner Specifications

Scanner Type	Flatbed
Photoelectric Device	CIS
Effective Pixels	7020×10200 pixels (600 dpi)
Maximum Document Size	297×431.8 mm (11.7×17 in.) A3
Scanning Resolution	600 dpi (main scan) 600 dpi (sub scan)
Output Resolution	50 to 9600 dpi in 1 dpi increments

Color Depth	Color ❏ 30 bits per pixel internal (10 bits per pixel per color internal) ❏ 24 bits per pixel external (8 bits per pixel per color external) Grayscale ❏ 10 bits per pixel internal ❏ 8 bits per pixel external Black and white ❏ 10 bits per pixel internal ❏ 1 bits per pixel external
Light Source	LED

ADF Specifications

ADF Type	Auto duplex scanning
Available Paper Sizes	A3, 11x17in, B4, A4, Letter, Legal, Executive, B5, A5, A6, Indian Legal (Maximum 297×431.8 mm)
Paper Type	Plain Paper, High quality plain paper, Recycled paper
Weight of Paper	38 to 128 g/m² (1-sided) 50 to 128 g/m² (2-sided)
Loading Capacity	150 sheets (80 g/m²) or 16.5 mm

Even when the original meets the specifications for media that can be placed in the ADF, it may not feed from the ADF or the scan quality may decline depending on the paper properties or quality.

Fax Specifications (Fax-capable Printers Only)

Fax Type	Walk-up black-and-white and color fax capability (ITU-T Super Group 3)*1
Supported Lines	Standard analogue telephone lines, PBX (Private Branch Exchange) telephone systems
Speed	Up to 33.6 kbps

Resolution	Monochrome ❏ Standard: 8 pel/mm×3.85 line/mm (203 pel/in.×98 line/in.) ❏ Fine: 8 pel/mm×7.7 line/mm (203 pel/in.×196 line/in.) ❏ Super Fine: 8 pel/mm×15.4 line/mm (203 pel/in.×392 line/in.) ❏ Ultra Fine: 16 pel/mm×15.4 line/mm (406 pel/in.×392 line/in.) Color 200×200 dpi
Page Memory	Up to 550 pages (when received ITU-T No.1 chart in monochrome draft mode)
Redial*2	2 times (with 1 minute intervals)
Interface	RJ-11 Phone Line, RJ-11 Telephone set connection

*1 Black-and-White only for receiving faxes.

*2 The specifications may differ by country or region.

Note:
To check the fax firmware version, select the following on the printer's control panel, print the ***Fax Settings List****, and then check the version on the sheet.*

Fax > ***(Menu)*** > ***Fax Report*** > ***Fax Settings List***

Using Port for the Printer

The printer uses the following port. These ports should be allowed to become available by the network administrator as necessary.

Sender (Client)	Use	Destination (Server)	Protocol	Port Number
Printer	File sending (When scan to network folder is used from the printer)	FTP/FTPS server	FTP/FTPS (TCP)	20
				21
		File server	SMB (TCP)	445
			NetBIOS (UDP)	137
				138
			NetBIOS (TCP)	139
		WebDAV server	Protocol HTTP(TCP)	80
			Protocol HTTPS(TCP)	443
	Email sending (When scan to mail is used from the printer)	SMTP server	SMTP (TCP)	25
			SMTP SSL/TLS (TCP)	465
			SMTP STARTTLS (TCP)	587
	POP before SMTP connection (When scan to mail is used from the printer)	POP server	POP3 (TCP)	110
	When Epson Connect is used	Epson Connect Server	HTTPS	443
			XMPP	5222
	When ERMS is used	ERMS server	Protocol HTTPS(TCP)	443
			Protocol MQTT(TCP)	443
	Collecting user information (Use the contacts from the printer)	LDAP server	LDAP (TCP)	389
			LDAP SSL/TLS (TCP)	636
			LDAP STARTTLS (TCP)	389
	User authentication when sending email (When activating Epson Open Platform) User authentication when collecting user information (When using the contacts from the printer) User authentication when using the scan to network folder (SMB) from the printer	KDC server	Kerberos	88
	Control WSD	Client computer	WSD (TCP)	5357
	Search the computer when push scanning from Document Capture Pro	Client computer	Network Push Scan Discovery	2968

Sender (Client)	Use	Destination (Server)	Protocol	Port Number
Client computer	File sending (When FTP printing is used from the printer)	Printer	FTP (TCP)	20
				21
	Discover the printer from an application such as EpsonNet Config, printer driver, and scanner driver.	Printer	ENPC (UDP)	3289
	Collect and set up the MIB information from an application such as EpsonNet Config, printer driver, and scanner driver.	Printer	SNMP (UDP)	161
	Forwarding LPR data	Printer	LPR (TCP)	515
	Forwarding RAW data	Printer	RAW (Port9100) (TCP)	9100
	Forwarding AirPrint (IPP/IPPS printing) data	Printer	IPP/IPPS (TCP)	631
	Searching WSD printer	Printer	WS-Discovery (UDP)	3702
	Forwarding the scan data from Document Capture Pro	Printer	Network Scan (TCP)	1865
	Collecting the job information when push scanning from Document Capture Pro	Printer	Network Push Scan	2968
	Web Config	Printer	HTTP(TCP)	80
			HTTPS(TCP)	443
	Forwarding FaxOut Data	Printer	IPP FaxOut(TCP)	631
	PC-FAX	Printer	HTTP(TCP)	80

Interface Specifications

For Computer	SuperSpeed USB
For External USB Devices	Hi-Speed USB

Network Specifications

Wi-Fi Specifications

See the following table for Wi-Fi specifications.

Countries or regions except for those listed below	Table A

Australia New Zealand Taiwan South Korea	Table B

Table A

Standards	IEEE802.11b/g/n*1
Frequency Range	2.4 GHz
Channels	1/2/3/4/5/6/7/8/9/10/11/12/13
Coordination Modes	Infrastructure, Wi-Fi Direct (Simple AP)*2*3
Security Protocols*4	WEP (64/128bit), WPA2-PSK (AES)*5, WPA3-SAE (AES), WPA2/WPA3-Enterprise

*1 Only available for the HT20

*2 Not supported for IEEE 802.11b

*3 Infrastructure and Wi-Fi Direct modes or an Ethernet connection can be used simultaneously.

*4 Wi-Fi Direct supports WPA2-PSK (AES) only.

*5 Complies with WPA2 standards with support for WPA/WPA2 Personal.

Table B

Standards	IEEE802.11a/b/g/n*1/ac		
Frequency Ranges	IEEE802.11b/g/n: 2.4 GHz, IEEE802.11a/n/ac: 5 GHz		
Channels	Wi-Fi	2.4 GHz	1/2/3/4/5/6/7/8/9/10/11/12*2/13*2
		5 GHz*3	W52 (36/40/44/48), W53 (52/56/60/64), W56 (100/104/108/112/116/120/124/128/132/136/140/144), W58 (149/153/157/161/165)
	Wi-Fi Direct	2.4 GHz	1/2/3/4/5/6/7/8/9/10/11/12*2/13*2
		5 GHz*3	W52 (36/40/44/48) W58 (149/153/157/161/165)
Connection Modes	Infrastructure, Wi-Fi Direct (Simple AP) *4*5		
Security Protocols*6	WEP (64/128bit), WPA2-PSK (AES)*7, WPA3-SAE (AES), WPA2/WPA3-Enterprise		

*1 Only available for the HT20

*2 Not available in Taiwan

*3 The availability of these channels and use of the product outdoors over these channels varies by location. For more information, see http://support.epson.net/wifi5ghz/

*4 Not supported for IEEE 802.11b

*5 Infrastructure and Wi-Fi Direct modes or an Ethernet connection can be used simultaneously.

*6 Wi-Fi Direct only supports WPA2-PSK (AES) .

*7 Complies with WPA2 standards with support for WPA/WPA2 Personal.

Ethernet Specifications

Standards	IEEE802.3i (10BASE-T)*1 IEEE802.3u (100BASE-TX)*1 IEEE802.3ab (1000BASE-T)*1 IEEE802.3az (Energy Efficient Ethernet)*2
Communication Mode	Auto, 10 Mbps Full duplex, 10 Mbps Half duplex, 100 Mbps Full duplex, 100 Mbps Half duplex
Connector	RJ-45

*1 Use a category 5e or higher STP (Shielded twisted pair) cable to prevent risk of radio interference.

*2 The connected device should comply with IEEE802.3az standards.

Network Functions and IPv4/IPv6

Functions			Supported	Remarks
Network Printing	EpsonNet Print (Windows)	IPv4	✓	-
	Standard TCP/IP (Windows)	IPv4, IPv6	✓	-
	WSD Printing (Windows)	IPv4, IPv6	✓	Windows Vista or later
	BonjourPrinting (Mac OS)	IPv4, IPv6	✓	-
	IPPPrinting (Windows, Mac OS)	IPv4, IPv6	✓	-
	PictBridgePrinting (Wi-Fi)	IPv4	-	Digital camera
	Epson Connect (Email Print, Remote Print)	IPv4	✓	-
	AirPrint (iOS, Mac OS)	IPv4, IPv6	✓	iOS 5 or later, Mac OS X v10.7 or later
Network Scanning	Epson Scan 2	IPv4, IPv6	✓	-
	Event Manager	IPv4	-	-
	Epson Connect (Scan to Cloud)	IPv4	✓	-
	AirPrint (Scan)	IPv4, IPv6	✓	OS X Mavericks or later

Functions			Supported	Remarks
Fax	Send a fax	IPv4	✓	-
	Receive a fax	IPv4	✓	-
	AirPrint (Faxout)	IPv4, IPv6	✓	OS X Mountain Lion or later

Security Protocol

IEEE802.1X*	
IPsec/IP Filtering	
SSL/TLS	HTTPS Server/Client
	IPPS
SMTPS (STARTTLS, SSL/TLS)	
SNMPv3	

* You need to use a device for connection that complies with IEEE802.1X.

PostScript Level 3 Compatibility

The PostScript used on this printer is compatible with PostScript Level 3.

Supported Third Party Services

AirPrint	Print	iOS 5 or later/Mac OS X v10.7.x or later
	Scan	OS X Mavericks or later
	Fax	OS X Mountain Lion or later

Memory Device Specifications

Devices	Maximum Capacities
USB Flash Drive	2 TB (formatted in FAT, FAT32, or exFAT.)

You cannot use the following devices:

❏ A device that requires a dedicated driver

❏ A device with security settings (password, encryption, and so on)

Epson cannot guarantee all operations of externally connected devices.

Supported Data Specifications

File Format	JPEGs (*.JPG) with the Exif Version 2.31 standard taken by digital cameras DCF*1 version 1.0 or 2.0*2 compliant TIFF 6.0 compliant images as below ❏ RGB full color images (not compressed) ❏ Binary images (not compressed or CCITT encoded) PDF Version 1.7 compliant data file
Image Size	Horizontal: 80 to 10200 pixels Vertical: 80 to 10200 pixels
File Size	Less than 2 GB
Maximum Number of Files	JPEG: 9990*3 TIFF: 999 PDF: 999

*1 Design rule for Camera File system.

*2 Photo data stored on digital cameras with a built-in memory is not supported.

*3 Up to 999 files can be displayed at a time. (If the number of files exceeds 999, the files are displayed in groups.)

Note:
"×" is displayed on the LCD screen when the printer cannot recognize the image file. In this situation, if you select a multiple image layout, blank sections will be printed.

Dimensions

Dimensions	Storage ❏ Width: 674 mm (26.5 in.) ❏ Depth: 757 mm (29.8 in.) ❏ Height: 1243 mm (48.9 in.) Printing ❏ Width: 1426 mm (56.1 in.) ❏ Depth: 757 mm (29.8 in.) ❏ Height: 1243 mm (48.9 in.)
Weight*	Approx. 177.1 kg (390.4 lb)

* Without the ink cartridges and the power cord.

Electrical Specifications

For Europe

Power Supply Rating	AC 100-240 V Model
Rated Frequency	50/60 Hz
Rated Current	9.0-4.5 A
Power Consumption (With LAN Connection)	Standalone copying: Approx. 170 W (ISO/IEC24712) Ready mode: Approx. 76 W Sleep mode: Approx. 1.1 W Power off: Approx. 0.1 W Maximum Power Consumption: Approx. 320 W

For Taiwan

Power Supply Rating	AC 100-240 V Model
Rated Frequency	50/60 Hz
Rated Current	9.0-4.5 A
Power Consumption (With LAN Connection)	Standalone copying: Approx. 170 W (ISO/IEC24712) Ready mode: Approx. 76 W Sleep mode: Approx. 1.6 W Power off: Approx. 0.1 W Maximum Power Consumption: Approx. 320 W

For All Countries Except for Europe and Taiwan

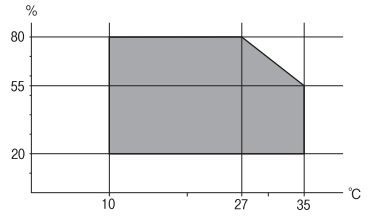
Power Supply Rating	AC 100-240 V Model
Rated Frequency	50/60 Hz
Rated Current	9.0-4.5 A
Power Consumption (With LAN Connection)	Standalone copying: Approx. 170 W (ISO/IEC24712) Ready mode: Approx. 76 W Sleep mode: Approx. 1.7 W Power off: Approx. 0.1 W Maximum Power Consumption: Approx. 320 W

Note:

❏ *Check the label on the printer for its voltage.*

❏ *For European users, see the following Website for details on power consumption.*
http://www.epson.eu/energy-consumption

Environmental Specifications

Operation	Use the printer within the range shown in the following graph.  Temperature: 10 to 35°C (50 to 95°F) Humidity: 15 to 85% RH (without condensation)
Storage	Temperature after initial ink charging: -14 to 40°C (6.8 to 104°F)* Temperature before initial ink charging: -20 to 40°C (-4 to 104°F)* Humidity: 5 to 85% RH (without condensation)

* You can store for one month at 40°C (104°F).

Environmental Specifications for Ink Cartridges

Storage Temperature	-20 to 40 °C (-4 to 104 °F)*
Freezing Temperature	-14 °C (6.8 °F) Ink thaws and is usable after approximately 12 hours at 25 °C (77 °F).

* You can store for one month at 40 °C (104 °F).

Installation Location and Space

To ensure safe use, place the printer in a location that meets the following conditions.

❏ A flat, stable surface that can support the weight of the printer

❏ Locations that do not block or cover the vents and openings in the printer

❏ Locations where you can load paper and remove paper easily

❏ Locations that meet the conditions in the "Environmental Specifications" in this manual

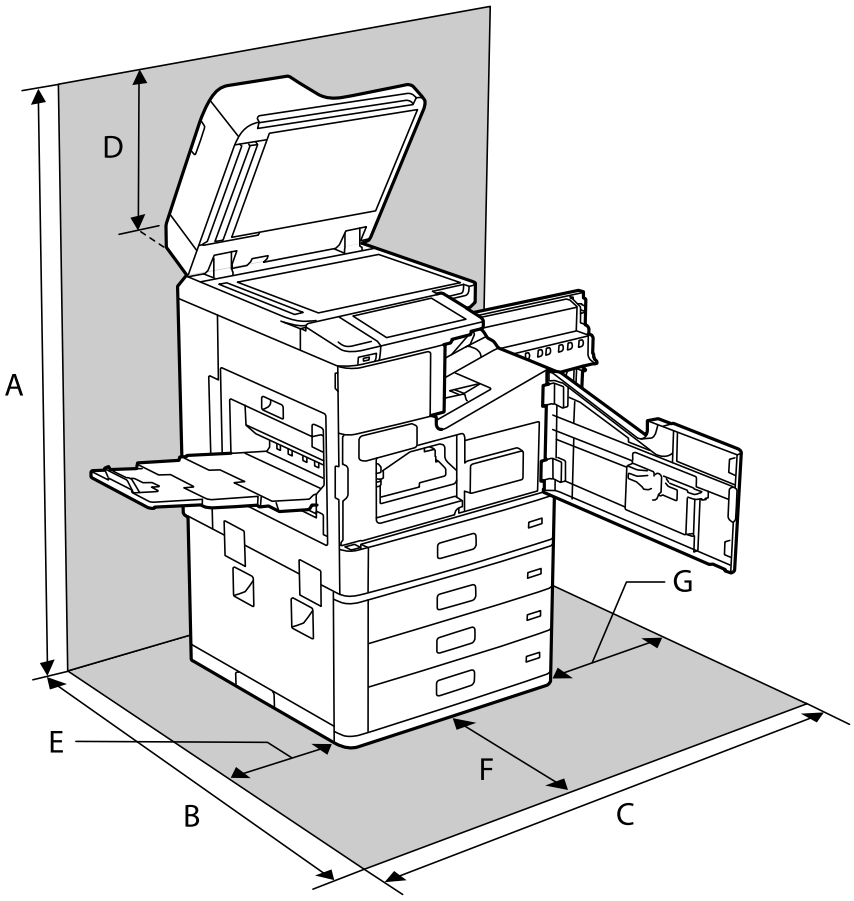
Important:

Do not place the printer in the following locations; otherwise a malfunction may occur.

- ❏ *Subject to direct sunlight*
- ❏ *Subject to rapid changes in temperature and humidity*
- ❏ *Subject to fire*
- ❏ *Subject to volatile substances*
- ❏ *Subject to shocks or vibrations*
- ❏ *Near a television or a radio*
- ❏ *Near excessive dirt or dust*
- ❏ *Near water*
- ❏ *Near air-conditioning or heating equipment*
- ❏ *Near a humidifier*

Use a commercially available anti-static mat to prevent static generation in locations prone to generating static electricity.

Secure enough place to install and operate the printer correctly.

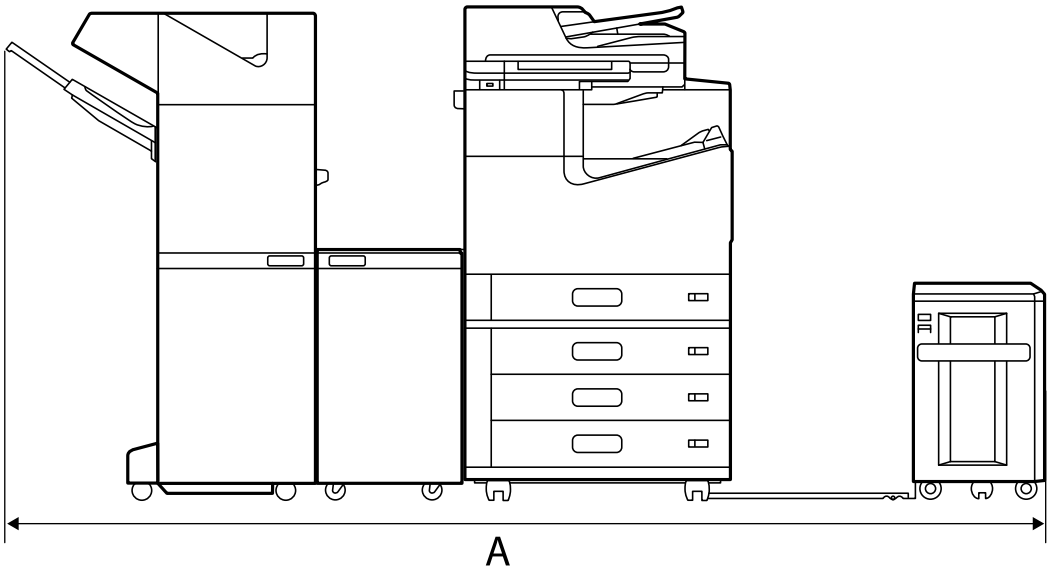


A	1626mm
B	1388mm

C	1544mm
D	383mm
E	397mm
F	631mm
G	474mm

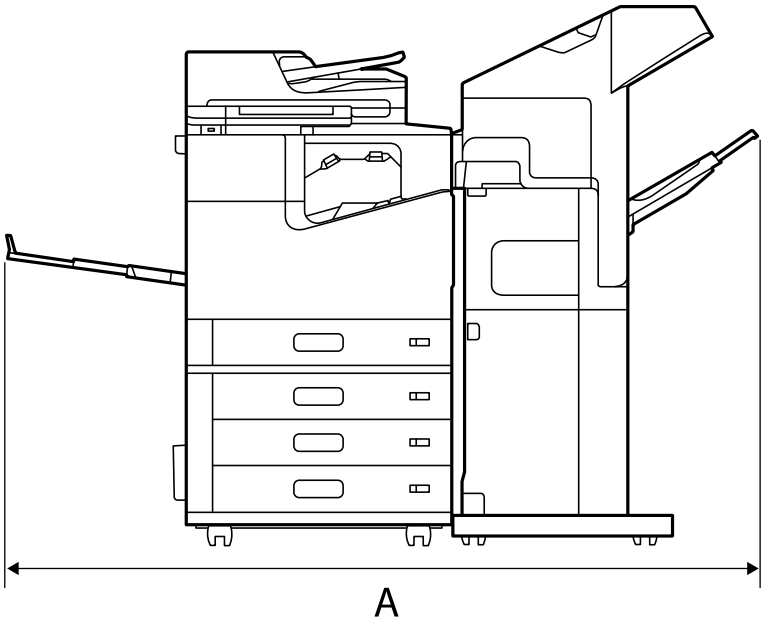
Installation Location and Space with Finishers Installed

With Staple Finisher



A*	2666 mm

With Staple Finisher-P2



A*	1837.5 mm

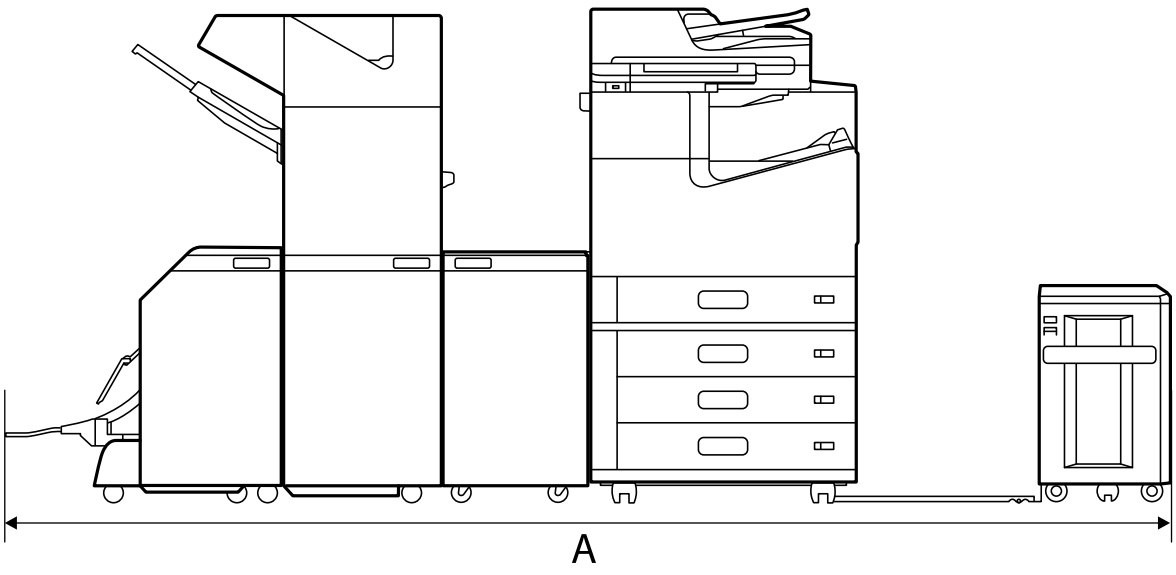
Important:

Since the ports for connecting a USB cable and a LAN cable are at the back of the printer, you need to leave enough space at the back to connect and disconnect the cables.

However, do not move the product by yourself to create space. Contact Epson support or an authorized Epson service provider to ask them to move it.

See related information for details on the ports.

With Booklet Finisher



A*	2990 mm

*:See Related Information for the depth and height.

Related Information

➡ "Installation Location and Space" on page 497

➡ "Rear" on page 25

System Requirements

❏ Windows 10 (32-bit, 64-bit)/Windows 8.1 (32-bit, 64-bit)/Windows 8 (32-bit, 64-bit)/Windows 7 (32-bit, 64-bit)/Windows Vista (32-bit, 64-bit)/Windows XP SP3 or later (32-bit)/Windows XP Professional x64 Edition SP2 or later/Windows Server 2019/Windows Server 2016/Windows Server 2012 R2/Windows Server 2012/Windows Server 2008 R2/Windows Server 2008/Windows Server 2003 R2/Windows Server 2003 SP2 or later

❏ macOS Catalina/macOS Mojave/macOS High Sierra/macOS Sierra/OS X El Capitan/OS X Yosemite/OS X Mavericks/OS X Mountain Lion/Mac OS X v10.7.x/Mac OS X v10.6.8

Note:

❏ *Mac OS may not support some applications and features.*

❏ *The UNIX File System (UFS) for Mac OS is not supported.*

Font Specifications

The following fonts are available on the Internet.

❏ Epson Barcode Font

Available Fonts for PostScript

Font Name	Family	HP Equivalent
Nimbus Mono	Medium, Bold, Italic, Bold Italic	Courier
Letter Gothic	Medium, Bold, Italic	Letter Gothic
Nimbus Mono PS	Regular, Bold, Oblique, Bold Oblique	CourierPS
Nimbus Roman No4	Medium, Bold, Italic, Bold Italic	CG Times
URW Classico	Medium, Bold, Italic, Bold Italic	CG Omega
URW Coronet	-	Coronet
URW Clarendon Condensed	-	Clarendon Condensed
URW Classic Sans	Medium, Bold, Italic, Bold Italic	Univers
URW Classic Sans Condensed	Medium, Bold, Italic, Bold Italic	Univers Condensed
Antique Olive	Medium, Bold, Italic	Antique Olive

Font Name	Family	HP Equivalent
Garamond	Antiqua, Halbfett, Kursiv, Kursiv Halbfett	Garamond
Mauritius	-	Marigold
Algiers	Medium, Extra Bold	Albertus
NimbusSansNo2	Medium, Bold, Italic, Bold Italic	Arial
Nimbus Roman No9	Medium, Bold, Italic, Bold Italic	Times New Roman
Nimbus Sans	Medium, Bold, Oblique, Bold Oblique	Helvetica
Nimbus Sans Narrow	Medium, Bold, Oblique, Bold Oblique	Helvetica Narrow
Palladio	Roman, Bold, Italic, Bold Italic	Palatino
URW Gothic	Book, Demi, Book Oblique, Demi Oblique	ITC Avant Garde
URW Bookman	Light, Demi, Light Italic, Demi Italic	ITC Bookman
URW Century Schoolbook	Roman, Bold, Italic, Bold Italic	New Century Schoolbook
Nimbus Roman	Medium, Bold, Italic, Bold Italic	Times
URW Chancery Medium Italic	-	ITC Zapf Chancery Italic
Symbol	-	Symbol
URW Dingbats	-	Wingdings
Dingbats	-	ITC Zapf Dingbats
Standard Symbol	-	SymbolPS

Available Fonts for PCL (URW)

Scalable Font

Font Name	Family	HP Equivalent	Symbol Set for PCL5
Nimbus Mono	Medium, Bold, Italic, Bold Italic	Courier	1
Letter Gothic	Medium, Bold, Italic	Letter Gothic	1
Nimbus Mono PS	Regular, Bold, Oblique, Bold Oblique	CourierPS	3
Nimbus Roman No4	Medium, Bold, Italic, Bold Italic	CG Times	2
URW Classico	Medium, Bold, Italic, Bold Italic	CG Omega	3
URW Coronet	-	Coronet	3
URW Clarendon Condensed	-	Clarendon Condensed	3
URW Classic Sans	Medium, Bold, Italic, Bold Italic	Univers	2

Font Name	Family	HP Equivalent	Symbol Set for PCL5
URW Classic Sans Condensed	Medium, Bold, Italic, Bold Italic	Univers Condensed	3
Antique Olive	Medium, Bold, Italic	Antique Olive	3
Garamond	Antiqua, Halbfett, Kursiv, Kursiv Halbfett	Garamond	3
Mauritius	-	Marigold	3
Algiers	Medium, Extra Bold	Albertus	3
NimbusSansNo2	Medium, Bold, Italic, Bold Italic	Arial	3
Nimbus Roman No9	Medium, Bold, Italic, Bold Italic	Times New	3
Nimbus Sans	Medium, Bold, Oblique, Bold Oblique	Helvetica	3
Nimbus Sans Narrow	Medium, Bold, Oblique, Bold Oblique	Helvetica Narrow	3
Palladio	Roman, Bold, Italic, Bold Italic	Palatino	3
URW Gothic	Book, Demi, Book Oblique, Demi Oblique	ITC Avant Garde Gothic	3
URW Bookman	Light, Demi, Light Italic, Demi Italic	ITC Bookman	3
URW Century Schoolbook	Roman, Bold, Italic, Bold Italic	New Century Schoolbook	3
Nimbus Roman	Medium, Bold, Italic, Bold Italic	Times	3
URW Chancery Medium Italic	-	ITC Zapf Chancery Medium Italic	3
Symbol	-	Symbol	4
URW Dingbats	-	Wingdings	5
Dingbats	-	ITC Zapf Dingbats	6
Standard Symbol	-	SymbolPS	4
URW David	Medium, Bold	HP David	7
URW Narkis	Medium, Bold	HP Narkis	7
URW Miryam	Medium, Bold, Italic	HP Miryam	7
URW Koufi	Medium, Bold	Koufi	8
URW Naskh	Medium, Bold	Naskh	8
URW Ryadh	Medium, Bold	Ryadh	8

Bitmap Font

Font Name	Symbol Set
Line Printer	9

OCR/Barcode Bitmap Font (for PCL5 only)

Font Name	Family	Symbol Set
OCR A	-	10
OCR B	-	11
Code39	9.37cpi, 4.68cpi	12
EAN/UPC	Medium, Bold	13

Note:
Depending on the print density, or on the quality or color of the paper, OCR A, OCR B, Code39, and EAN/UPC fonts may not be readable. Print a sample and make sure the fonts can be read before printing large quantities.

List of Symbol Sets

Your printer can access a variety of symbol sets. Many of these symbol sets differ only in the international characters specific to each language.

When you are considering which font to use, you should also consider which symbol set to combine with the font.

Note:
Since most software handles fonts and symbols automatically, you will probably never need to adjust the printer's settings. However, if you are writing your own printer control programs, or if you are using older software that cannot control fonts, refer to the following sections for symbol set details.

List of Symbol Sets for PCL 5

Symbol Set Name	Attribute	Font Classification												
		1	2	3	4	5	6	7	8	9	10	11	12	13
Norweg1	0D	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
Roman Extension	0E	-	-	-	-	-	-	-	-	✓	-	-	-	-
Italian	0I	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
ECM94-1	0N	✓	✓	✓	-	-	-	-	-	✓	-	-	-	-
Swedis2	0S	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
ANSI ASCII	0U	✓	✓	✓	-	-	-	✓	✓	-	-	-	-	-
UK	1E	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
French2	1F	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
German	1G	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
Legal	1U	✓	✓	✓	-	-	-	-	-	✓	-	-	-	-
8859-2 ISO	2N	✓	✓	✓	-	-	-	-	-	✓	-	-	-	-

Symbol Set Name	Attribute	Font Classification												
		1	2	3	4	5	6	7	8	9	10	11	12	13
Spanish	2S	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
ISO 8859/4 Latin 4	4N	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
Roman-9	4U	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
PsMath	5M	✓	✓	✓	-	-	-	✓	✓	-	-	-	-	-
8859-9 ISO	5N	✓	✓	✓	-	-	-	-	-	✓	-	-	-	-
WiTurkish	5T	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
MsPublishin	6J	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
VeMath	6M	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
8859-10ISO	6N	✓	✓	✓	-	-	-	-	-	✓	-	-	-	-
DeskTop	7J	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
Math-8	8M	✓	✓	✓	-	-	-	✓	✓	-	-	-	-	-
Roman-8	8U	✓	✓	✓	-	-	-	-	-	✓	-	-	-	-
WiE.Europe	9E	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
Pc1004	9J	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
8859-15ISO	9N	✓	✓	✓	-	-	-	-	-	✓	-	-	-	-
PcTk437	9T	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
Windows	9U	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
PsText	10J	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
IBM-US	10U	✓	✓	✓	-	-	-	-	-	✓	-	-	-	-
IBM-DN	11U	✓	✓	✓	-	-	-	-	-	✓	-	-	-	-
McText	12J	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
PcMultiling	12U	✓	✓	✓	-	-	-	-	-	✓	-	-	-	-
VeInternati	13J	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
PcEur858	13U	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
VeUS	14J	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
PiFont	15U	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
PcE.Europe	17U	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
Unicode 3.0	18N	✓	✓	✓	-	-	-	✓	✓	-	-	-	-	-
WiBALT	19L	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
WiAnsi	19U	✓	✓	✓	-	-	-	-	-	-	-	-	-	-

Symbol Set Name	Attribute	Font Classification												
		1	2	3	4	5	6	7	8	9	10	11	12	13
PcBlt775	26U	✓	✓	✓	-	-	-	-	-	-	-	-	-	-
Pc866Cyr	3R	✓	✓	-	-	-	-	-	-	-	-	-	-	-
Greek8	8G	✓	✓	-	-	-	-	-	-	-	-	-	-	-
WinGrk	9G	✓	✓	-	-	-	-	-	-	-	-	-	-	-
WinCyr	9R	✓	✓	-	-	-	-	-	-	-	-	-	-	-
Pc851Grk	10G	✓	✓	-	-	-	-	-	-	-	-	-	-	-
ISOCyr	10N	✓	✓	-	-	-	-	-	-	✓	-	-	-	-
Pc8Grk	12G	✓	✓	-	-	-	-	-	-	-	-	-	-	-
ISOGrk	12N	✓	✓	-	-	-	-	-	-	-	-	-	-	-
Pc866Ukr	14R	✓	✓	-	-	-	-	-	-	-	-	-	-	-
Hebrew7	0H	✓	-	-	-	-	-	✓	-	-	-	-	-	-
8859-8 ISO	7H	✓	-	-	-	-	-	✓	-	-	-	-	-	-
Hebrew8	8H	✓	-	-	-	-	-	✓	-	-	-	-	-	-
Pc862Heb	15H	✓	-	-	-	-	-	✓	-	-	-	-	-	-
PC-862, Hebrew	15Q	✓	-	-	-	-	-	✓	-	-	-	-	-	-
Arabic8	8V	-	-	-	-	-	-	-	✓	-	-	-	-	-
HPWARA	9V	-	-	-	-	-	-	-	✓	-	-	-	-	-
Pc864Ara	10V	-	-	-	-	-	-	-	✓	-	-	-	-	-
Symbol	19M	-	-	-	✓	-	-	-	-	-	-	-	-	-
Wingdings	579L	-	-	-	-	✓	-	-	-	-	-	-	-	-
ZapfDigbats	14L	-	-	-	-	-	✓	-	-	-	-	-	-	-
OCR A	0O	-	-	-	-	-	-	-	-	-	✓	-	-	-
OCR B	1O	-	-	-	-	-	-	-	-	-	-	✓	-	-
OCR B Extension	3Q	-	-	-	-	-	-	-	-	-	-	✓	-	-
Code3-9	0Y	-	-	-	-	-	-	-	-	-	-	-	✓	-
EAN/UPC	8Y	-	-	-	-	-	-	-	-	-	-	-	-	✓

Epson BarCode Fonts (Windows Only)

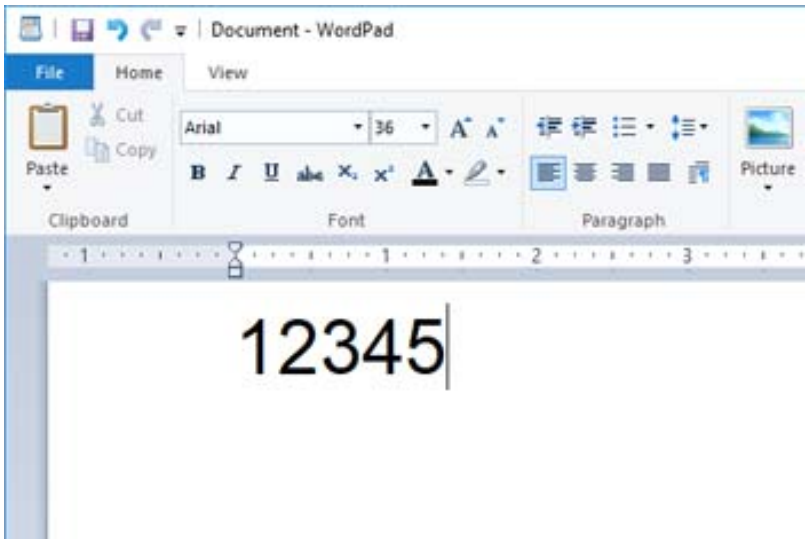
Epson BarCode Fonts let you easily create and print many types of bar codes.

Normally, bar code creation is a laborious process requiring you to specify various command codes, such as Start bar, Stop bar and OCR-B, in addition to the bar code characters themselves. However, Epson BarCode Fonts are designed to add such codes automatically, allowing you to easily print bar codes that conform to a variety of bar code standards.

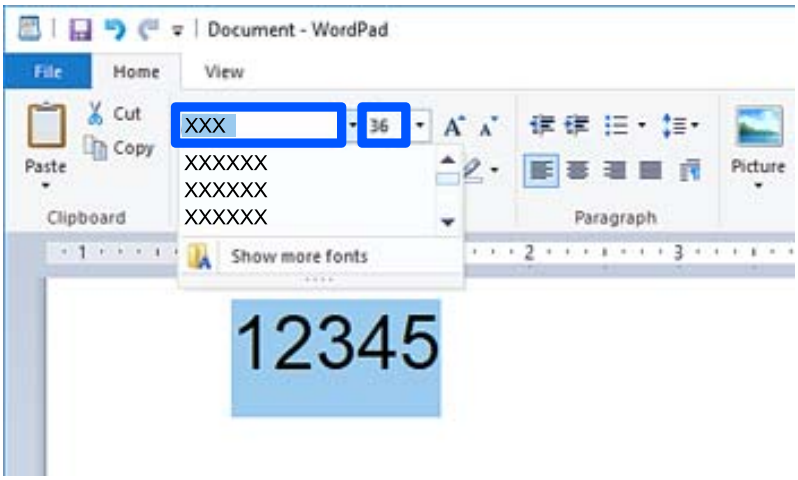
Printing with Epson BarCode Fonts

Follow the steps below to create and print bar codes using Epson BarCode Fonts. The application featured in these instructions is Microsoft WordPad in Windows 10. The actual procedure may differ slightly when printing from other applications.

1. Open a document in your application and enter the characters you want to convert into a bar code.



2. Select the characters, then select the Epson BarCode font you want to use, and the font size.



Note:
You cannot use font sizes larger than 96 points when printing bar codes.

3. The characters you selected appear as bar code characters similar to those shown below.

4. Select **Print** from the File menu, select your Epson printer, click **Preferences**, and then make the printer driver settings.

5. Click **Print** to print the bar code.

   Note:
   If there is an error in the bar code character string, such as inappropriate data, the bar code will be printed as it appears on the screen, but it cannot be read by a bar code reader.

Notes on inputting and formatting bar codes

Please note the following when inputting and formatting bar code characters:

- ❏ Do not apply shading or special character formatting, such as bold, italic, or underline.
- ❏ Print bar codes in black and white only.
- ❏ When rotating characters, only specify rotation angles of 90˚, 180˚, and 270˚.
- ❏ Turn off all automatic character and word spacing settings in your application.
- ❏ Do not use features in your application that enlarge or reduce the size of characters in only the vertical or horizontal direction.
- ❏ Turn off your application's auto-correct features for spelling, grammar, spacing, etc.
- ❏ To more easily distinguish bar codes from other text in your document, set your application to show text symbols, such as paragraph marks, tabs, etc.
- ❏ Because special characters such as Start bar and Stop bar are added when an Epson BarCode Font is selected, the resulting bar code may have more characters than were originally input.
- ❏ For best results, use only the font sizes recommended in "Epson BarCode Font Specifications" for the Epson BarCode Font you are using. Bar codes in other sizes may not be readable with all bar code readers.
- ❏ Select **Grayscale** in the **Print Settings** and **Standard** or **High** in the **Quality**.

Note:
Depending on the print density, or on the quality or color of the paper, bar codes may not be readable with all bar code readers. Print a sample and make sure the bar code can be read before printing large quantities.

Epson BarCode Fonts specifications

This section contains details on the character input specifications for each Epson BarCode Font.

EPSON EAN-8

❏ EAN-8 is an eight-digit abbreviated version of the EAN bar code standard.

❏ Because the check digit is added automatically, only 7 characters can be input.

Character type	Numbers (0 to 9)
Number of characters	7 characters
Font size	52 pt to 96 pt. Recommended sizes are 52 pt and 65 pt (standard).

The following codes are inserted automatically and need not be input by hand:

❏ Left/Right margin

❏ Left/Right guard bar

❏ Center bar

❏ Check digit

❏ OCR-B

Print sample

EPSON EAN-8

EPSON EAN-13

❏ EAN-13is the standard 13-digit EAN bar code.

❏ Because the check digit is added automatically, only 12 characters can be input.

Character type	Numbers (0 to 9)
Number of characters	12 characters
Font size	60 pt to 96 pt. Recommended sizes are 60 pt and 75 pt (standard).

The following codes are inserted automatically and need not be input by hand:

❏ Left/Right margin

❏ Left/Right guard bar

❏ Center bar

❏ Check digit

❏ OCR-B

Print sample

EPSON EAN-13

EPSON UPC-A

❏ UPC-A is the standard bar code specified by the American Universal Product Code (UPC Symbol Specification Manual).

❏ Only regular UPC codes are supported. Supplementary codes are not supported.

Character type	Numbers (0 to 9)
Number of characters	11 characters
Font size	60 pt to 96 pt. Recommended sizes are 60 pt and 75 pt (standard).

The following codes are inserted automatically and need not be input by hand:

❏ Left/Right margin

❏ Left/Right guard bar

❏ Center bar

❏ Check digit

❏ OCR-B

Print sample

EPSON UPC-A

EPSON UPC-E

❏ UPC-E is the UPC-A zero-suppression (deletes extra zeros) bar code specified by the American Universal Product Code (UPC Symbol Specification Manual).

Character type	Numbers (0 to 9)
Number of characters	6 characters
Font size	60 pt to 96 pt. Recommended sizes are 60 pt and 75 pt (standard).

The following codes are inserted automatically and need not be input by hand:

❏ Left/Right margin

❏ Left/Right guard bar

❏ Check digit

❏ OCR-B

❏ The numeral “0”

Print sample

EPSON UPC-E

EPSON Code39

❏ Four Code39 fonts are available, allowing you to enable and disable the automatic insertion of check digits and OCR-B.

❏ The height of the bar code is automatically adjusted to 15% or more of its total length, in conformance to the Code39 standard. For this reason, it is important to keep at least one space between the bar code and the surrounding text to prevent overlapping.

❏ Spaces in Code39 bar codes should be input as “_” underbars.

❏ When printing two or more bar codes on one line, separate the bar codes with a tab, or select a font other than a BarCode Font and input the space. If a space is input while a Code39 font is selected, the bar code will not be correct.

Character type	Alphanumeric characters (A to Z, 0 to 9) Symbols (- . space $ / + %)
Number of characters	No limit
Font size	When OCR-B is not used: 26 pt to 96 pt. Recommended sizes are 26 pt, 52 pt and 78 pt. When OCR-B is used: 36 pt to 96 pt. Recommended sizes are 36 pt and 72 pt.

The following codes are inserted automatically and need not be input by hand:

❏ Left/Right quiet zone

❏ Check digit

❏ Start/Stop character

Print sample

EPSON Code39	EPSON Code39 CD
EPSON Code39 Num	EPSON Code39 CD Num

EPSON Code128

- ❏ Code128 fonts support code sets A, B, and C. When the code set of a line of characters is changed in the middle of the line, a conversion code is automatically inserted.
- ❏ The height of the bar code is automatically adjusted to 15% or more of its total length, in conformance to the Code128 standard. For this reason, it is important to keep at least one space between the bar code and the surrounding text to prevent overlapping.
- ❏ Some applications automatically delete the spaces at the end of lines or change multiple spaces into tabs. Bar codes containing spaces may not be correctly printed from applications that automatically delete spaces from the ends of lines or change multiple spaces into tabs.
- ❏ When printing two or more bar codes on one line, separate the bar codes with a tab, or select a font other than a BarCode Font and input the space. If a space is input while a Code128 font is selected, the bar code will not be correct.

Character type	All ASCII characters (95 in total)
Number of characters	No limit
Font size	26 pt to 96 pt. Recommended sizes are 26 pt, 52 pt and 78 pt.

The following codes are inserted automatically and need not be input by hand:

- ❏ Left/Right quiet zone
- ❏ Start/Stop character
- ❏ Check digit
- ❏ Change code set character

Print sample

EPSON Code128

EPSON ITF

- ❏ The EPSON ITF fonts conform to the USSInterleaved 2-of-5 standard (American).
- ❏ Four EPSON ITF fonts are available, allowing you to enable and disable the automatic insertion of check digits and OCR-B.
- ❏ The height of the bar code is automatically adjusted to 15% or more of its total length, in conformance to the Interleaved 2-of-5 standard. For this reason, it is important to keep at least one space between the bar code and the surrounding text to prevent overlapping.
- ❏ Interleaved 2-of-5 treats every two characters as one set. When there are an odd number of characters, EPSON ITF fonts automatically add a zero to the beginning of the character string.

Character type	Numbers (0 to 9)

Number of characters	No limit
Font size	When OCR-B is not used: 26 pt to 96 pt. Recommended sizes are 26 pt, 52 pt and 78 pt. When OCR-B is used: 36 pt to 96 pt. Recommended sizes are 36 pt and 72 pt.

The following codes are inserted automatically and need not be input by hand:

- ❏ Left/Right quiet zone
- ❏ Start/Stop character
- ❏ Check digit
- ❏ The numeral “0” (added to the beginning of character strings as needed)

Print sample

EPSON ITF	EPSON ITF CD
EPSON ITF Num	EPSON ITF CD Num

EPSON Codabar

- ❏ Four EPSON Codabar are available, allowing you to enable and disable the automatic insertion of check digits and OCR-B.
- ❏ The height of the bar code is automatically adjusted to 15% or more of its total length, in conformance to the Codabar standard. For this reason, it is important to keep at least one space between the bar code and the surrounding text to prevent overlapping.
- ❏ When either a Start or a Stop character is input, Codabar fonts automatically insert the complementary character.
- ❏ If neither a Start nor a Stop character is input, these characters are automatically input as the letter “A”.

Character type	Numbers (0 to 9) Symbols (- $: / . +)
Number of characters	No limit
Font size	When OCR-B is not used: 26 pt to 96 pt. Recommended sizes are 26 pt, 52 pt and 78 pt. When OCR-B is used: 36 pt to 96 pt. Recommended sizes are 36 pt and 72 pt.

The following codes are inserted automatically and need not be input by hand:

- ❏ Left/Right quiet zone
- ❏ Start/Stop character (when not input)
- ❏ Check digit

Print sample

EPSON Codabar	EPSON Codabar CD
EPSON Codabar Num	EPSON Codabar CD Num

EPSON EAN128

- ❏ GS1-128(EAN128) fonts support code sets A, B, and C. When the code set of a line of characters is changed in the middle of the line, a conversion code is automatically inserted.
- ❏ The following 4 kinds of the properties are supported as the Application Identifier (AI).

  01: Global traded item number

  10: Batch / Lot number

  17: Expiry date

  30: Quantity
- ❏ The height of the bar code is automatically adjusted to 15% or more of its total length, in conformance to the Code128 standard. For this reason, it is important to keep at least one space between the bar code and the surrounding text to prevent overlapping.
- ❏ Some applications automatically delete the spaces at the end of lines or change multiple spaces into tabs. Bar codes containing spaces may not be correctly printed from applications that automatically delete spaces from the ends of lines or change multiple spaces into tabs.
- ❏ When printing two or more bar codes on one line, separate the bar codes with a tab, or select a font other than a BarCode Font and input the space. If a space is input while a GS1-128(EAN128) font is selected, the bar code will not be correct.

Character type	Alphanumeric characters (A to Z, 0 to 9) Parenthesis are only for identification of the Application Identifier (AI) Only the capital letters are supported by the small letter key input.
Number of characters	It changes with the Application Identifier (AI). 01: 4 characters "(01)" and 13 numbers 17: 4 characters "(17)" and 6 numbers 10: 4 characters "(10)" and maximum of 20 alphanumeric characters 30: 4 characters "(30)" and maximum of 8 numbers
Font size	36 pt or more Recommended sizes are 36 pt, 72 pt

The following codes are inserted automatically and need not be input by hand:

- ❏ Left/Right quiet zone
- ❏ Start/Stop character
- ❏ FNC1 character

  It inserts for discernment from Code128 and for a pause of the variable length application identifier.

❏ Check digit

❏ Change code set character

Print sample

EPSON EAN128

Storage Specifications

Storage Capacity		90GB
Number of Folders	Shared Folder	1
	Shared folder	0 to 199
	Personal folder	No limitation
Maximum number of files saved in the folder		3,000 files
Maximum pages of files saved in the folder		15,000 pages
Maximum number of saved jobs*		Printing: 100 Sending by e-mail, Saving in the folder, cloud service: 10

*:The number of jobs that can be executed before the first job finishes.

Note:
You may not be able to save new files after the memory usage rate reaches 100%. When the memory usage rate is less than 100%, if the number of files saved or number of pages saved in the folder reaches the limit, you may not be able to save the entire job. Delete as many unnecessary files as possible.

Regulatory Information

Standards and Approvals

Standards and Approvals for U.S. Model

Safety	UL60950-1 CAN/CSA-C22.2 No.60950-1
EMC	FCC Part 15 Subpart B Class B CAN ICES-3 (B)/NMB-3 (B)

This equipment contains the following wireless module.

Manufacturer: Seiko Epson Corporation

Type: J26H005

This product conforms to Part 15 of the FCC Rules and RSS-210 of the IC Rules. Epson cannot accept responsibility for any failure to satisfy the protection requirements resulting from a non-recommended modification of the product. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation of the device.

To prevent radio interference to the licensed service, this device is intended to be operated indoors and away from windows to provide maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing.

This equipment complies with FCC/IC radiation exposure limits set forth for an uncontrolled environment and meets the FCC radio frequency (RF) Exposure Guidelines in Supplement C to OET65 and RSS-102 of the IC radio frequency (RF) Exposure rules. This equipment should be installed and operated so that the radiator is kept at least 7.9 inches (20 cm) or more away from a person's body (excluding extremities: hands, wrists, feet and ankles).

Standards and Approvals for European Model

For European users

Hereby, Seiko Epson Corporation declares that the following radio equipment model is in compliance with Directive 2014/53/EU. The full text of the EU declaration of conformity is available at the following website.

http://www.epson.eu/conformity

C741A

For use only in Ireland, UK, Austria, Germany, Liechtenstein, Switzerland, France, Belgium, Luxemburg, Netherlands, Italy, Portugal, Spain, Denmark, Finland, Norway, Sweden, Iceland, Croatia, Cyprus, Greece, Slovenia, Malta, Bulgaria, Czech, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, and Slovakia.

Epson cannot accept responsibility for any failure to satisfy the protection requirements resulting from a non-recommended modification of the products.

Frequency	Maximum Radio-Frequency Power Transmitted
2400-2483.5 MHz	20 dBm (EIRP)

CE

Standards and Approvals for Australian Model

EMC	AS/NZS CISPR32 Class B

Epson hereby declares that the following equipment Models are in compliance with the essential requirements and other relevant provisions of AS/NZS4268:

C741A

Epson cannot accept responsibility for any failure to satisfy the protection requirements resulting from a non-recommended modification of the products.

Standards and Approvals for New Zealand Model

General Warning

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

Telepermitted equipment only may be connected to the EXT telephone port. This port is not specifically designed for 3-wire-connected equipment. 3-wire-connected equipment might not respond to incoming ringing when attached to this port.

Important Notice

Under power failure conditions, this telephone may not operate. Please ensure that a separate telephone, not dependent on local power, is available for emergency use.

This equipment is not capable, under all operating conditions, of correct operation at the higher speeds for which it is designed. Telecom will accept no responsibility should difficulties arise in such circumstances.

This equipment shall not be set up to make automatic calls to the Telecom '111' Emergency Service.

ZICTA Type Approval for Users in Zambia

See the following website to check the information for ZICTA Type Approval.

https://support.epson.net/zicta/

German Blue Angel

See the following website to check whether or not this printer meets the standards for the German Blue Angel.

http://www.epson.de/blauerengel

Restrictions on Copying

Observe the following restrictions to ensure the responsible and legal use of the printer.

Copying of the following items is prohibited by law:

- ❏ Bank bills, coins, government-issued marketable securities, government bond securities, and municipal securities
- ❏ Unused postage stamps, pre-stamped postcards, and other official postal items bearing valid postage
- ❏ Government-issued revenue stamps, and securities issued according to legal procedure

Exercise caution when copying the following items:

- ❏ Private marketable securities (stock certificates, negotiable notes, checks, etc.), monthly passes, concession tickets, etc.
- ❏ Passports, driver's licenses, warrants of fitness, road passes, food stamps, tickets, etc.

Note:
Copying these items may also be prohibited by law.

Responsible use of copyrighted materials:

Printers can be misused by improperly copying copyrighted materials. Unless acting on the advice of a knowledgeable attorney, be responsible and respectful by obtaining the permission of the copyright holder before copying published material.

Administrator Information

Connecting the Printer to the Network. 520

Settings to Use the Printer. 524

Managing the Printer. 585

Advanced Security Settings. 604

Epson Remote Services Information. 645

Connecting the Printer to the Network

You can connect the printer to the network in several ways.

❏ Connect by using advanced settings on the control panel.

❏ Connect by using the installer on the website or on the software disc.

This section explains the procedure to connect the printer to the network using the printer's control panel.

Before Making Network Connection

To connect to the network, check the connection method and setting information for connection in advance.

Gathering Information on the Connection Setting

Prepare the necessary setting information to connect. Check the following information in advance.

Divisions	Items	Note
Device connection method	❏ Ethernet ❏ Wi-Fi	Decide how to connect the printer to the network. For Wired LAN, connects to the LAN switch. For Wi-Fi, connects to the network (SSID) of the access point.
LAN connection information	❏ IP address ❏ Subnet mask ❏ Default gateway	Decide the IP address to assign to the printer. When you assign the IP address statically, all values are required. When you assign the IP address dynamically using the DHCP function, this information is not required because it is set automatically.
Wi-Fi connection information	❏ SSID ❏ Password	These are the SSID (network name) and the password of the access point that the printer connects to. If MAC address filtering has been set, register the MAC address of the printer in advance to register the printer. See the following for the supported standards. "Wi-Fi Specifications" on page 491
DNS server information	❏ IP address for primary DNS ❏ IP address for secondary DNS	These are required when specifying DNS servers. The secondary DNS is set when the system has a redundant configuration and there is a secondary DNS server. If you are in a small organization and do not set the DNS server, set the IP address of the router.
Proxy server information	❏ Proxy server name	Set this when your network environment uses the proxy server to access the internet from the intranet, and you use the function that the printer directly accesses to the internet. For the following functions, the printer directly connects to the internet . ❏ Epson Connect Services ❏ Cloud services of other companies ❏ Firmware updating

Divisions	Items	Note
Port number information	❏ Port number to release	Check the port number used by the printer and computer, then release the port that is blocked by a firewall, if necessary. See the following for the port number used by the printer. "Using Port for the Printer" on page 489

IP Address Assignment

These are the following types of IP address assignment.

Static IP address:

Assign the predetermined IP address to the printer (host) manually.

The information to connect to the network (subnet mask, default gateway, DNS server and so on) need to be set manually.

The IP address does not change even when the device is turned off, so this is useful when you want to manage devices with an environment where you cannot change the IP address or you want to manage devices using the IP address. We recommend settings to the printer, server, etc. that many computers access. Also, when using security features such as IPsec / IP filtering, assign a fixed IP address so that the IP address does not change.

Automatic assignment by using DHCP function (dynamic IP address):

Assign the IP address automatically to the printer (host) by using the DHCP function of the DHCP server or router.

The information to connect to the network (subnet mask, default gateway, DNS server and so on) is set automatically, so you can easily connect the device to the network.

If the device or the router is turned off, or depending on the DHCP server settings, IP address may change when re-connecting.

We recommend managing devices other than the IP address and communicating with protocols that can follow the IP address.

Note:
When you use the IP address reservation function of the DHCP, you can assign the same IP address to the devices at any time.

DNS Server and Proxy Server

The DNS server has a host name, domain name of the email address, etc. in association with the IP address information.

Communication is impossible if the other party is described by host name, domain name, etc. when the computer or the printer performs IP communication.

Queries the DNS server for that information and gets the IP address of the other party. This process is called name resolution.

Therefore, the devices such as computers and printers can communicate using the IP address.

Name resolution is necessary for the printer to communicate using the email function or Internet connection function.

When you use those functions, make the DNS server settings.

When you assign the printer's IP address by using the DHCP function of the DHCP server or router, it is automatically set.

The proxy server is placed at the gateway between the network and the Internet, and it communicates to the computer, printer, and Internet (opposite server) on behalf of each of them. The opposite server communicates only to the proxy server. Therefore, printer information such as the IP address and port number cannot be read and increased security is expected.

When you connect to the Internet via a proxy server, configure the proxy server on the printer.

Connecting to the Network from the Control Panel

Connect the printer to the network by using the printer's control panel.

Assigning the IP Address

Set up the basic items such as Host Address, Subnet Mask, and Default Gateway.

This section explains the procedure for setting a static IP address.

1. Turn on the printer.

2. Select **Settings** on the home screen on the printer's control panel.

3. Select **General Settings** > **Network Settings** > **Advanced** > **TCP/IP**.

4. Select **Manual** for **Obtain IP Address**.

   When you set the IP address automatically by using the DHCP function of router, select **Auto**. In that case, the **IP Address**, **Subnet Mask**, and **Default Gateway** on step 5 to 6 are also set automatically, so go to step 7.

5. Enter the IP address.

   When entering an IP Address, enter zeroes (0) to make three digits as shown in the following example.

   Example:

   ❏ If the IP address is 192.0.2.111, enter 192.000.002.111.

   ❏ If the IP address is 192.0.12.10, enter 192.000.012.010

   Confirm the value reflected on the previous screen. After the IP address is entered, the zeroes you entered to make three digiits are omitted.

6. Set up the **Subnet Mask** and **Default Gateway**.

   Confirm the value reflected on the previous screen.

   > ***Important:***
   > *If the combination of the IP Address, Subnet Mask and Default Gateway is incorrect, **Start Setup** is inactive and cannot proceed with the settings. Confirm that there is no error in the entry.*

7. Enter the IP address for the primary DNS server.

   Confirm the value reflected on the previous screen.

Note:
*When you select **Auto** for the IP address assignment settings, you can select the DNS server settings from **Manual** or **Auto**. If you cannot obtain the DNS server address automatically, select **Manual** and enter the DNS server address. Then, enter the secondary DNS server address directly. If you select **Auto**, go to step 9.*

8. Enter the IP address for the secondary DNS server.

   Confirm the value reflected on the previous screen.

9. Tap **Start Setup**.

Setting the Proxy Server

Set up the proxy server if both of the following are true.

❏ The proxy server is built for Internet connection.

❏ When using a function in which a printer directly connects to the Internet, such as Epson Connect service or another company's cloud services.

1. Select **Settings** on the home screen.

   When making settings after IP address setting, the **Advanced** screen is displayed. Go to step 3.

2. Select **General Settings** > **Network Settings** > **Advanced**.

3. Select **Proxy Server**.

4. Select **Use** for **Proxy Server Settings**.

5. Enter the address for the proxy server by IPv4 or FQDN format.

   Confirm the value reflected on the previous screen.

6. Enter the port number for the proxy server.

   Confirm the value reflected on the previous screen.

7. Tap **Start Setup**.

Connecting to LAN

Connect the printer to the network by Ethernet or Wi-Fi.

Connecting to Ethernet

Connect the printer to the network by using the Ethernet cable, and check the connection.

1. Connect the printer and hub (LAN switch) by Ethernet cable.

2. Select **Settings** on the home screen.

3. Select **General Settings** > **Network Settings** > **Connection Check**.

   The connection diagnosis result is displayed. Confirm the connection is correct.

4. Tap **OK** to finish.

   When you tap **Print Check Report**, you can print the diagnosis result. Follow the on-screen instructions to print it.

Related Information

➡ "Changing the Network Connection from Wi-Fi to Ethernet" on page 330

Connecting to the Wireless LAN (Wi-Fi)

You can connect the printer to the wireless LAN (Wi-Fi) in several ways. Choose the connection method that matches the environment and conditions that you are using.

If you know the information for the wireless router such as SSID and password, you can make settings manually.

If the wireless router supports WPS, you can make settings by using push button setup.

After connecting the printer to the network, connect to the printer from the device that you want to use (computer, smart device, tablet, and so on.)

Related Information

➡ "Making Wi-Fi Settings by Entering the SSID and Password" on page 332
➡ "Making Wi-Fi Settings by Push Button Setup (WPS)" on page 333
➡ "Making Wi-Fi Settings by PIN Code Setup (WPS)" on page 333

Settings to Use the Printer

Using the Print Functions

Enable to use the print function through the network.

To use the printer on the network, you need to set the port for network connection on the computer as well as the printer's network connection.

Printer Connection Types

The following two methods are available for the printer's network connection.

❏ Peer to peer connection (direct printing)

❏ Server / client connection (printer sharing using the Windows server)

Peer to Peer Connection Settings

This is the connection to connect the printer on the network and the computer directly. Only a network-capable model can be connected.

Connection method:

Connect the printer to the network directly via hub or access point.

Printer driver:

Install the printer driver on each client computer.

When using EpsonNet SetupManager, you can provide the driver's package that includes the printer settings.

Features:

❏ The print job starts immediately because the print job is sent to the printer directly.

❏ You can print as long as the printer runs.

Server / Client Connection Settings

This is the connection that the server computer shares with the printer. To prohibit the connection without going through the server computer, you can enhance the security.

When using USB, the printer without the network function can be also shared.

Connection method:

Connect the printer to the network via LAN switch or access point.

You can also connect the printer to the server directly by USB cable.

Printer driver:

Install the printer driver on the Windows server depending on the OS of the client computers.

By accessing the Windows server and linking the printer, the printer driver is installed on the client computer and can be used.

Features:

❏ Manage the printer and the printer driver in batch.

❏ Depending on the server spec, it may take time to start the print job because all print jobs go through the print server.

❏ You cannot print when the Windows server is turned off.

Print Settings for Peer to Peer Connection

For peer to peer connection (direct printing), a printer and a client computer have a one-to-one relationship.

The printer driver must be installed on each client computer.

Print Settings for Server / Client Connection

Enable to print from the printer that is connected as the server / client connection.

For the server / client connection, set up the print server first, and then share the printer on the network.

When using the USB cable to connect to the server, also set the print server first, and then share the printer on the network.

Setting Up the Network Ports

Create the print queue for network printing on the print server by using standard TCP/IP, and then set the network port.

This example is when using Windows 2012 R2.

1. Open the devices and printers screen.

   Desktop > **Settings** > **Control Panel** > **Hardware and Sound** or **Hardware** > **Devices and Printers**.

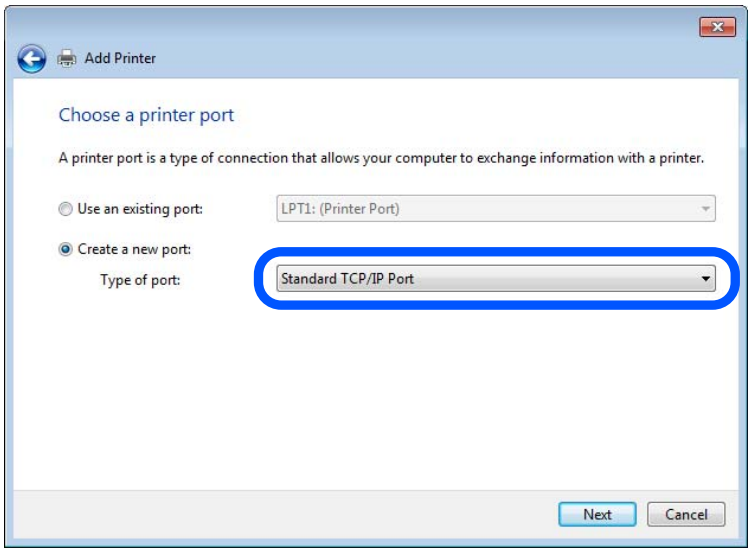
2. Add a printer.

   Click **Add printer**, and then select **The printer that I want isn't listed**.

3. Add a local printer.

   Select **Add a local printer or network printer with manual settings**, and then click **Next**.

4. Select **Create a new port**, select **Standard TCP/IP Port** as the Port Type, and then click **Next**.



5. Enter the printer's IP address or printer name in **Host Name or IP Address** or **Printer Name or IP Address**, and then click **Next**.

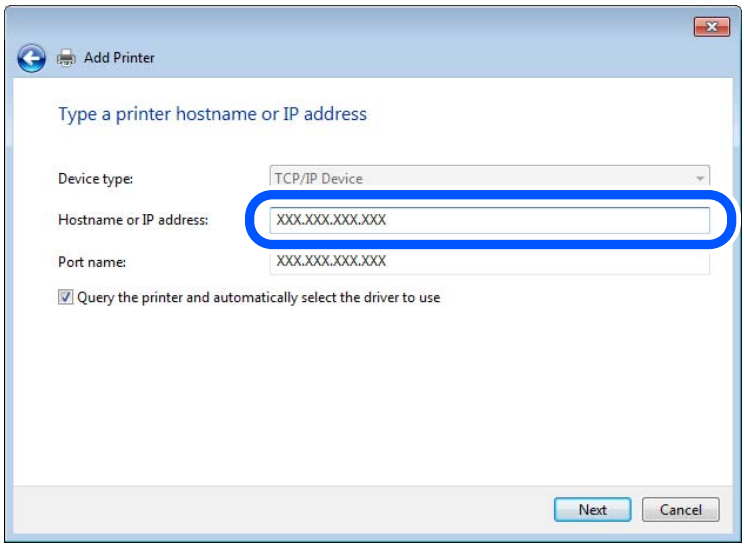
   Example:

   ❏ Printer name : EPSONA1A2B3C

   ❏ IP address : 192.0.2.111

   Do not change **Port name**.

Click **Continue** when the **User Account Control** screen is displayed.



Note:
If you specify the printer name on the network where the name resolution is available, the IP address is tracked even if printer's IP address has been changed by DHCP. You can confirm the printer name from the network status screen on the printer's control panel or network status sheet.

6. Set the printer driver.

   ❏ If the printer driver is already installed:

   Select **Manufacturer** and **Printers**. Click **Next**.

7. Follow the on-screen instructions.

When using the printer under the server / client connection (printer sharing using the Windows server), make the sharing settings hereafter.

Checking the Port Configuration - Windows

Check if the correct port is set for the print queue.

1. Open the devices and printers screen.

   Desktop > **Settings** > **Control Panel** > **Hardware and Sound** or **Hardware** > **Devices and Printers**.

2. Open the printer properties screen.

   Right-click the printer icon, and then click **Printer properties**.

3. Click the **Ports** tab, select **Standard TCP/IP Port**, and then click **Configure Port**.

4. Check the port configuration.

   ❏ For RAW

   Check that **Raw** is selected in **Protocol**, and then click **OK**.

❏ For LPR

Check that **LPR** is selected in **Protocol**. Enter "PASSTHRU" in **Queue name** from **LPR Settings**. Select **LPR Byte Counting Enabled**, and then click **OK**.

Sharing the Printer (Windows only)

When using the printer under the server / client connection (printer sharing using the Windows server), set up the printer sharing from the print server.

1. Select **Control Panel** > **View devices and printers** on the print server.
2. Right-click the printer icon (print queue) that you want to share with, and then select **Printer Properties** > **Sharing** tab.
3. Select **Share this printer** and then enter to **Share name**.

   For Windows Server 2012, click **Change Sharing Options** and then configure the settings.

Installing Additional Drivers (Windows only)

If the Windows versions for a server and clients are different, it is recommended to install additional drivers to the print server.

1. Select **Control Panel** > **View devices and printers** on the print server.
2. Right-click the printer icon that you want to share with the clients, and then click **Printer Properties** > **Sharing** tab.
3. Click **Additional Drivers**.

   For Windows Server 2012, click Change Sharing Options and then configure the settings.
4. Select versions of Windows for clients, and then click OK.
5. Select the information file for the printer driver (*.inf) and then install the driver.

Using the Shared Printer – Windows

The administrator needs to inform the clients of the computer name assigned to the print server and how to add it to their computers. If the additional driver(s) have not been configured yet, inform the clients how to use **Devices and Printers** to add the shared printer.

If additional driver(s) have already been configured on the print server, follow these steps:

1. Select the name assigned to the print server in **Windows Explorer**.
2. Double-click the printer that you want to use.

Basic Settings for Printing

Set the print settings, such as paper size or printing error.

Setting the Paper Source

Set the size and type of paper to be loaded in each paper source.

1. Access Web Config and select the **Print** tab > **Paper Source Settings**.

2. Set each item.

   The displayed items may vary by the situation.

   ❏ Paper source name

   Display the target paper source name, such as **paper tray**, **Cassette 1**.

   ❏ **Paper Size**

   Select the paper size you want to set from the pull-down menu.

   ❏ **Unit**

   Select the unit of the user-defined size. You can select it when **User defined** is selected on **Paper Size**.

   ❏ **Width**

   Set the horizontal length of the user-defined size.

   The range you can enter here depends on the paper source, which is indicated on the side of **Width**.

   When you select **mm** in **Unit**, you can enter up to one decimal place.

   When you select **inch** in **Unit**, you can enter up to two decimal places.

   ❏ **Height**

   Set the vertical length of the user-defined size.

   The range you can enter here depends on the paper source, which is indicated on the side of **Height**.

   When you select **mm** in **Unit**, you can enter up to one decimal place.

   When you select **inch** in **Unit**, you can enter up to two decimal places.

   ❏ **Paper Type**

   Select the paper type you want to set from the pull-down menu.

3. Check the settings, and then click **OK**.

Setting the Interface

Set the timeout of the print jobs or printing language assigned to each interface.

This item is displayed on the PCL or PostScript compatible printer.

1. Access Web Config and select the **Print** tab > **Interface Settings**.

2. Set each item.

   ❏ **Timeout Settings**

   Set the timeout of the print jobs sent directly via USB.

   You can set between 5 and 300 seconds by the second.

   When you do not want to timeout, enter 0.

   ❏ **Printing Language**

   Select the printing language for each USB interface and network interface.

   When you select **Auto**, the printing language is automatically detected by the print jobs being sent.

3. Check the settings, and then click **OK**.

Setting Errors

Set the displaying error for the device.

1. Access Web Config and select the **Print** tab > **Error Settings**.

2. Set each item.

   ❏ Paper Size Notice

   Set whether to display an error on the control panel when the paper size of the specified paper source is different from the paper size of the print data.

   ❏ Paper Type Notice

   Set whether to display an error on the control panel when the paper type of the specified paper source is different from the paper type of the print data.

   ❏ Auto Error Solver

   Set whether to automatically cancel the error if there is no operation on the control panel for 5 seconds after displaying the error.

3. Check the settings, and then click **OK**.

Setting Universal Print

Set when you print from external devices without using the printer driver.

Some items are not displayed depending on the printing language of your printer.

1. Access Web Config and select the **Print** tab > **Universal Print Settings**.

2. Set each item.

3. Check the settings, and then click **OK**.

Basic

Items	Explanation
Top Offset(-30.0-30.0mm)	Sets the vertical position of the paper on which printing starts.
Left Offset(-30.0-30.0mm)	Sets the horizontal position of the paper on which printing starts.
Top Offset in Back(-30.0-30.0mm)	Sets the vertical position of the paper on which the printing of the back side of the paper starts in duplex printing.
Left Offset in Back(-30.0-30.0mm)	Sets the horizontal position of the paper on which the printing of the back side of the paper starts in duplex printing.
Check Paper Width	Set whether to check paper width when printing.
Skip Blank Page	If there is a blank page in the print data, set not to print a blank page.

PDL Print Configuration

You can specify settings for PCL or PostScript printing.

This item is displayed on a PCL or PostScript compatible printer.

Common Settings

Items	Explanation
Paper Size	Select the paper size on which you want to print.
Paper Type	Select the type of paper on which you print.
Orientation	Select the orientation you want to use to print.
Quality	Select the print quality you want to use for printing.
Ink Save Mode	Set whether to print with reduced ink consumption.
Print Order	Select to print from the top or the last page.
Number of Copies(1-999)	Set the number of copies you want to print.
Binding Margin	Select the binding position.
Auto Paper Ejection	Select whether to eject paper automatically when timeout is occurred during receiving a print job.
2-Sided Printing	Set whether printing 2-sided.

PCL Menu

Items	Explanation
Font Source	Select whether to use the font installed on the printer or download it.
Font Number	Specify the font number you want to use.
Pitch(0.44-99.99cpi)	If the font to use is scalable and fixed-pitch font, specify the font size in pitch.
Height(4.00-999.75pt)	If the font to use is scalable and proportional font, specify the font size in points.
Symbol Set	Select the symbol set of the font you want to use.
Form(5-128lines)	Specify the number of lines per page.
CR Function	Select the operation for the CR code (return).
LF Function	Select the operation for the LF code (new line), FF code (new page).
Paper Source Assign	Specify paper feeder assignment for PCL paper feed command.

PS Menu

Items	Explanation
Error Sheet	Set whether to print an error sheet when PS3 printing error occurs.

Items	Explanation
Coloration	Set as color printing or monochrome printing. You can only select monochrome for this printer.
Binary	Set whether to accept the binary data or not.
PDF Page Size	Set the paper size for PDF printing.

Setting Up AirPrint

Set when using AirPrint printing and scanning.

Access Web Config and select the **Network** tab > **AirPrint Setup**.

Items	Explanation
Bonjour Service Name	Enter the Bonjour service name between 1 and 41 characters in ASCII (0x20-0x7E).
Bonjour Location	Enter location information such as the printer's placement within 127 bytes or less in Unicode (UTF-8).
Geolocation Latitude and Longitude (WGS84)	Enter the printer's location information. This entry is optional. Enter values by using WGS-84 datum, which separates latitude and longitude with a comma. You can enter -90 to +90 for the latitude value, and -180 to +180 for the longitude value. You can enter less than a decimal to the sixth place, and you can omit "+".
Top Priority Protocol	Select top priority protocol from IPP and Port9100.
Wide-Area Bonjour	Set whether or not to use Wide-Area Bonjour. If you use it, the printers must be registered on the DNS server to be able to search the printer over the segment.
Enable AirPrint	IPP, Bonjour, AirPrint (Scan service) are enabled, and IPP is established only with secure communication.

Configuring a Mail Server

Set the mail server from Web Config.

Check below before setting up.

❏ The printer is connected to the network that can access the mail server.

❏ Email setting information of the computer that uses the same mail server as the printer.

Note:

❏ *When you use the mail server on the Internet, confirm the setting information from the provider or website.*

❏ *You can also set the mail server from the printer's control panel. Access as below.*

Settings > ***General Settings*** > ***Network Settings*** > ***Advanced*** > ***Email Server*** > ***Server Settings***

1. Access Web Config and select the **Network** tab > **Email Server** > **Basic**.

2. Enter a value for each item.

3. Select **OK**.

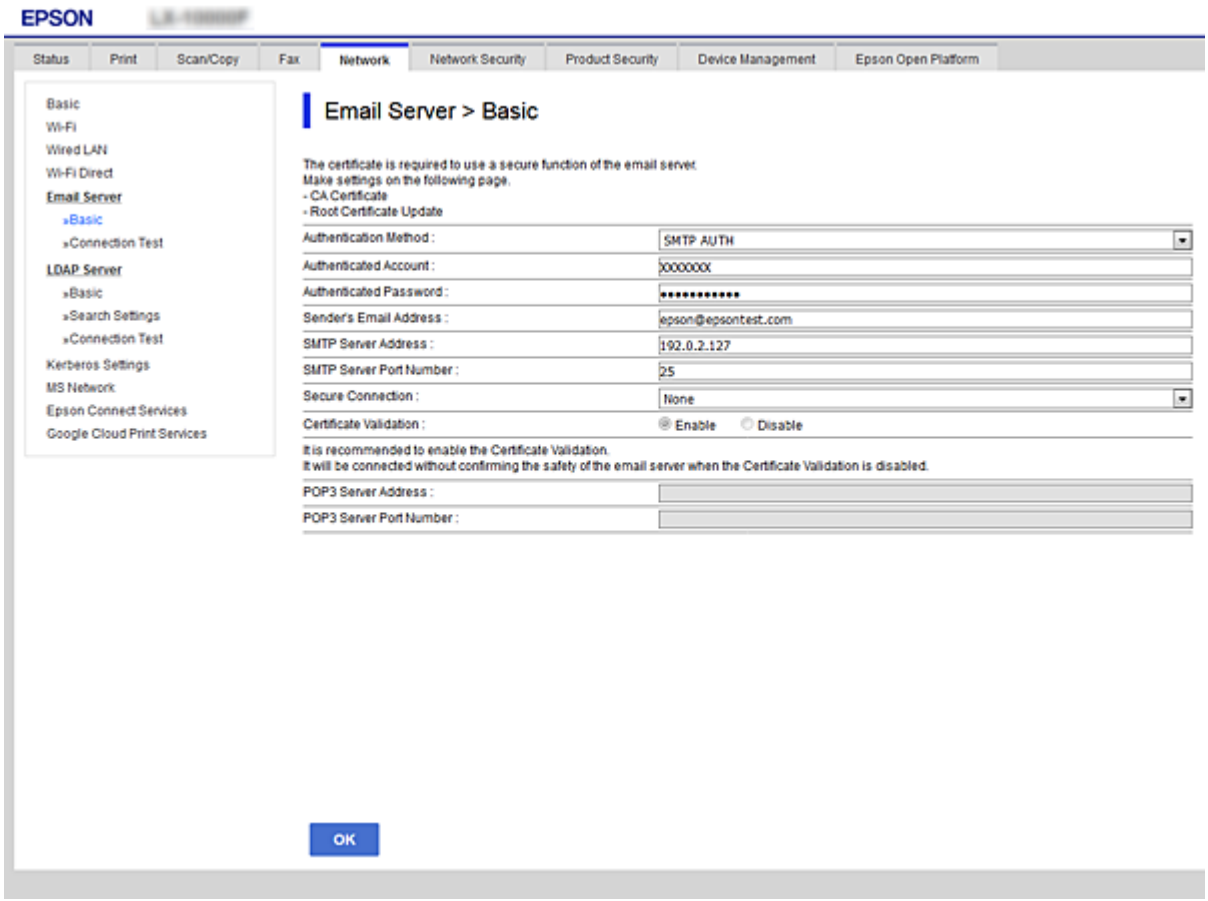
   The settings you have selected are displayed.

   When the setup completes, perform the connection check.

Related Information

➡ "Running Web Config on a Web Browser" on page 451

Mail Server Setting Items



Items	Settings and Explanation	
Authentication Method	Specify the authentication method for the printer to access the mail server.	
	Off	Set when the mail server does not need authentication.
	SMTP AUTH	Authenticates on the SMTP server (outgoing mail server) when sending the email. The mail server needs to support SMTP authentication.
	POP before SMTP	Authenticates on the POP3 server (receiving mail server) before sending the email. When you select this item, set the POP3 server.

Items	Settings and Explanation	
Authenticated Account	If you select **SMTP AUTH** or **POP before SMTP** as the **Authentication Method**, enter the authenticated account name between 0 and 255 characters in ASCII (0x20-0x7E). When you select **SMTP AUTH**, enter the SMTP server account. When you select **POP before SMTP**, enter the POP3 server account.	
Authenticated Password	If you select **SMTP AUTH** or **POP before SMTP** as the **Authentication Method**, enter the authenticated password between 0 and 20 characters in ASCII (0x20-0x7E). When you select **SMTP AUTH**, enter the authenticated account for the SMTP server. When you select **POP before SMTP**, enter the authenticated account for the POP3 server.	
Sender's Email Address	Enter the sender's email address such as the email address of the system administrator. This is used when authenticating, so enter a valid email address that is registered to the mail server. Enter between 0 and 255 characters in ASCII (0x20-0x7E) except for : ( ) < > [ ] ; ¥. A period "." cannot be the first character.	
SMTP Server Address	Enter between 0 and 255 characters using A-Z a-z 0-9 . - . You can use IPv4 or FQDN format.	
SMTP Server Port Number	Enter a number between 1 and 65535.	
Secure Connection	Select the encryption method of the communication to the mail server.	
	None	If you select **POP before SMTP** in **Authentication Method**, the connection is not encrypted.
	SSL/TLS	This is available when **Authentication Method** is set to **Off** or **SMTP AUTH**. Communication is encrypted from the start.
	STARTTLS	This is available when **Authentication Method** is set to **Off** or **SMTP AUTH**. Communication is not encrypted from the start, but depending on the network environment, whether the communication is encrypted or not is changed.
Certificate Validation	The certificate is validated when this is enabled. We recommend this is set to **Enable**. To set up, you need to import the CA Certificate to the printer.	
POP3 Server Address	If you select **POP before SMTP** as the **Authentication Method**, enter the POP3 server address between 0 and 255 characters using A-Z a-z 0-9 . - . You can use IPv4 or FQDN format.	
POP3 Server Port Number	If you select **POP before SMTP** as the **Authentication Method**, enter a number between 1 and 65535.	

Checking a Mail Server Connection

You can check the connection to the mail server by performing the connection check.

1. Access Web Config and select the **Network** tab > **Email Server** > **Connection Test**.

2. Select **Start**.

   The connection test to the mail server is started. After the test, the check report is displayed.

   Note:
   You can also check the connection to the mail server from the printer's control panel. Access as below.

   Settings > ***General Settings*** > ***Network Settings*** > ***Advanced*** > ***Email Server*** > ***Connection Check***

Mail Server Connection Test References

Messages	Cause
Connection test was successful.	This message appears when the connection with the server is successful.
SMTP server communication error. Check the following. - Network Settings	This message appears when ❏ The printer is not connected to a network ❏ SMTP server is down ❏ Network connection is disconnected while communicating ❏ Received incomplete data
POP3 server communication error. Check the following. - Network Settings	This message appears when ❏ The printer is not connected to a network ❏ POP3 server is down ❏ Network connection is disconnected while communicating ❏ Received incomplete data
An error occurred while connecting to SMTP server. Check the followings. - SMTP Server Address - DNS Server	This message appears when ❏ Connecting to a DNS server failed ❏ Name resolution for an SMTP server failed
An error occurred while connecting to POP3 server. Check the followings. - POP3 Server Address - DNS Server	This message appears when ❏ Connecting to a DNS server failed ❏ Name resolution for an POP3 server failed
SMTP server authentication error. Check the followings. - Authentication Method - Authenticated Account - Authenticated Password	This message appears when SMTP server authentication failed.
POP3 server authentication error. Check the followings. - Authentication Method - Authenticated Account - Authenticated Password	This message appears when POP3 server authentication failed.
Unsupported communication method. Check the followings. - SMTP Server Address - SMTP Server Port Number	This message appears when you try to communicate with unsupported protocols.
Connection to SMTP server failed. Change Secure Connection to None.	This message appears when an SMTP mismatch occurs between a server and a client, or when the server does not support SMTP secure connection (SSL connection).
Connection to SMTP server failed. Change Secure Connection to SSL/TLS.	This message appears when an SMTP mismatch occurs between a server and a client, or when the server requests to use an SSL/TLS connection for an SMTP secure connection.
Connection to SMTP server failed. Change Secure Connection to STARTTLS.	This message appears when an SMTP mismatch occurs between a server and a client, or when the server requests to use an STARTTLS connection for an SMTP secure connection.
The connection is untrusted. Check the following. - Date and Time	This message appears when the printer's date and time setting is incorrect or the certificate has expired.

Messages	Cause
The connection is untrusted. Check the following. - CA Certificate	This message appears when the printer does not have a root certificate corresponding to the server or a CA Certificate has not been imported.
The connection is not secured.	This message appears when the obtained certificate is damaged.
SMTP server authentication failed. Change Authentication Method to SMTP-AUTH.	This message appears when an authentication method mismatch occurs between a server and a client. The server supports SMTP AUTH.
SMTP server authentication failed. Change Authentication Method to POP before SMTP.	This message appears when an authentication method mismatch occurs between a server and a client. The server does not support SMTP AUTH.
Sender's Email Address is incorrect. Change to the email address for your email service.	This message appears when the specified sender's Email address is wrong.
Cannot access the printer until processing is complete.	This message appears when the printer is busy.

Setting a Shared Network Folder

Set a shared network folder to save the scanned image and the results of faxing.

When saving a file to the folder, the printer logs on as the user of the computer on which the folder was created.

Also, make sure you setup MS Network when creating the shared network folder.

Creating the Shared Folder

Before Creating the Shared Folder

Before creating the shared folder, check the following.

❏ The printer is connected to the network where it can access the computer where the shared folder will be created.

❏ A multi-byte character is not included in the name of the computer where the shared folder will be created.

Important:

When a multi-byte character is included in the computer name, saving the file to the shared folder may fail.

In that case, change to the computer that does not include the Multi-byte character in the name or change the computer name.

When changing the computer name, make sure to confirm with the administrator in advance because it may affect some settings, such as computer management, resource access, etc.

Checking the Network Profile

On the computer where the shared folder will be created, check whether folder sharing is available.

1. Log in to the computer where the shared folder will be created by the administrator authority user account.

2. Select **Control Panel** > **Network and Internet** > **Network and Sharing Center**.

3. Click **Advanced sharing settings**, and then click for the profile with **(current profile)** in the displayed network profiles.

4. Check whether **Turn on file and printer sharing** is selected on **File and Printer Sharing**.

   If already selected, click **Cancel** and close the window.

   When you change the settings, click **Save Changes** and close the window.

Related Information

➡ "Location Where the Shared Folder is Created and an Example of the Security" on page 537

Location Where the Shared Folder is Created and an Example of the Security

Depending on the location where the shared folder is created, security and convenience vary.

To operate the shared folder from the printers or other computers, the following reading and changing permissions for the folder are required.

❏ **Sharing** tab > **Advanced Sharing** > **Permissions**

It controls the network access permission of the shared folder.

❏ Access permission of **Security** tab

It controls permission of the network access and local access of the shared folder.

When you set **Everyone** to the shared folder that is created on the desktop, as an example of creating a shared folder, all users who can access the computer will be permitted access.

However, the user who does not have authority cannot access them because the desktop (folder) is under the control of the user folder, and then the security settings of the user folder are handed down to it. The user who is permitted access on the **Security** tab (user logged in and administrator in this case) can operate the folder.

See below to create the proper location.

This example is when creating the "scan_folder" folder.

Related Information

➡ "Example of Configuration for File Servers" on page 537

➡ "Example of Configuration for a Personal Computer" on page 543

Example of Configuration for File Servers

This explanation is an example for creating the shared folder on the root of the drive on the shared computer, such as the file server under the following condition.

Access controllable users, such as someone who has the same domain of a computer to create a shared folder, can access the shared folder.

Set this configuration when you permit any user to read and write to the shared folder on the computer, such as the file server and the shared computer.

❏ Place for creating shared folder: Root of drive

❏ Folder path: C:\scan_folder

❏ Access permission via network (Share Permissions): Everyone

❏ Access permission on file system (Security): Authenticated Users

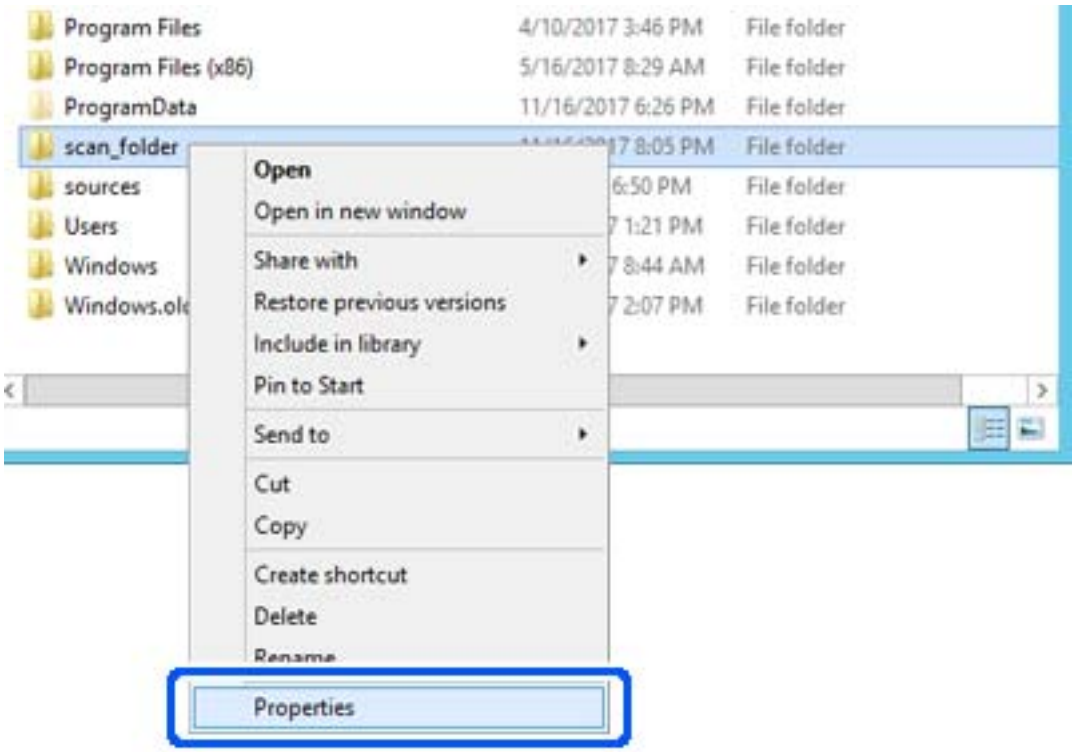
1. Log in to the computer where the shared folder will be created by the administrator authority user account.

2. Start explorer.

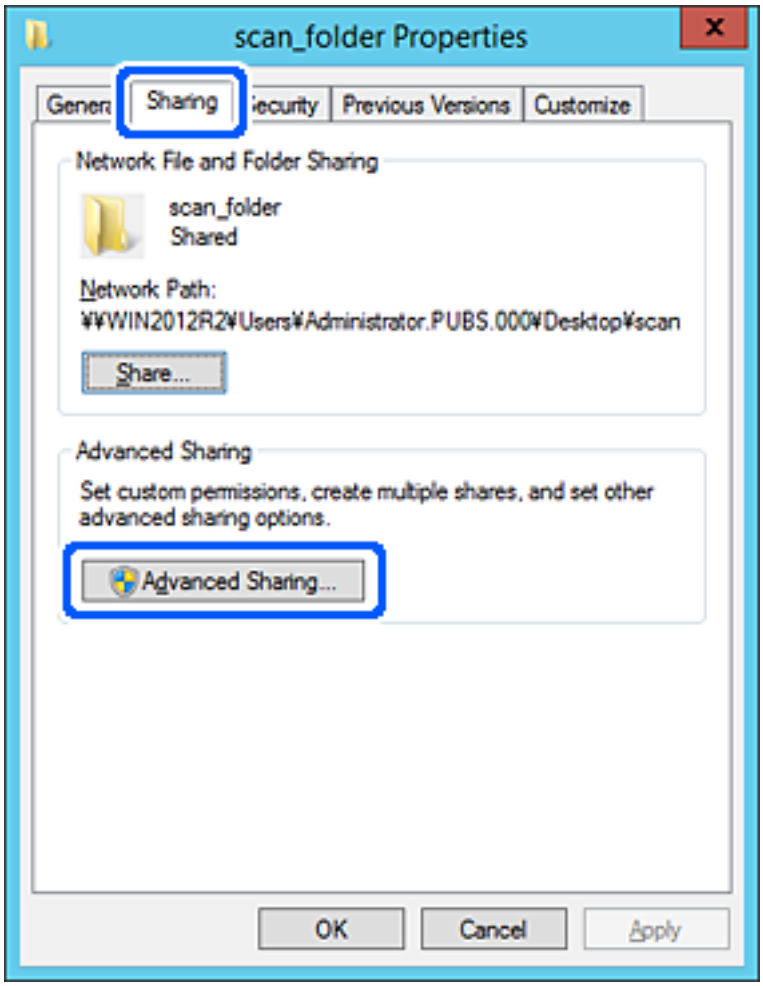
3. Create the folder on the root of drive, and then name it "scan_folder".

   For the folder name, enter between 1 and 12 alphanumeric characters. If the character limit of the folder name is exceeded, you may not be able to access it normally by the varied environment.

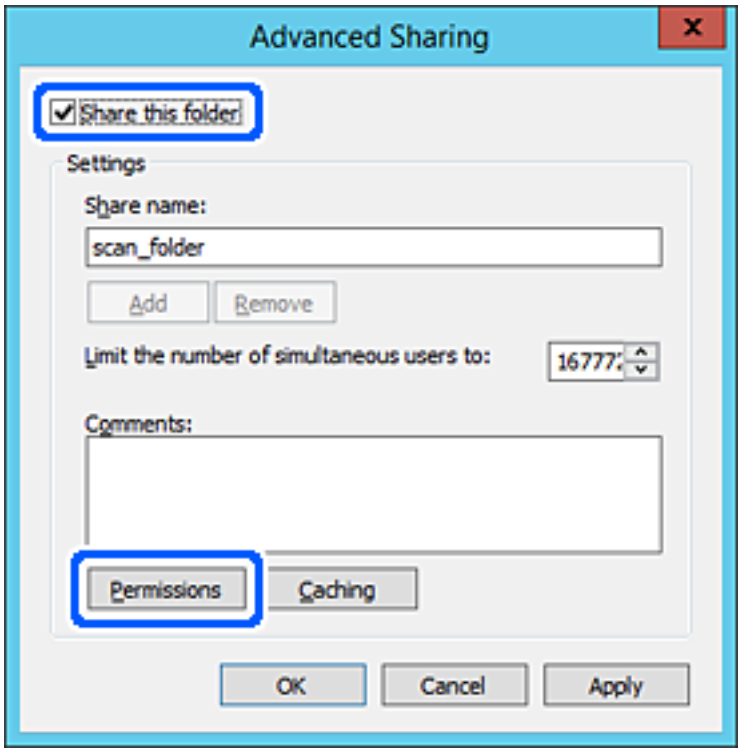
4. Right click the folder, and then select **Properties**.



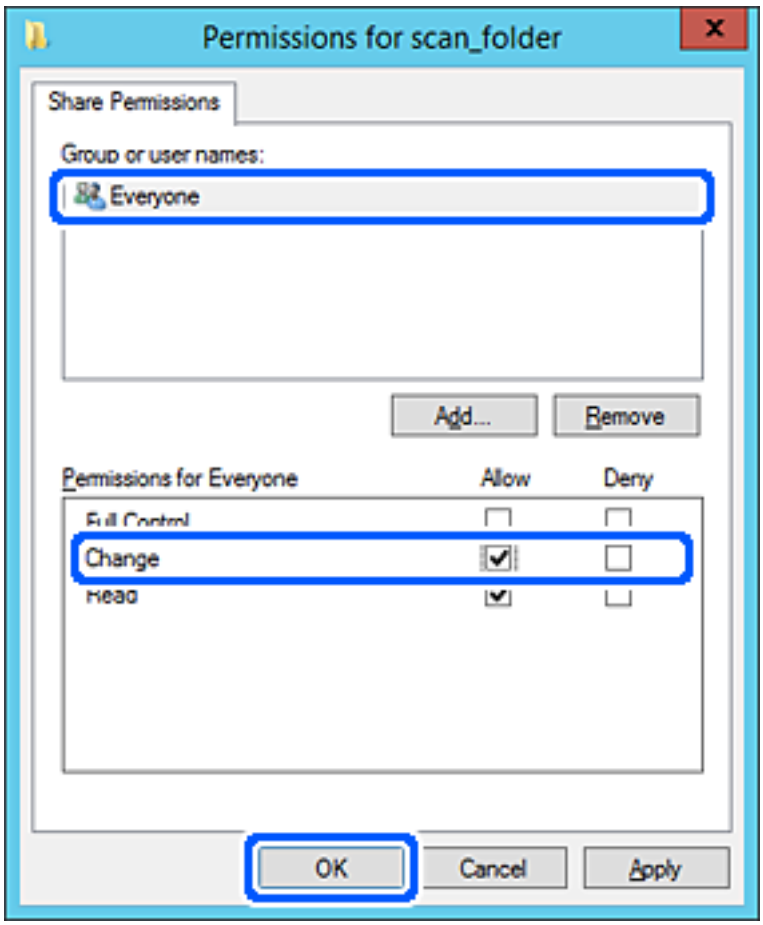
5. Click **Advanced Sharing** on the **Sharing** tab.



6. Select **Share this folder**, and then click **Permissions**.

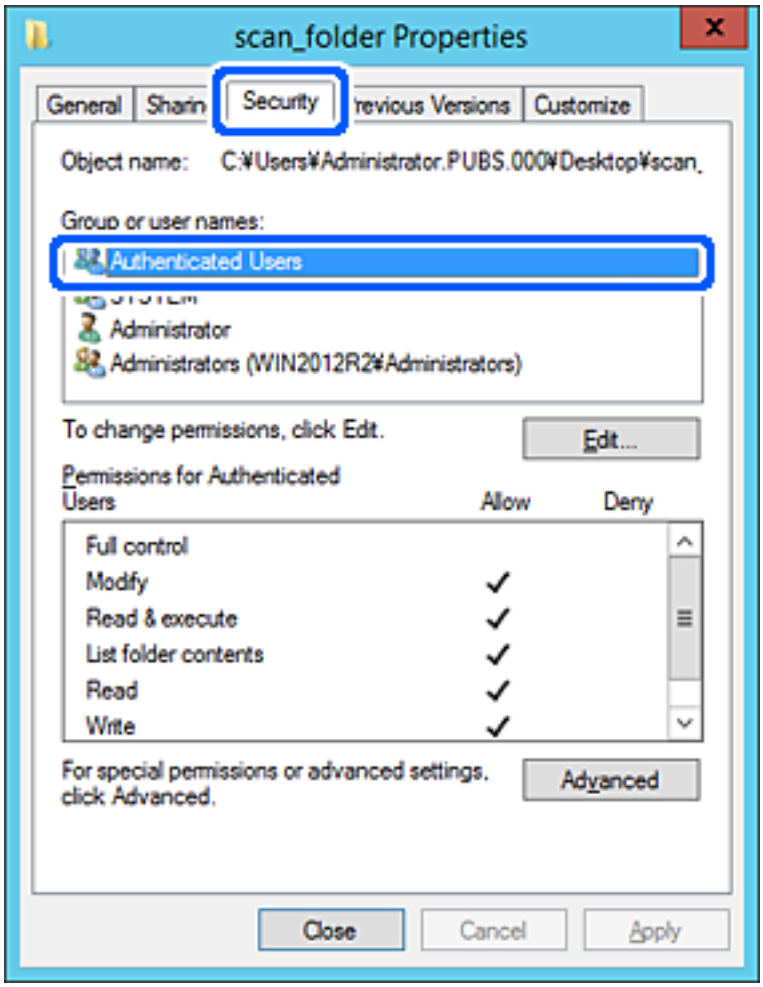


7. Select **Everyone** group of **Group or user names**, select **Allow** on **Change**, and then click **OK**.



8. Click **OK**.

9. Select **Security** tab, and then select **Authenticated Users** on the **Group or user names**.

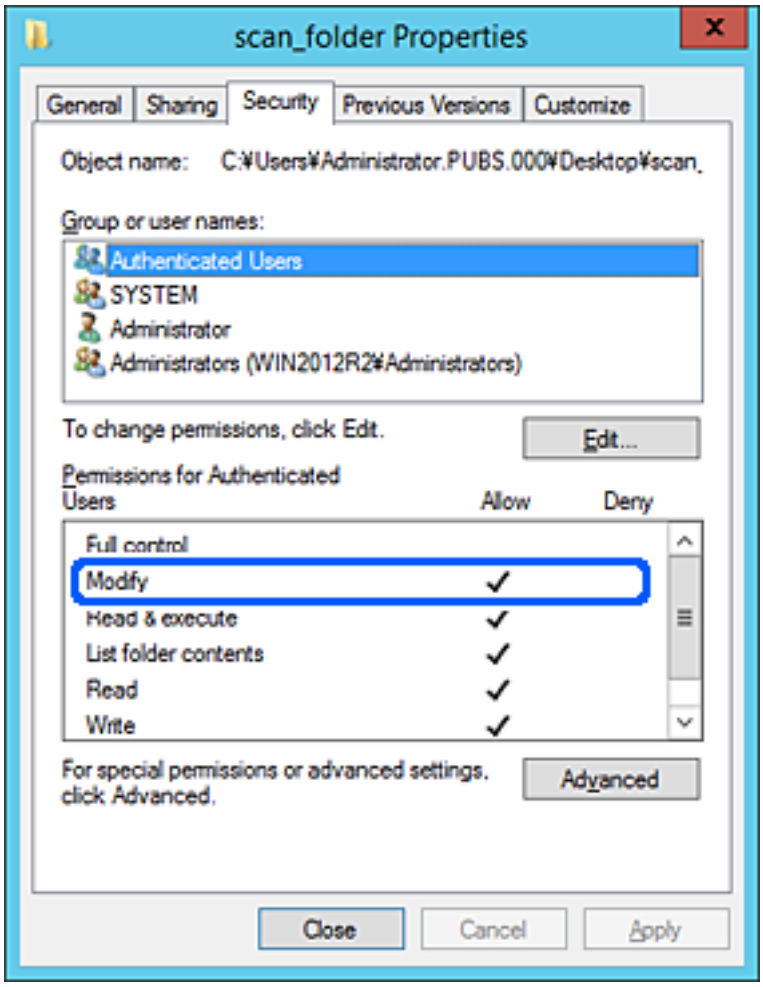


"Authenticated Users" is the special group that includes all users who can log in to the domain or computer. This group is displayed only when the folder is created just below the root folder.

If it is not displayed, you can add it by clicking **Edit**. For more details, see Related Information.

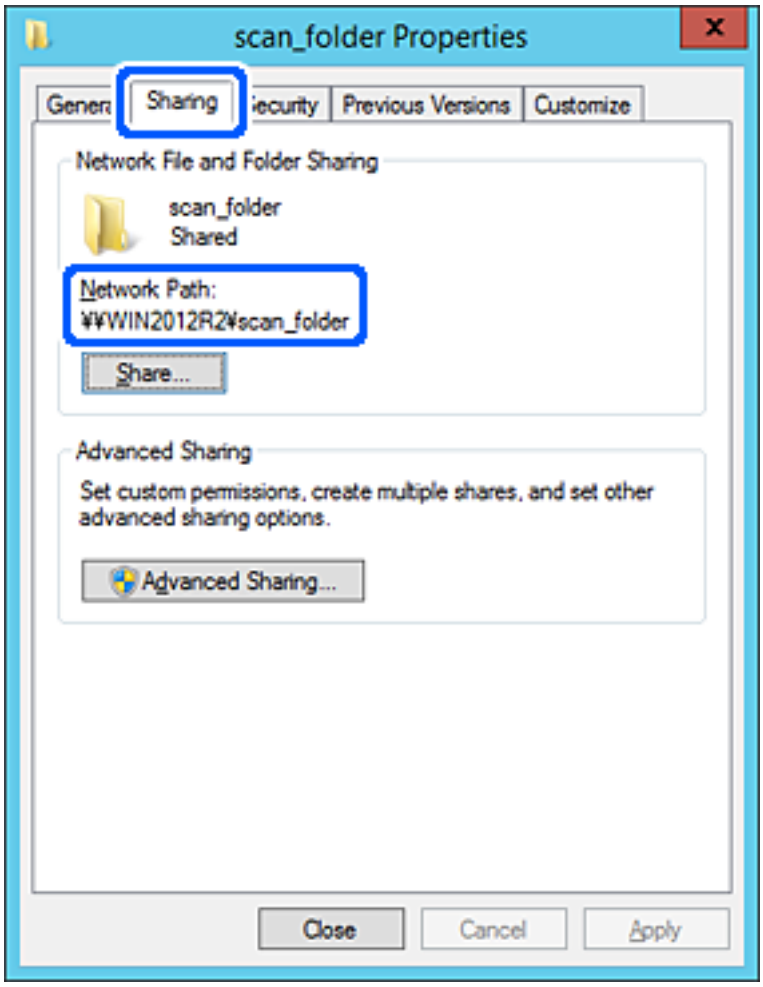
10. Check that **Allow** on **Modify** is selected in **Permissions for Authenticated Users**.

    If it is not selected, select **Authenticated Users**, click **Edit**, select **Allow** on **Modify** in **Permissions for Authenticated Users**, and then click **OK**.



11. Select **Sharing** tab.

    The network path of the shared folder is displayed. This is used when registering to the contacts of the printer. Please write it down.



12. Click **OK** or **Close** to close the screen.

    Check whether the file can be written or read on the shared folder from the computers of the same domain.

Related Information

➡ "Registering a Destination to Contacts using Web Config" on page 553

➡ "Adding Group or User Which Permits Access" on page 548

Example of Configuration for a Personal Computer

This explanation is an example for creating the shared folder on the desktop of the user currently logging in to the computer.

The user who logs in to the computer and who has administrator authority can access the desktop folder and the document folder that are under the User folder.

Set this configuration when you DO NOT permit reading and writing to another user to the shared folder on a personal computer.

❏ Place for creating shared folder: Desktop

❏ Folder path: C:\Users\xxxx\Desktop\scan_folder

❏ Access permission via network (Share Permissions): Everyone

❏ Access permission on file system (Security): do not add, or add User/Group names to permit access

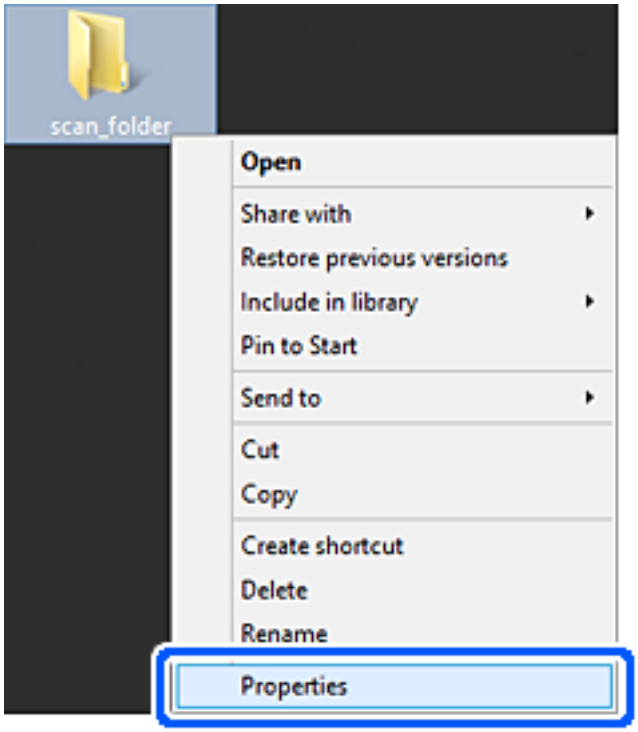
1. Log in to the computer where the shared folder will be created by the administrator authority user account.

2. Start explorer.

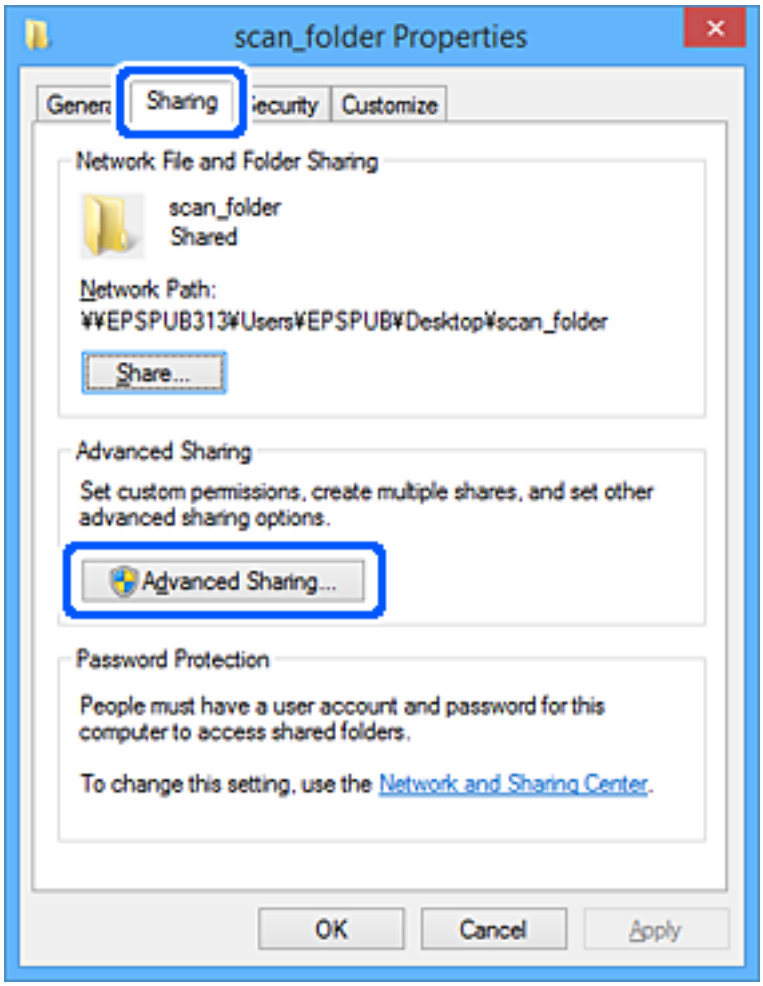
3. Create the folder on the desktop, and then name it "scan_folder".

   For the folder name, enter between 1 and 12 alphanumeric characters. If the character limit of the folder name is exceeded, you may not be able to access it normally by the varied environment.

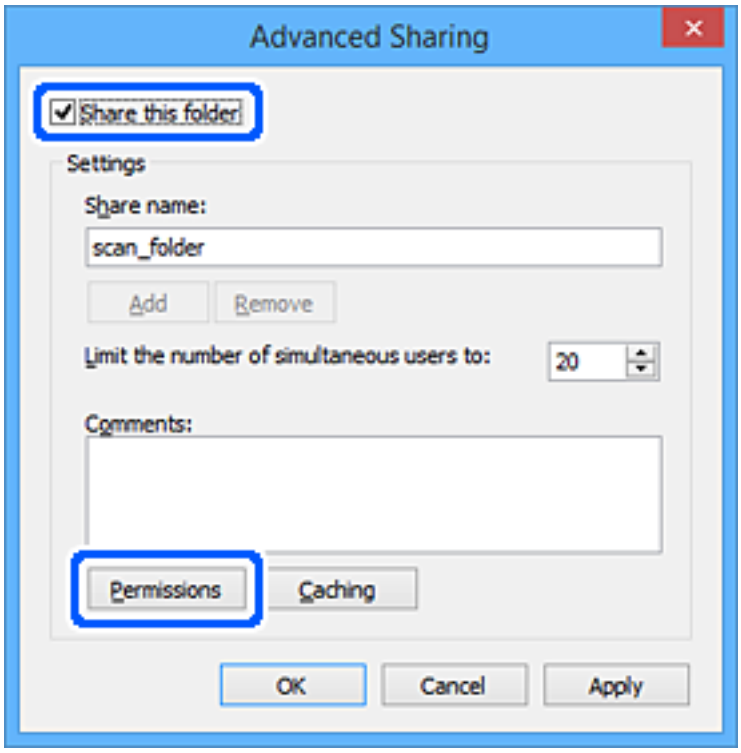
4. Right click the folder, and then select **Properties**.



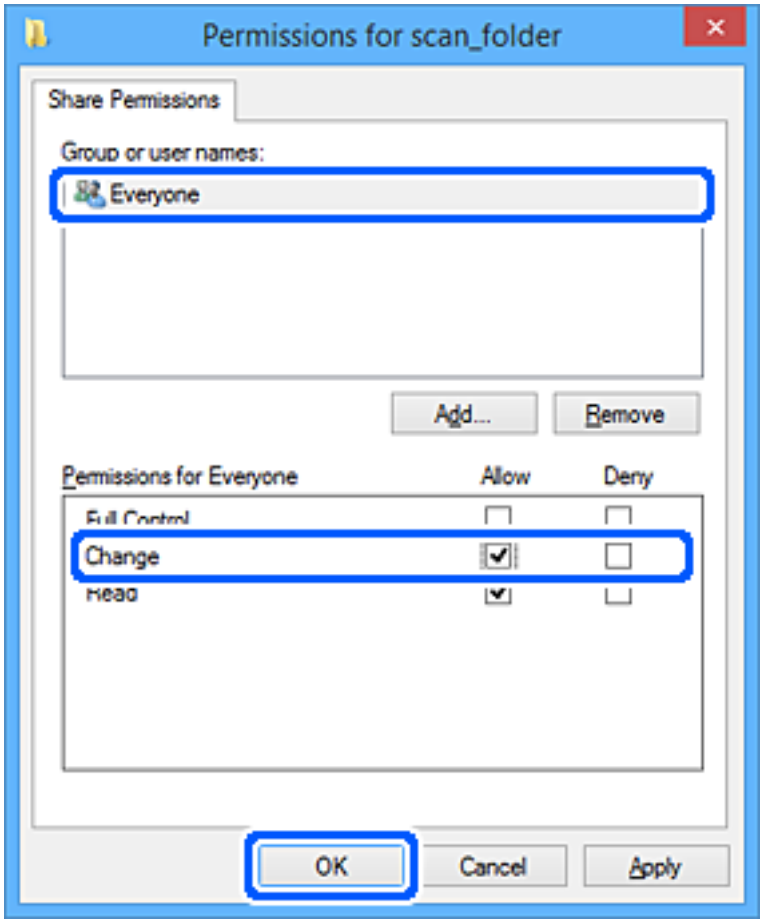
5. Click **Advanced Sharing** on the **Sharing** tab.



6. Select **Share this folder**, and then click **Permissions**.



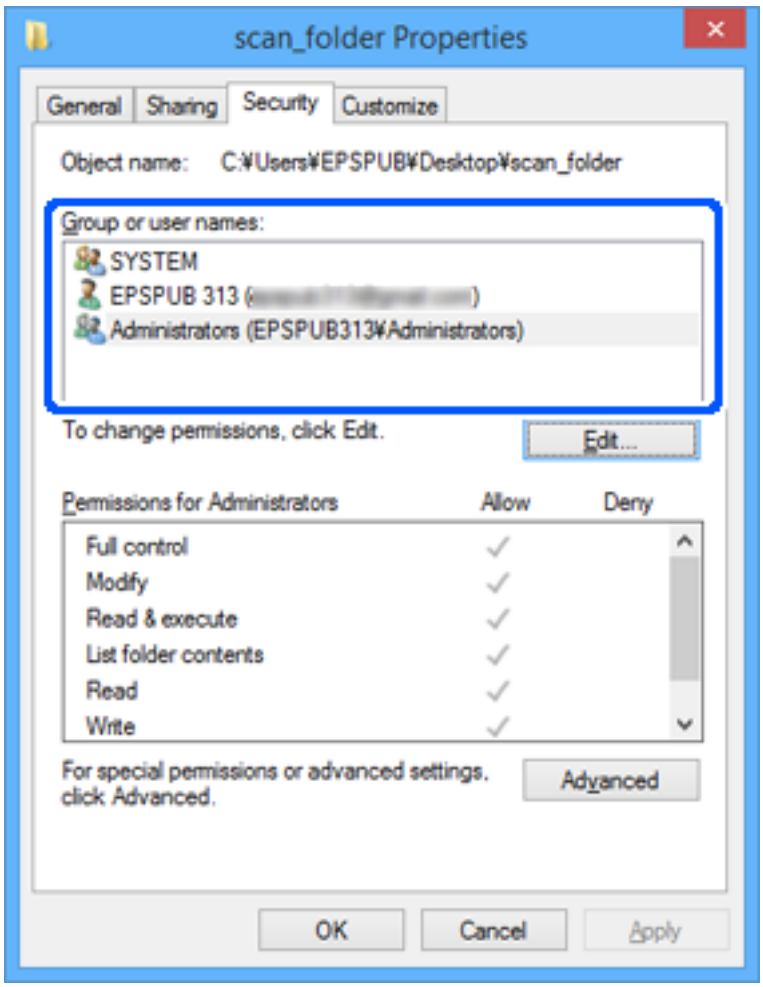
7. Select **Everyone** group of **Group or user names**, select **Allow** on **Change**, and then click **OK**.



8. Click **OK**.

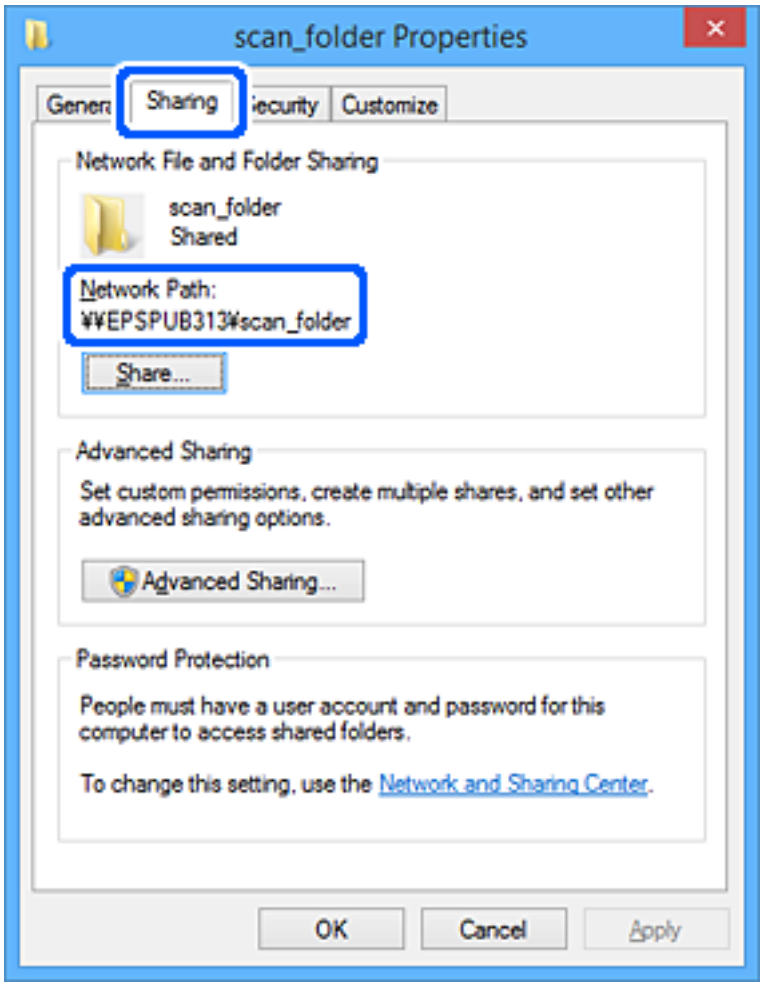
9. Select **Security** tab.

10. Check the group or the user in the **Group or user names**.
    The group or the user that is displayed here can access the shared folder.
    In this case, the user who logs in to this computer and the Administrator can access the shared folder.
    Add access permission, if necessary. You can add it by clicking **Edit**. For more details, see Related Information.



11. Select **Sharing** tab.

    The network path of the shared folder is displayed. This is used when registering to the printer's contact. Please write it down.



12. Click **OK** or **Close** to close the screen.

    Check whether the file can be written or read on the shared folder from the computers of users or groups with access permission.

Related Information

➡ "Registering a Destination to Contacts using Web Config" on page 553

➡ "Adding Group or User Which Permits Access" on page 548

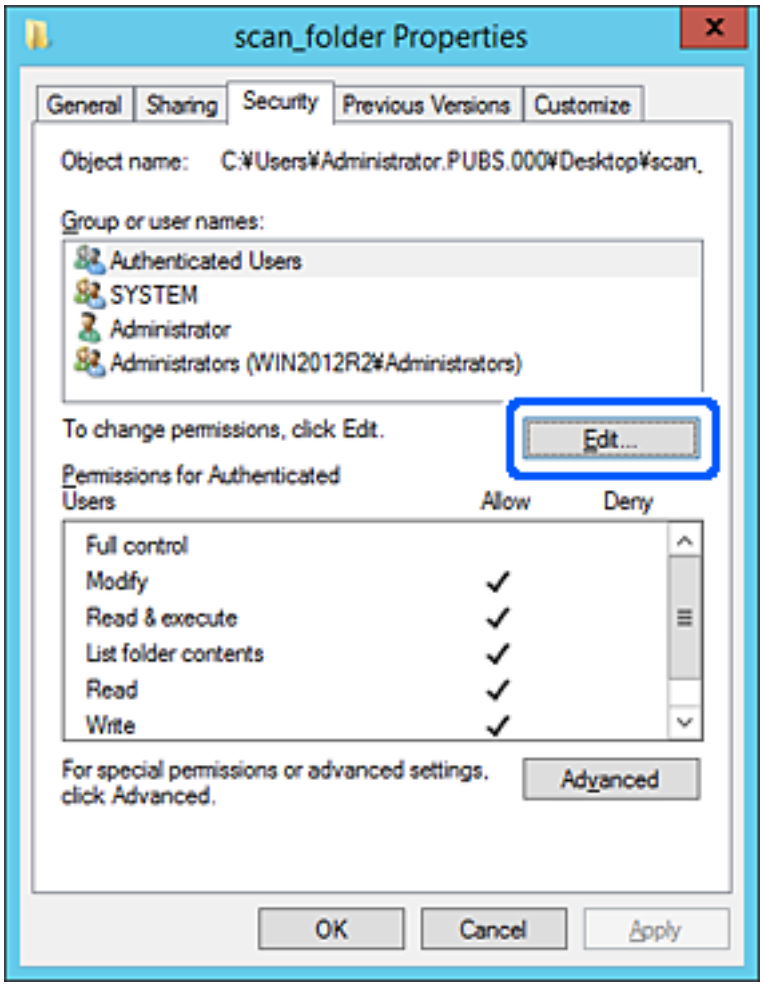
Adding Group or User Which Permits Access

You can add the group or user which permits access.

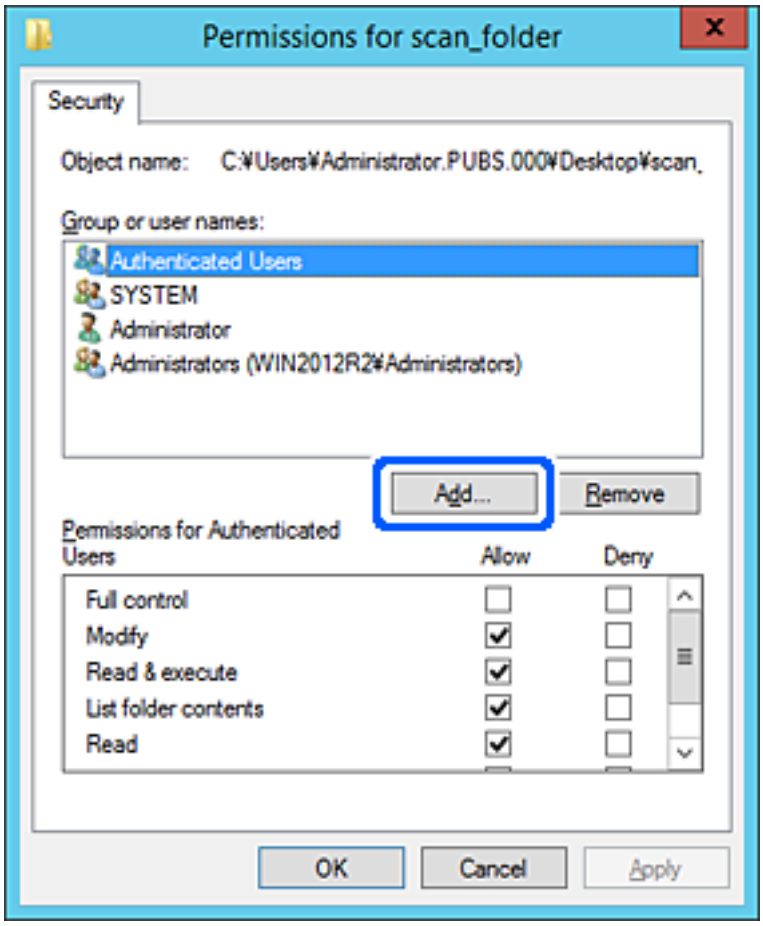
1. Right click the folder and select **Properties**.

2. Select **Security** tab.

3. Click **Edit**.


scan_folder Properties
General
Sharing
Security
Previous Versions
Customize
Object name: C:¥Users¥Administrator.PUBS.000¥Desktop¥scan_
Group or user names:
Authenticated Users
SYSTEM
Administrator
Administrators (WIN2012R2¥Administrators)
To change permissions, click Edit.
Edit...
Permissions for Authenticated Users
Allow
Deny
Full control
Modify
Read & execute
List folder contents
Read
Write
For special permissions or advanced settings, click Advanced.
Advanced
OK
Cancel
Apply

4. Click **Add** under the **Group or user names**.

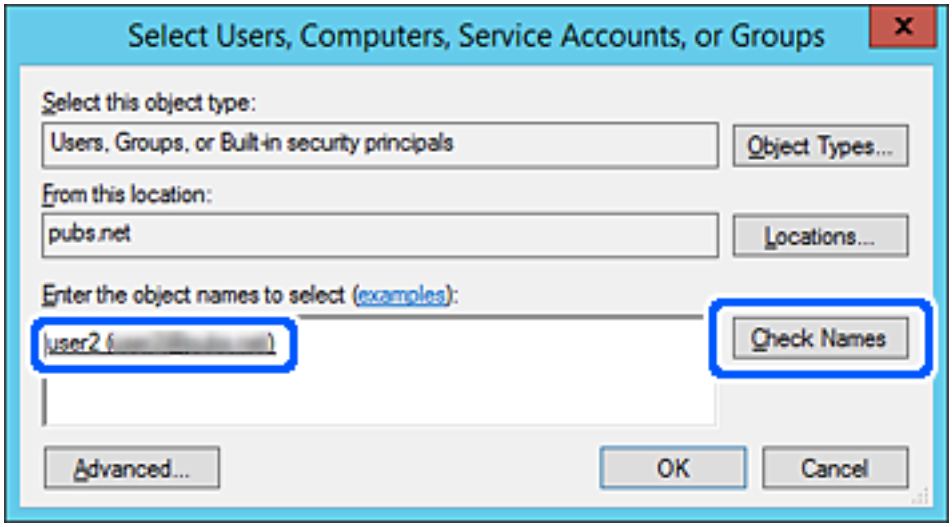


5. Enter the group or user name that you want to permit access, and then click **Check Names**.

   An underline is added to the name.

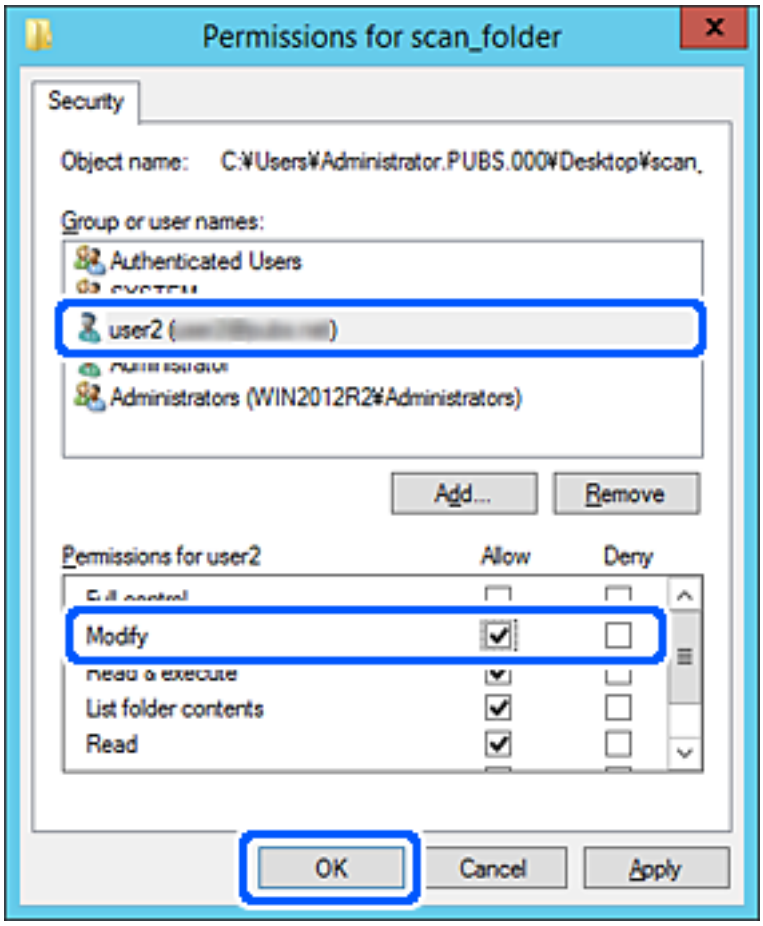
   Note:
   If you do not know the full name of the group or user, enter part of the name, and then click ***Check Names****. The group names or user names that match part of the name are listed, and then you can select the full name from the list.*

   If just one name matches, the full name with underlining is displayed in ***Enter the object name to select****.*



6. Click **OK**.

7. On the Permission screen, select the user name that is entered in **Group or user names** , select the access permission on **Modify**, and then click **OK**.



8. Click **OK** or **Close** to close the screen.

   Check whether the file can be written or read on the shared folder from the computers of users or groups with access permission.

Using Microsoft Network Sharing

Enable this to save a file on a shared network folder from the printer.

1. Access Web Config and select the **Network** tab > **MS Network**.

2. Enable **Use Microsoft network sharing**.

3. Set each item if necessary.

4. Click **Next**.

5. Confirm the settings, and then click **OK**.

Related Information

➡ "Running Web Config on a Web Browser" on page 451

Making Contacts Available

Registering destinations in the printer's contacts list allows you to easily enter the destination when scanning or sending faxes.

You can also use the LDAP server (LDAP search) to enter the destination.

Note:

❏ *You can switch between your printer's contacts list and the LDAP using the printer's control panel.*

❏ *You can register the following types of destinations in the contacts list. You can register up to 2,000 entries in total.*

Fax	Destination for fax
Email	Destination for email You need to configure the email server settings beforehand.
Network Folder (SMB)	Destination for scan data and fax forwarding data
Network Folder/FTP	

Contacts Configuration Comparison

There are three tools for configuring the printer's contacts: Web Config, Epson Device Admin, and the printer's control panel. The differences between three tools are listed in the table below.

Features	Web Config	Epson Device Admin	Printer's control panel
Registering a destination	✓	✓	✓
Editing a destination	✓	✓	✓
Adding a group	✓	✓	✓
Editing a group	✓	✓	✓
Deleting a destination or groups	✓	✓	✓
Deleting all destinations	✓	✓	–
Importing a file	✓	✓	–
Exporting to a file	✓	✓	–
Assigning destinations to frequent use	✓	✓	✓
Sorting destinations assigned to frequent use	–	–	✓

Note:

You can also configure the fax destination using the FAX Utility.

Registering a Destination to Contacts using Web Config

Note:
You can also register the contacts on the printer's control panel.

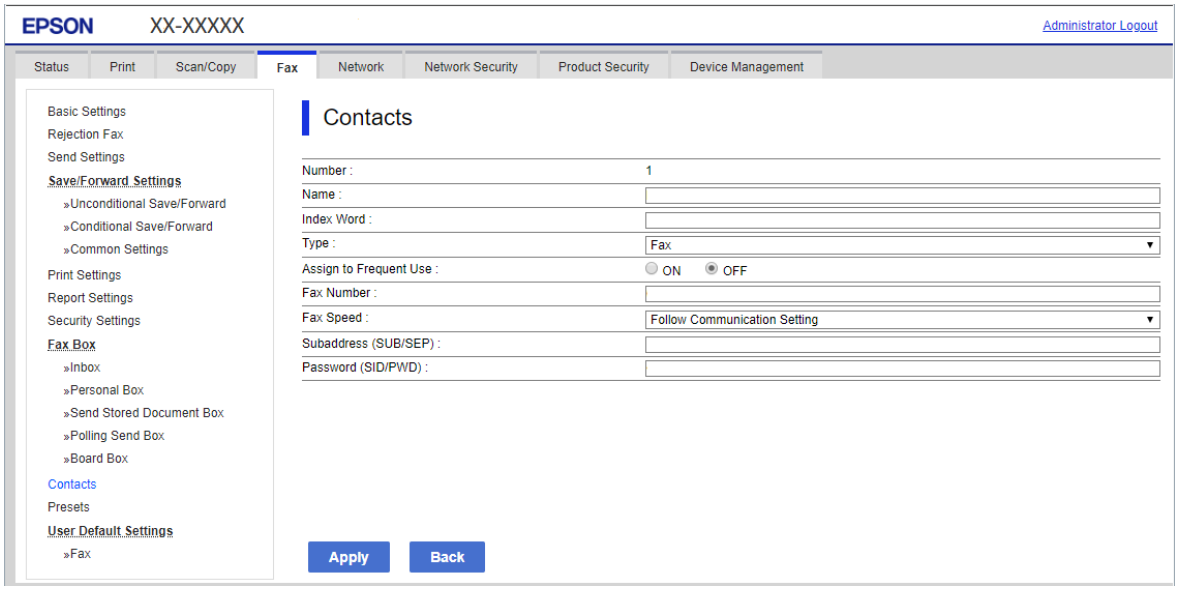
1. Access Web Config and select the **Scan/Copy** or **Fax** tab > **Contacts**.
2. Select the number that you want to register, and then click **Edit**.
3. Enter **Name** and **Index Word**.
4. Select the destination type as the **Type** option.

   Note:
   *You cannot change the **Type** option after registration is complete. If you want to change the type, delete the destination and then register again.*
5. Enter a value for each item, and then click **Apply**.

Related Information

➡ "Scanning Originals to a Network Folder" on page 136

Destination Setting Items



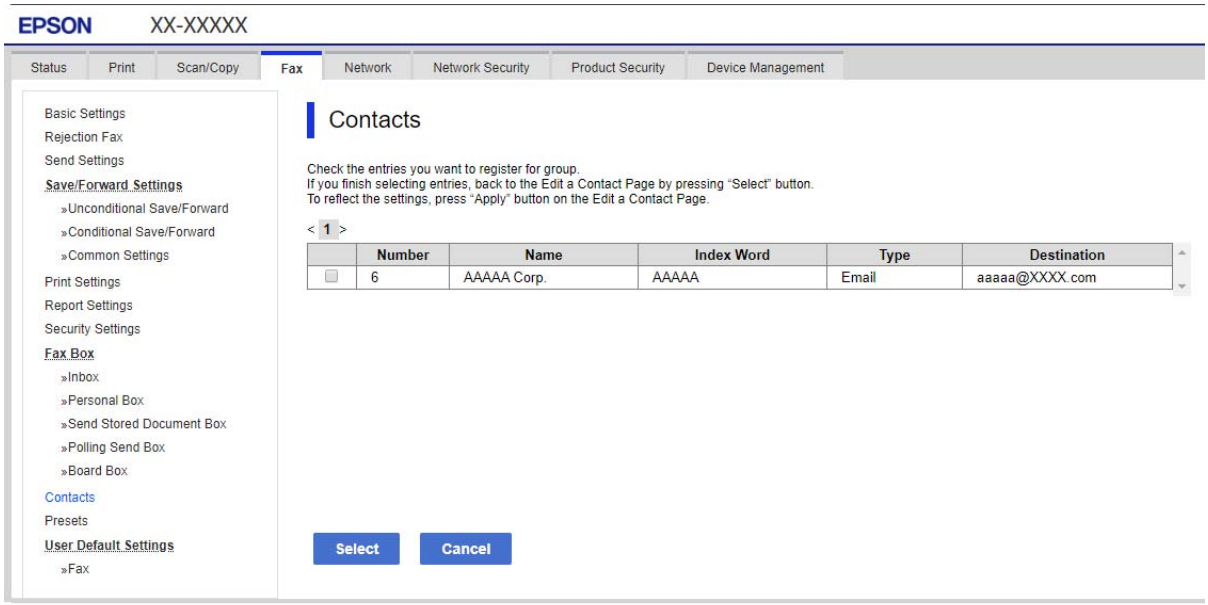
Items	Settings and Explanation
Common Settings	
Name	Enter a name displayed in the contacts in 30 characters or less in Unicode (UTF-8). If you do not specify this, leave it blank.
Index Word	Enter words to search in 30 characters or less in Unicode (UTF-8). If you do not specify this, leave it blank.

Items	Settings and Explanation
Type	Select the type of the address that you want to register.
Assign to Frequent Use	Select to set the registered address as a frequently used address. When setting as a frequently used address, it is displayed on the top screen of fax and scan, and you can specify the destination without displaying the contacts.
Fax	
Fax Number	Enter between 1 and 64 characters using 0-9 - * # and space.
Fax Speed	Select a communication speed for a destination.
Subaddress (SUB/SEP)	Set the sub address that is appended when fax is sent. Enter within 20 characters or less using 0-9, *, # or spaces. If you do not specify this, leave it blank.
Password (SID/PWD)	Set the password for the sub address. Enter within 20 characters or less using 0-9, *, # or spaces. If you do not specify this, leave it blank.
Email	
Email Address	Enter between 1 and 255 characters using A-Z a-z 0-9 ! # $ % & ' * + - . / = ? ^ _ { | } ~ @.
Network Folder (SMB)	
Save to	\\“Folder path” Enter the location where the target folder is located between 1 and 253 characters in Unicode (UTF-8), omitting "\\".
User Name	Enter a user name to access a network folder in 30 characters or less in Unicode (UTF-8). However, avoid using control characters (0x00 to 0x1f, 0x7F).
Password	Enter a password to access a network folder in 20 characters or less in Unicode (UTF-8). However, avoid using control characters (0x00 to 0x1f, 0x7F).
FTP	
Secure Connection	Select FTP or FTPS according to the file transfer protocol the FTP server supports. Select **FTPS** to allow the printer to communicate with security measures.
Save to	Enter the server name between 1 and 253 characters in ASCII (0x20-0x7E), omitting "ftp://" or "ftps://".
User Name	Enter a user name to access an FTP server in 30 characters or less in Unicode (UTF-8). However, avoid using control characters (0x00 to 0x1f, 0x7F). If the server allows anonymous connections, enter a user name such as Anonymous and FTP. If you do not specify this, leave it blank.
Password	Enter a password to access to an FTP server within 20 characters or less in Unicode (UTF-8). However, avoid using control characters (0x00 to 0x1f, 0x7F). If you do not specify this, leave it blank.
Connection Mode	Select the connection mode from the menu. If a firewall is set between the printer and the FTP server, select **Passive Mode**.
Port Number	Enter the FTP server port number between 1 and 65535.
Certificate Validation	The FTP server's certificate is validated when this is enabled. This is available when **FTPS** is selected for **Secure Connection**. To set up, you need to import the CA Certificate to the printer.

Registering Destinations as a Group Using Web Config

If the destination type is set to **Fax** or **Email**, you can register the destinations as a group.

1. Access Web Config and select the **Scan/Copy** or **Fax** tab > **Contacts**.
2. Select the number that you want to register, and then click **Edit**.
3. Select a group from **Type**.
4. Click **Select** for **Contact(s) for Group**.
   The available destinations are displayed.
5. Select the destination that you want to register to the group, and then click **Select**.



6. Enter a **Name** and **Index Word**.
7. Select whether or not you assign the registered group to the frequently used group.

   Note:
   Destinations can be registered to multiple groups.
8. Click **Apply**.

Registering Frequently Used Contacts

1. Tap **Settings** on the home screen.
2. Tap **Contacts Manager** > **Frequent**.
3. Select the type of contact that you want to register.

4. Tap **Edit**.

5. Select frequently used contacts that you want to register, and then tap **OK**. To cancel the selection, tap it again.

6. Tap **Close**.

Backing Up and Importing Contacts

Using Web Config or other tools, you can back up and import contacts.

For Web Config, you can back up contacts by exporting the printer settings that include contacts. The exported file cannot be edited because it is exported as a binary file.

When importing the printer settings to the printer, contacts are overwritten.

For Epson Device Admin, only contacts can be exported from the device's property screen. Also, if you do not export the security-related items, you can edit the exported contacts and import them because this can be saved as a SYLK file or csv file.

Importing Contacts Using Web Config

If you have a printer that allows you to backup contacts and is compatible with this printer, you can register contacts easily by importing the backup file.

Note:
For instructions on how to back up the printer contacts, see the manual provided with the printer.

Follow the steps below to import the contacts to this printer.

1. Access Web Config, select **Device Management** > **Export and Import Setting Value** > **Import**.

2. Select the backup file you created in **File**, enter the password, and then click **Next**.

3. Select the **Contacts** checkbox, and then click **Next**.

Backing up Contacts Using Web Config

Contacts data may be lost due to a printer malfunction. We recommend that you make a backup of the data whenever you update the data. Epson shall not be responsible for the loss of any data, for backing up or recovering data and/or settings even during a warranty period.

Using Web Config, you can back up the contact data stored in the printer to the computer.

1. Access Web Config, and then select the **Device Management** tab > **Export and Import Setting Value** > **Export**.

2. Select one of the **Contacts** checkboxes.

   For example, if you select **Contacts** under the **Scan/Copy** category, the same checkbox under the Fax category is also selected.

3. Enter a password to encrypt the exported file.

   You need the password to import the file. Leave this blank if you do not want to encrypt the file.

4. Click **Export**.

Starting from Importing Contacts from Another Epson Printer

If you have a printer that allows you to backup contacts and is compatible with this printer, you can register contacts easily by importing the backup file.

Note:
For instructions on how to back up the printer contact,s, see the manual provided with the printer.

Follow the steps below to import the contacts to this printer.

1. Access Web Config, select **Device Management** > **Export and Import Setting Value** > **Import**.
2. Select the backup file you created in **File**, enter the password, and then click **Next**.
3. Select the **Contacts** checkbox, and then click **Next**.

Export and Bulk Registration of Contacts Using Tool

If you use Epson Device Admin, you can back up just the contacts and edit the exported files, then register them all at once.

It is useful if you want to back up only the contacts or when you replace the printer and you want to transfer the contacts from the old one to new one.

Exporting Contacts

Save the contacts information to the file.

You can edit files saved in SYLK format or csv format by using a spreadsheet application or text editor. You can register all at once after deleting or adding the information.

Information that includes security items such as password and personal information can be saved in binary format with a password. You cannot edit the file. This can be used as the backup file of the information including the security items.

1. Start Epson Device Admin.
2. Select **Devices** on the side bar task menu.
3. Select the device you want to configure from the device list.
4. Click **Device Configuration** on the **Home** tab on the ribbon menu.

   When the administrator password has been set, enter the password and click **OK**.
5. Click **Common** > **Contacts**.

6. Select the export format from **Export** > **Export items**.

   ❏ All Items

   Export the encrypted binary file. Select when you want to include the security items such as password and personal information. You cannot edit the file. If you select it, you have to set the password. Click **Configuration** and set a password between 8 and 63 characters long in ASCII. This password is required when importing the binary file.

   ❏ Items except Security Information

   Export the SYLK format or csv format files. Select when you want to edit the information of the exported file.

7. Click **Export**.

8. Specify the place to save the file, select the file type, and then click **Save**.

   The completion message is displayed.

9. Click **OK**.

   Check that the file is saved to the specified place.

Importing Contacts

Import the contacts information from the file.

You can import the files saved in SYLK format or csv format or the backed-up binary file that includes the security items.

1. Start Epson Device Admin.

2. Select **Devices** on the side bar task menu.

3. Select the device you want to configure from the device list.

4. Click **Device Configuration** on the **Home** tab on the ribbon menu.

   When the administrator password has been set, enter the password and click **OK**.

5. Click **Common** > **Contacts**.

6. Click **Browse** on **Import**.

7. Select the file you want to import and then click **Open**.

   When you select the binary file, in **Password** enter the password you set when exporting the file.

8. Click **Import**.

   The confirmation screen is displayed.

9. Click **OK**.

   The validation result is displayed.

❏ Edit the information read

Click when you want to edit the information individually.

❏ Read more file

Click when you want to import multiple files.

10. Click **Import**, and then click **OK** on the import completion screen.

    Return to the device's property screen.

11. Click **Transmit**.

12. Click **OK** on the confirmation message.

    The settings are sent to the printer.

13. On the sending completion screen, click **OK**.

    The printer's information is updated.

    Open the contacts from Web Config or printer's control panel, and then check that the contact is updated.

Cooperation between the LDAP Server and Users

When cooperating with the LDAP server, you can use the address information registered to the LDAP server as the destination of an email or fax.

Configuring the LDAP Server

To use the LDAP server information, register it on the printer.

1. Access the Web Config and select the **Network** tab > **LDAP Server** > **Basic**.

2. Enter a value for each item.

3. Select **OK**.

    The settings you have selected are displayed.

LDAP Server Setting Items

Items	Settings and Explanation
Use LDAP Server	Select **Use** or **Do Not Use**.
LDAP Server Address	Enter the address of the LDAP server. Enter between 1 and 255 characters of either IPv4, IPv6, or FQDN format. For the FQDN format, you can use alphanumeric characters in ASCII (0x20-0x7E) and "- " except for the beginning and end of the address.
LDAP server Port Number	Enter the LDAP server port number between 1 and 65535.
Secure Connection	Specify the authentication method when the printer accesses the LDAP server.

Items	Settings and Explanation
Certificate Validation	When this is enabled, the certificate of the LDAP sever is validated. We recommend this is set to **Enable**. To set up, the **CA Certificate** needs to be imported to the printer.
Search Timeout (sec)	Set the length of time for searching before timeout occurs between 5 and 300.
Authentication Method	Select one of the methods. If you select **Kerberos Authentication**, select **Kerberos Settings** to make settings for Kerberos. To perform Kerberos Authentication, the following environment is required. ❏ The printer and the DNS server can communicate. ❏ The time of the printer, KDC server, and the server that is required for authentication (LDAP server, SMTP server, File server) are synchronized. ❏ When the service server is assigned as the IP address, the FQDN of the service server is registered on the DNS server reverse lookup zone.
Kerberos Realm to be Used	If you select **Kerberos Authentication** for **Authentication Method**, select the Kerberos realm that you want to use.
Administrator DN / User Name	Enter the user name for the LDAP server in 128 characters or less in Unicode (UTF-8). You cannot use control characters, such as 0x00-0x1F and 0X7F. This setting is not used when **Anonymous Authentication** is selected as the **Authentication Method**. If you do not specify this, leave it blank.
Password	Enter the password for the LDAP server authentication in 128 characters or less in Unicode (UTF-8). You cannot use control characters, such as 0x00-0x1F and 0X7F. This setting is not used when **Anonymous Authentication** is selected as the **Authentication Method**. If you do not specify this, leave it blank.

Kerberos Settings

If you select **Kerberos Authentication** for **Authentication Method** of **LDAP Server** > **Basic**, make the following Kerberos settings from the **Network** tab > **Kerberos Settings**. You can register up to 10 settings for the Kerberos settings.

Items	Settings and Explanation
Realm (Domain)	Enter the realm of the Kerberos authentication in 255 characters or less in ASCII (0x20-0x7E). If you do not register this, leave it blank.
KDC Address	Enter the address of the Kerberos authentication server. Enter 255 characters or less in either IPv4, IPv6 or FQDN format. If you do not register this, leave it blank.
Port Number (Kerberos)	Enter the Kerberos server port number between 1 and 65535.

Configuring the LDAP Server Search Settings

When you set up the search settings, you can use the email address and fax number registered to the LDAP server.

1. Access Web Config and select the **Network** tab > **LDAP Server** > **Search Settings**.

2. Enter a value for each item.

3. Click **OK** to display the setting result.

   The settings you have selected are displayed.

LDAP Server Search Setting Items

Items	Settings and Explanation
Search Base (Distinguished Name)	If you want to search an arbitrary domain, specify the domain name of the LDAP server. Enter between 0 and 128 characters in Unicode (UTF-8). If you do not search for arbitrary attribute, leave this blank. Example for the local server directory: dc=server,dc=local
Number of search entries	Specify the number of search entries between 5 and 500. The specified number of the search entries is saved and displayed temporarily. Even if the number of the search entries is over the specified number and an error message appears, the search can be completed.
User name Attribute	Specify the attribute name to display when searching for user names. Enter between 1 and 255 characters in Unicode (UTF-8). The first character should be a-z or A-Z. Example: cn, uid
User name Display Attribute	Specify the attribute name to display as the user name. Enter between 0 and 255 characters in Unicode (UTF-8). The first character should be a-z or A-Z. Example: cn, sn
Fax Number Attribute	Specify the attribute name to display when searching for fax numbers. Enter a combination of between 1 and 255 characters using A-Z, a-z, 0-9, and -. The first character should be a-z or A-Z. Example: facsimileTelephoneNumber
Email Address Attribute	Specify the attribute name to display when searching for email addresses. Enter a combination of between 1 and 255 characters using A-Z, a-z, 0-9, and -. The first character should be a-z or A-Z. Example: mail
Arbitrary Attribute 1 - Arbitrary Attribute 4	You can specify other arbitrary attributes to search for. Enter between 0 and 255 characters in Unicode (UTF-8). The first character should be a-z or A-Z. If you do not want to search for arbitrary attributes, leave this blank. Example: o, ou

Checking the LDAP Server Connection

Performs the connection test to the LDAP server by using the parameter set on **LDAP Server** > **Search Settings**.

1. Access Web Config and select the **Network** tab > **LDAP Server** > **Connection Test**.

2. Select **Start**.

   The connection test is started. After the test, the check report is displayed.

LDAP Server Connection Test References

Messages	Explanation
Connection test was successful.	This message appears when the connection with the server is successful.
Connection test failed. Check the settings.	This message appears for the following reasons: ❏ The LDAP server address or the port number is incorrect. ❏ A timeout has occurred. ❏ **Do Not Use** is selected as the **Use LDAP Server**. ❏ If **Kerberos Authentication** is selected as the **Authentication Method**, settings such as **Realm (Domain)**, **KDC Address** and **Port Number (Kerberos)** are incorrect.
Connection test failed. Check the date and time on your product or server.	This message appears when the connection fails because the time settings for the printer and the LDAP server are mismatched.
Authentication failed. Check the settings.	This message appears for the following reasons: ❏ **User Name** and/or **Password** is incorrect. ❏ If **Kerberos Authentication** is selected as the **Authentication Method**, the time/date may not be configured.
Cannot access the printer until processing is complete.	This message appears when the printer is busy.

Preparing to Scan

Scanning using the control panel

The scan to network folder function and the scan to mail function using the printer's control panel, as well as the transfer of scan results to mail, folders, etc. are performed by executing a job from the computer.

Settings of Servers and Folders

Name	Settings	Location	Requirement
Scan to Network Folder (SMB)	Create and set up sharing of the save folder	A computer that has a save folder location	The administrative user account to the computer that creates save folders.
	Destination for Scan to Network Folder (SMB)	Contacts of the device	User name and password to log on to the computer that has the save folder, and the privilege to update the save folder.
Scan to Network Folder (FTP)	Setup for FTP server log on	Contacts of the device	Logon information for the FTP server and the privilege to update the save folder.

Name	Settings	Location	Requirement
Scan to Email	Setup for email server	Device	Setup information for email server
Scan to Cloud	Printer registration to Epson Connect	Device	Internet connection environment
	Contact registration to Epson Connect	Epson Connect service	User and printer registration to Epson Connect service
Scan to Computer (when using Document Capture Pro Server)	Server mode setup for Document Capture Pro	Device	IP address, host name, or FQDN for the computer that Document Capture Pro Server is installed on

Related Information

➡ "Setting a Shared Network Folder" on page 536

➡ "Configuring a Mail Server" on page 532

Using Document Capture Pro Server

By using Document Capture Pro Server, you can manage the sorting method, saving format, and forwarding destination of a scanning result executed from the printer's control panel. You can call and execute a job previously registered on the server from the printer's control panel.

Install it on the server computer.

For more information on Document Capture Pro Server, contact your local Epson office.

Setting Server Mode

To use Document Capture Pro Server, set up as follows.

1. Access Web Config and select the **Scan/Copy** tab > **Document Capture Pro**.
2. Select **Server Mode** for **Mode**.
3. Enter the address of the server with Document Capture Pro Server installed on it for **Server Address**.

   Enter between 2 and 255 characters in either IPv4, IPv6, host name or FQDN format. For FQDN format, you can use alphanumeric characters in ASCII (0x20-0x7E) and "- " except for at the beginning and end of the address.
4. Click **OK**.

   The network is re-connected, and then the settings are enabled.

Scanning From a Computer

Install the software and check that the network scan service is enabled to scan via a network from the computer.

Software to be installed

❏ Epson Scan 2

This is a scanner driver. If you use the device from a computer, install the driver on each client computer. If Document Capture Pro/Document Capture is installed, you can perform the operations assigned to the buttons of the device.

If EpsonNet SetupManager is used, the printer driver is also distributed as a package.

❏ Document Capture Pro (Windows)/Document Capture (Mac OS)

It is installed on the client computer. The jobs registered on a network computer where Document Capture Pro/Document Capture is installed can be called and run from the device's control panel.

You can scan over the network from a computer. Epson Scan 2 is required to scan.

Confirming that Network Scan is Enabled

You can set the network scan service when you scan from a client computer over the network. The default setting is enabled.

1. Access Web Config and select the **Scan/Copy** tab > **Network Scan**.
2. Make sure that **Enable scanning** of **EPSON Scan** is selected.

   If it is selected, this task is completed. Close Web Config.

   If it is cleared, select it and go to next step.
3. Click **Next**.
4. Click **OK**.

   The network is re-connected, and then the settings are enabled.

Related Information

➡ "Running Web Config on a Web Browser" on page 451

Making Fax Features Available (Fax-Capable Printers Only)

Before Using Fax Features

Set up the following to use the fax features.

❏ Connect the printer correctly with the phone line and, if necessary, with a phone

❏ Complete the **Fax Setting Wizard**, which is required to make basic settings.

Set the following as necessary.

❏ Output destinations and related settings, such as network settings and mail server settings

❏ **Contacts** registration

❏ **User Settings** that define default values for **Fax** menu items

❏ **Report Settings** to print reports when faxes are sent, received, or forwarded

Related Information

- ➡ "Connecting the Printer to a Phone Line" on page 565
- ➡ "Making the Printer Ready to Send and Receive Faxes" on page 568
- ➡ "Making Settings for the Printer's Fax Features According to Use" on page 570
- ➡ "Fax Settings (Fax-Capable Printers Only)" on page 464
- ➡ "Configuring a Mail Server" on page 532
- ➡ "Setting a Shared Network Folder" on page 536
- ➡ "Making Contacts Available" on page 552
- ➡ "User Settings" on page 464
- ➡ "Report Settings" on page 464

Connecting the Printer to a Phone Line

Compatible Telephone Lines

You can use the printer over standard analogue telephone lines (PSTN = Public Switched Telephone Network) and PBX (Private Branch Exchange) telephone systems.

You may not be able to use the printer with the following phone lines or systems.

- ❏ VoIP phone line such as DSL or fiber-optic digital service
- ❏ Digital phone line (ISDN)
- ❏ Some PBX telephone systems
- ❏ When adapters such as terminal adapters, VoIP adapters, splitters, or DSL router are connected between the telephone wall jack and the printer

Connecting the Printer to a Phone Line

Connect the printer to a telephone wall jack using an RJ-11 (6P2C) phone cable. When connecting a telephone to the printer, use a second RJ-11 (6P2C) phone cable.

Depending on the area, a phone cable may be included with the printer. If it is included, use that cable.

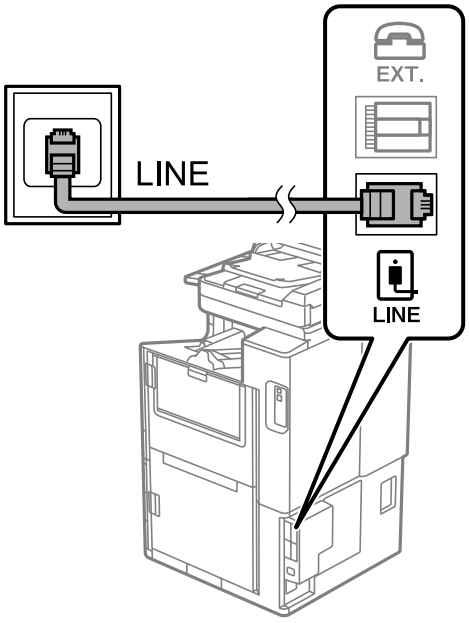
You may need to connect the phone cable to an adapter provided for your country or region.

Note:
Remove the cap from the EXT. port of the printer only when connecting your telephone to the printer. Do not remove the cap if you are not connecting your telephone.

In areas where lightning strikes occur frequently, we recommend that you use a surge protector.

Connecting to a Standard Phone Line (PSTN) or PBX

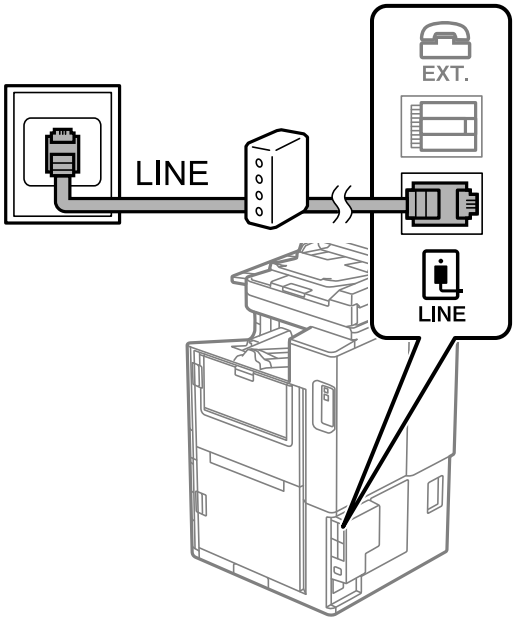
Connect a phone cable from the telephone wall jack or PBX port to the LINE port on the back of the printer.



Connecting to DSL or ISDN

Connect a phone cable from the DSL modem or the ISDN terminal adapter to the LINE port on the back of the printer. See the documentation provided with the modem or the adapter for more details.

Note:
If your DSL modem is not equipped with a built-in DSL filter, connect a separate DSL filter.



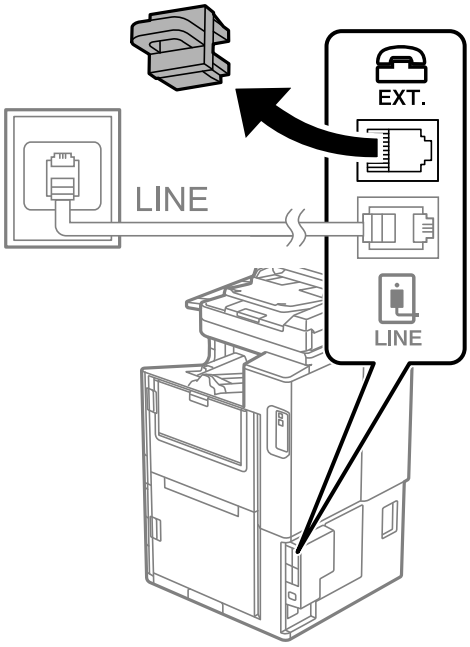
Connecting Your Phone Device to the Printer

When using the printer and your telephone on a single phone line, connect the telephone to the printer.

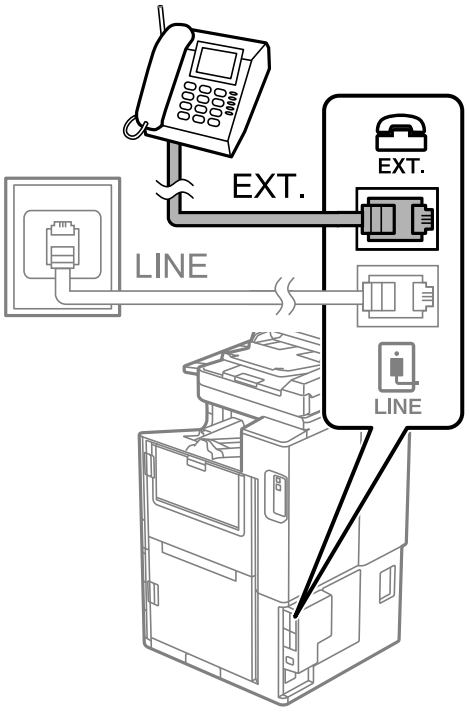
Note:

- ❏ *If your phone device has a fax function, disable the fax function before connecting. See the manuals that came with the phone device for details. Depending on the model of the phone device, the fax function cannot be completely disabled, so you may not be able to use it as an external phone.*
- ❏ *If you connect an answering machine, make sure the printer's **Rings to Answer** setting is set higher than the number of rings your answering machine is set to answer a call.*

1. Remove the cap from the EXT. port on the back of the printer.



2. Connect the phone device and the EXT. port with a phone cable.

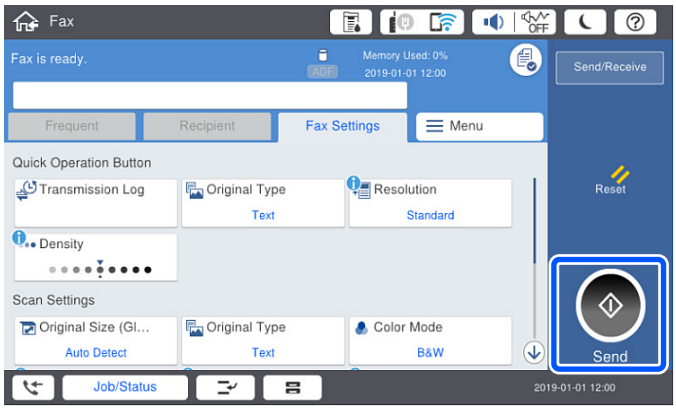


Note:
When sharing a single phone line, make sure you connect the phone device to the EXT. port of the printer. If you split the line to connect the phone device and the printer separately, the phone and the printer do not work correctly.

3. Select **Fax** on the home screen.

4. Pick up the handset.

   If a message to start sending or receiving faxes is displayed as shown on the following screen, the connection has been established.



Related Information

➡ "Making the Printer Ready to Send and Receive Faxes" on page 568
➡ "Making Settings to Use an Answering Machine" on page 571
➡ "Making Settings to Receive Faxes Operating Only a Connected Phone" on page 571
➡ "Receive Mode:" on page 466

Making the Printer Ready to Send and Receive Faxes

Fax Setting Wizard configures the basic fax features to make the printer ready to send and receive faxes.

The Wizard is displayed automatically when the printer is turned on for the first time. You can also display the wizard manually from the printer's control panel. You need to run the wizard again in case the wizard is skipped when the printer is first turned on or when the connection environment has changed.

❏ The items below are what you can set through the wizard.

- ❏ **Header** (**Your Phone Number** and **Fax Header**)
- ❏ **Receive Mode** (**Auto** or **Manual**)
- ❏ **Distinctive Ring Detection (DRD) Setting**

❏ The items below are set automatically according to the connection environment.

- ❏ **Dial Mode** (such as **Tone** or **Pulse**)

❏ Other items in **Basic Settings** remain as they are.

Related Information

➡ "Basic Settings" on page 465

Making the Printer Ready to Send and Receive Faxes Using Fax Setting Wizard

1. Select **Settings** on the home screen on the printer's control panel, and then select **General Settings** > **Fax Settings** > **Fax Setting Wizard**.

2. Following the on-screen instructions, enter the sender name such as your company name, your fax number.

   Note:
   Your sender name and your fax number appear as the header for outgoing faxes.

3. Make the distinctive ring detection (DRD) setting.

   ❏ If you have subscribed to a distinctive ring service from your telephone company:

   Go to the next screen and select the ring pattern to be used for incoming faxes.

   When you tap any item except **All**, **Receive Mode** is set to **Auto** and you continue to the next screen where you can check the settings you made.

   ❏ If you have not subscribed to a distinctive ring service from your telephone company, or you do not need to set this option:

   Skip this setting and go to the screen where you can check the settings you made.

   Note:
   ❏ *Distinctive ring services, offered by many telephone companies (the service name differs by company), allows you to have several phone numbers on one phone line. Each number is assigned a different ring pattern. You can use one number for voice calls and another for fax calls. Select the ring pattern assigned to fax calls in **DRD**.*

   ❏ *Depending on the region, **On** and **Off** are displayed as the **DRD** options. Select **On** to use the distinctive ring feature.*

4. Make the Receive Mode setting.

   ❏ If you do not need to connect a phone device to the printer:

   Select **No**.

   Receive Mode is set to **Auto**.

   ❏ If you need to connect a phone device to the printer:

   Select **Yes**, and then select whether or not to receive faxes automatically.

5. Check the settings you made on the screen displayed, and then proceed to the next screen.

   To correct or change settings, tap .

6. Check the fax connection by selecting **Start Checking**, and then select **Print** to print a report that shows the connection status.

   Note:
   ❏ *If there are any errors reported, follow the instructions on the report to solve them.*

   ❏ *If the **Select Line Type** screen is displayed, select the line type.*

   *- When you are connecting the printer to a PBX phone system or terminal adapter, select **PBX**.*

   *- When you are connecting the printer to a standard phone line, select **PSTN**, and then select **Do Not Detect** on the **Confirmation** screen displayed. However, setting this to **Do Not Detect** may cause the printer to skip the first digit of a fax number when dialing and send the fax to the wrong number.*

Related Information

➡ "Connecting the Printer to a Phone Line" on page 565

➡ "Making Settings to Use an Answering Machine" on page 571
➡ "Receive Mode:" on page 466
➡ "Making Settings to Receive Faxes Operating Only a Connected Phone" on page 571
➡ "Basic Settings" on page 465

Making Settings for the Printer's Fax Features According to Use

You can configure the printer's fax features individually using the printer's control panel according to use. The settings made using **Fax Setting Wizard** can also be changed. For more details, see the descriptions of the **Fax Settings** menu.

Note:
❏ *Using Web Config, you can configure the printer's fax features.*
❏ *When you use Web Config to display the **Fax Settings** menu, there may be slight differences in the user interface and in location compared to the printer's control panel.*

Related Information

➡ "Fax Settings (Fax-Capable Printers Only)" on page 464
➡ "Receiving Incoming Faxes" on page 171
➡ "Making Settings for a PBX Phone System" on page 570
➡ "Making Settings When You Connect a Phone Device" on page 571
➡ "Making Settings to Save and Forward Received Faxes" on page 572
➡ "Making Settings to Save and Forward Received Faxes with Specific Conditions" on page 575
➡ "Making Settings for Blocking Junk Faxes" on page 579
➡ "Making Settings to Send and Receive Faxes on a Computer" on page 579

Making Settings for a PBX Phone System

Make the following settings when using the printer in offices that use extensions and require external access codes, such as 0 and 9, to get an outside line.

1. Select **Settings** on the home screen.
2. Select **General Settings** > **Fax Settings** > **Basic Settings**.
3. Select **Line Type**, and then select **PBX**.
4. When sending a fax to an outside fax number using # (hash) instead of the actual external access code, select the **Access Code** box, and then select **Use**.

   The # entered instead of the actual access code, is replaced with the stored access code when dialing. Using # helps avoid connection problems when connecting to an outside line.

   Note:
   *You cannot send faxes to recipients in **Contacts** in which an external access code such as 0 or 9 is set.*

   *If you have registered recipients in **Contacts** using an external access code such as 0 or 9, set the **Access Code** to **Do Not Use**. Otherwise, you must change the code to # in **Contacts**.*
5. Tap the **Access Code** input box, enter the external access code used for your phone system, and then tap OK.

6. Select **OK** to apply the settings.

   The access code is stored in the printer.

Making Settings When You Connect a Phone Device

Making Settings to Use an Answering Machine

You need settings to use an answering machine.

1. Select **Settings** on the home screen on the printer's control panel..
2. Select **General Settings** > **Fax Settings** > **Basic Settings**.
3. Set **Receive Mode** to **Auto**.
4. Set the **Rings to Answer** setting of the printer to a higher number than the number of rings for the answering machine.

   If **Rings to Answer** is set lower than the number of rings for the answering machine, the answering machine cannot receive voice calls to record voice messages. See the manuals that came with the answering machine for its settings.

The printer's **Rings to Answer** setting may not be displayed, depending on the region.

Related Information

➡ "Basic Settings" on page 465

Making Settings to Receive Faxes Operating Only a Connected Phone

You can start receiving incoming faxes by only picking up the handset and operating the phone, without operating the printer at all.

The **Remote Receive** feature is available for telephones that support tone dialing.

1. Select **Settings** on the home screen on the printer's control panel.
2. Select **General Settings** > **Fax Settings** > **Basic Settings** > **Remote Receive**.
3. Tap **Remote Receive** to set this to **On**.
4. Select **Start Code**, enter a two digit code (you can enter 0 to 9, *, and #), and then tap **OK**.
5. Select **OK** to apply the settings.

Related Information

➡ "Basic Settings" on page 465

Making Settings to Save and Forward Received Faxes

The printer is set to print received faxes by default. Besides printing, you can set the printer to save and/or forward received faxes without conditions.

Note:

❏ *As well as using the printer's control panel, you can also make settings using Web Config.*

❏ *You can also save and/or forward received faxes with conditions.*

"Making Settings to Save and Forward Received Faxes with Specific Conditions" on page 575

Related Information

➡ "Making Saving Settings to Receive Faxes" on page 572

➡ "Making Forwarding Settings to Receive Faxes" on page 573

➡ "Making Saving Settings to Receive Faxes with Specific Conditions" on page 575

➡ "Making Forwarding Settings to Receive Faxes with Specified Conditions" on page 577

Making Saving Settings to Receive Faxes

You can make saving settings to receive faxes to the inbox and an external memory device regardless of the sender or time. Saving a fax to the inbox allows you to confirm the contents of the received fax by viewing the fax on the printer's LCD screen before the printer prints the fax.

To make settings to save received faxes to a computer using the PC-FAX feature, see " **Feature: PC-FAX Send/ Receive (Windows/Mac OS)" on page 159**.

Note:

❏ *As well as using the printer's control panel, you can use Web Config to make saving settings to receive faxes. Select the* ***Fax*** *tab >* ***Save/Forward Settings*** *>* ***Unconditional Save/Forward****, and then make the saving destination settings in* ***Fax Output****.*

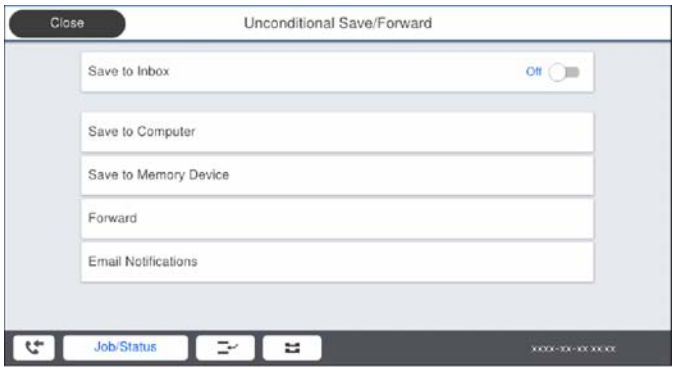
❏ *You can also print and/or forward the received faxes at the same time. Make the settings on the* ***Fax Output*** *screen mentioned above.*

1. Select **Settings** on the printer's control panel, and then select **General Settings** > **Fax Settings**.

2. Select **Receive Settings** > **Save/Forward Settings** > **Unconditional Save/Forward**.

   When a message is displayed, check the content, and then tap **OK**.

3. Make settings for the saving destinations, the inbox and/or an external memory device.



❏ To save received faxes to the Inbox:

❶ Select **Save to Inbox** to set this to **On**.

❷ If a message is displayed, check the content, and then select **OK**.

❏ To save received faxes to an external memory device:

❶ Insert a memory device into the printer's external interface USB port.

❷ Select **Save to Memory Device**.

❸ Select **Yes**. To print the documents automatically while saving them in the memory device, select **Yes and Print** instead.

❹ Check the message that is displayed, and then tap **Create**.

A folder for saving received documents is created in the memory device.

❺ Check the message, tap **Close** or wait until the message is cleared, and then tap **Close**.

❻ When the next message is displayed, check it, and then tap **OK**.

> ***Important:***
> *Received documents are saved in the printer's memory temporarily before the documents are saved in the memory device connected to the printer. Because a memory full error disables sending and receiving faxes, keep the memory device connected to the printer.*

Note:
*You can set the printer to send emails to people you want to notify about the results of saving faxes, when saving is complete. As necessary, select **Email Notifications**, set the processes, and then set the destination to which you want to send notifications.*

4. Select **Close** to complete the **Unconditional Save/Forward** Settings.

This completes making unconditional saving settings to receive faxes. You can set **Common Settings** as necessary. For details, see the explanation for **Common Settings** in the **Save/Forward Settings** menu.

Note:
If you want to save received faxes with conditions, see the related information link below.

Related Information

➡ "Save/Forward Settings" on page 470

➡ "Viewing Received Faxes on the Printer's LCD Screen" on page 175

Making Forwarding Settings to Receive Faxes

You can make forwarding settings to up to five destinations, email addresses, shared folders, and/or another fax machine regardless of the sender or time. If you make settings to forward received faxes, first add the forwarding destinations to the contacts list. To forward to an email address, you also need to configure the email server settings beforehand.

"Configuring a Mail Server" on page 532

"Setting a Shared Network Folder" on page 536

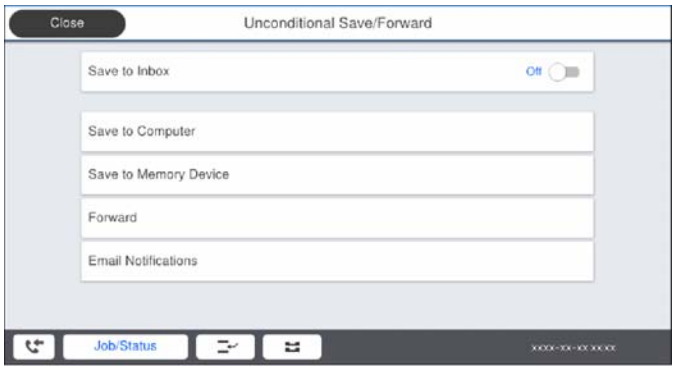
"Making Contacts Available" on page 552

Note:

- ❏ *As well as using the printer's control panel, you can use Web Config to make forwarding settings to receive faxes. Select the **Fax** tab > **Save/Forward Settings** > **Unconditional Save/Forward**, and then make the forwarding destination settings in **Fax Output**.*
- ❏ *You can also print and/or save received faxes at the same time. Make the settings on the **Fax Output** screen mentioned above.*

1. Select **Settings** on the printer's control panel, then select **General Settings** > **Fax Settings**.
2. Select **Receive Settings** > **Save/Forward Settings** > **Unconditional Save/Forward**.

   When a message is displayed, check the content, and then tap **OK**.
3. Make settings for up to five forwarding destinations.



❶ Select **Forward**.

❷ Select **Yes**. To print the documents automatically while forwarding them, select **Yes and Print** instead.

❸**Destination** > **Add Entry**, and then select forwarding destinations from the contacts list. You can specify up to five forwarding destinations.

❹ Tap **Close** to finish selecting forwarding destinations, and then tap **Close**.

❺ In **Options When Forwarding Failed**, select whether to print received documents or save them in the printer's Inbox when forwarding fails.

❻ Tap **OK**.

> ***Important:***
> *When the Inbox is full, receiving faxes is disabled. You should delete the documents from the inbox once they have been checked. The number of documents that have failed to be forwarded is displayed on the* *on the home screen, in addition to other unprocessed jobs.*

Note:
*You can set the printer to send emails to people you want to notify about the results of forwarding faxes when the forwarding process is complete. As necessary, select **Email Notifications**, set the processes, and then select the destination to which you want to send notifications from the contacts list.*

4. Select **Close** to complete the **Unconditional Save/Forward** Settings.

Note:

❏ *This completes making unconditional forwarding settings to receive faxes. You can set **Common Settings** as necessary. For details, see the explanation for **Common Settings** in the **Save/Forward Settings** menu.*

❏ *If you have selected a shared folder on a network or an email address as the forwarding destination, we recommend that you test if you can send a scanned image to the destination in the scan mode. Select **Scan** > **Email**, or **Scan** > **Network Folder/FTP** from the home screen, select the destination, and then start scanning.*

Related Information

➡ "Save/Forward Settings" on page 470

Making Settings to Save and Forward Received Faxes with Specific Conditions

You can save and/or forward received faxes under set conditions.

Note:

❏ *The printer is set to print received faxes by default.*

❏ *You can also receive and save faxes without any conditions.*

"Making Settings to Save and Forward Received Faxes" on page 572

Related Information

➡ "Making Saving Settings to Receive Faxes with Specific Conditions" on page 575

➡ "Making Forwarding Settings to Receive Faxes with Specified Conditions" on page 577

Making Saving Settings to Receive Faxes with Specific Conditions

You can make settings to save received faxes to the inbox and an external memory device from a specified sender or at a specified time. Saving a fax in a confidential box or the inbox allows you to confirm the contents of the received fax by viewing the fax on the printer's LCD screen before the printer prints the fax.

Before you use the feature to save received faxes at a specified time, make sure the printer's **Date/Time** and **Time Difference** settings are correct. Access the menu from **Settings** > **General Settings** > **Basic Settings** > **Date/Time Settings**.

Note:

❏ *As well as using the printer's control panel, you can use Web Config to make saving settings to receive faxes. Select the **Fax** tab > **Save/Forward Settings** > **Conditional Save/Forward**, select the number of the confidential box, and then select **Edit** and make the saving destination settings.*

❏ *You can also print and/or forward received faxes at the same time. Make the settings on the **Edit** screen mentioned above.*

1. Select **Settings** on the printer's control panel, and then select **General Settings** > **Fax Settings**.

2. Select **Receive Settings** > **Save/Forward Settings** > **Conditional Save/Forward**, and then tap › on an unregistered box under **Conditional Save/Forward**.

3. Select the **Name** box and enter the name you want to register.

4. Select the **Condition(s)** box to make a condition setting.

   ❏ Sender Fax Number match: If the incoming fax number matches the conditions you selected in this item, the printer saves and forwards the received faxes.

   Select the **Sender Fax Number match** condition and enter the fax number (max. 20 digits) by selecting the **Fax Number** box.

   ❏ Subaddress(SUB) perfect match: If the subaddress (SUB) is a perfect match, the printer saves and forwards the received faxes.

   Enable the Subaddress(SUB) perfect match setting and enter the password by selecting the **Subaddress(SUB)** box.

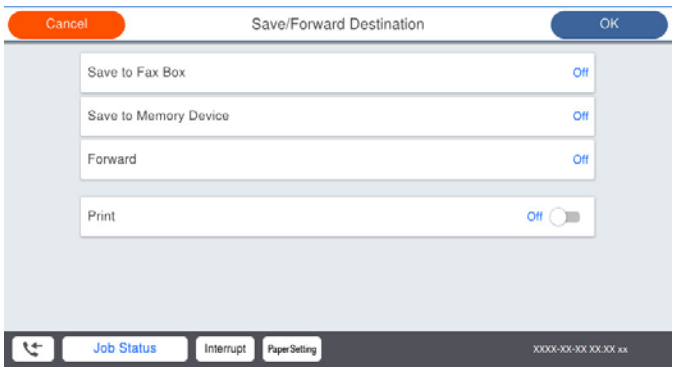
   ❏ Password(SID) perfect match: If the password (SID) is perfectly matched, the printer saves and forwards the received faxes.

   Enable the Password(SID) perfect match setting and input the password by selecting the **Password(SID)** box.

   ❏ Receiving Time: The printer saves and forwards received faxes during the specified time period.

   Enable the **Receiving Time** setting and then set the time in **Start Time** and **End Time**.

5. Select **Save/Forward Destination** and then make settings for the target destination, box, and/or an external memory device.



   ❏ To save the received faxes to the Inbox or a confidential box:

   ❶ Select **Save to Fax Box**.

   ❷ Tap **Save to Fax Box** to set this to **On**.

   ❸ Select the box in which to save the document.

   ❏ To save received faxes to an external memory device:

   ❶ Insert a memory device into the printer's external interface USB port.

   ❷ Select **Save to Memory Device**.

   ❸ Tap **Save to Memory Device** to set this to **On**.

   ❹ Check the message that is displayed, and then tap **Create**.

   A folder for saving received documents is created in the memory device.

> ***Important:***
>
> *Received documents are saved in the printer's memory temporarily before the documents are saved in the memory device connected to the printer. Because a memory full error disables sending and receiving faxes, keep the memory device connected to the printer.*

Note:
*To print received faxes at the same time, tap **Print** to set this to **On**.*

6. Select **Close** to complete the **Save/Forward Destination** Settings.

   Note:
   *You can set the printer to send emails to people you want to notify about the results of saving faxes, when saving is complete. As necessary, select **Email Notifications**, set the processes, and then select the destination to which you want to send notifications from the contacts list.*

7. Select **OK** until you return to the **Save/Forward Settings** screen to complete **Conditional Save/Forward**.

8. Select the registered box for which you made a condition setting, and then select **Enable**.

This completes making conditional saving settings to receive faxes. You can set **Common Settings** as necessary. For details, see the explanation for **Common Settings** in the **Save/Forward Settings** menu.

Related Information

➡ "Save/Forward Settings" on page 470

➡ "Viewing Received Faxes on the Printer's LCD Screen" on page 175

Making Forwarding Settings to Receive Faxes with Specified Conditions

You can make forwarding settings to a destination, an email address, shared folders or another fax machine from a specified sender or at a specified time. If you make settings to forward received faxes, first add the forwarding destination to the contacts list. To forward to an email address, you also need to configure the email server settings beforehand.

"Configuring a Mail Server" on page 532

"Setting a Shared Network Folder" on page 536

"Making Contacts Available" on page 552

Before you use the feature to forward received faxes at a specified time, make sure the printer's **Date/Time** and **Time Difference** settings are correct. Access the menu from **Settings** > **General Settings** > **Basic Settings** > **Date/Time Settings**.

Note:

- *As well as using the printer's control panel, you can use Web Config to make forwarding settings to receive faxes. Select the **Fax** tab > **Save/Forward Settings** > **Conditional Save/Forward**, select the number of the confidential box, and then select **Edit** and make the forwarding destination settings.*
- *You can also print and/or save received faxes at the same time. Make the settings on the **Edit** screen mentioned above.*

1. Select **Settings** on the printer's control panel, and then select **General Settings** > **Fax Settings**.

2. Select **Receive Settings** > **Save/Forward Settings** > **Conditional Save/Forward**, and then tap › on an unregistered box under **Conditional Save/Forward**.

3. Select the **Name** box and enter the name you want to register.

4. Select the **Condition(s)** box to make a condition setting.

   ❏ Sender Fax Number match: If the incoming fax number matches the conditions you selected in this item, the printer saves and forwards the received faxes.

   Select the **Sender Fax Number match** condition and enter the fax number (max. 20 digits) by selecting the **Fax Number** box.

   ❏ Subaddress(SUB) perfect match: If the subaddress (SUB) is a perfect match, the printer saves and forwards the received faxes.

   Enable the Subaddress(SUB) perfect match setting and enter the password by selecting the **Subaddress(SUB)** box.

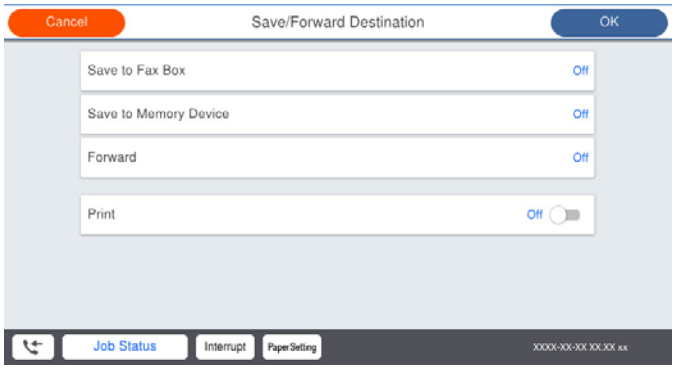
   ❏ Password(SID) perfect match: If the password (SID) is perfectly matched, the printer saves and forwards the received faxes.

   Enable the Password(SID) perfect match setting and input the password by selecting the **Password(SID)** box.

   ❏ Receiving Time: The printer saves and forwards received faxes during the specified time period.

   Enable the **Receiving Time** setting and then set the time in **Start Time** and **End Time**.

5. Select **Save/Forward Destination**, and then make settings for a forwarding destination.



❶ Select **Forward**.

❷ Select **Yes**. To print the documents automatically while forwarding them, select **Yes and Print** instead.

❸ Select **Destination** > **Add Entry**, and then select forwarding destinations from the contacts list. You can specify a forwarding destination.

❹ When you have finished selecting forwarding destinations, tap **Close**.

❺ Check that the forwarding destination you selected is correct, and then select **Close**.

❻ In **Options When Forwarding Failed**, select whether to print received documents or save them in the printer's Inbox when forwarding fails.

> ***Important:***
> *When the Inbox or a confidential box is full, receiving faxes is disabled. You should delete the documents from the inbox once they have been checked. The number of documents that have failed to be forwarded is displayed on the* *on the home screen, in addition to other unprocessed jobs.*

6. Select **Close** to complete the **Save/Forward Destination** Settings.

   Note:
   *You can set the printer to send emails to people you want to notify about the results of forwarding faxes when the forwarding process is complete. As necessary, select **Email Notifications**, set the processes, and then select the destination to which you want to send notifications from the contacts list.*

7. Select **OK** until you return to the **Save/Forward Settings** screen to complete **Conditional Save/Forward**.

8. Select the registered box for which you made a condition setting, and then select **Enable**.

This is completes making conditional saving settings to receive faxes. You can set **Common Settings** as necessary. For details, see the explanation for **Common Settings** in the **Save/Forward Settings** menu.

Note:

- *This completes making conditional forwarding settings to receive faxes. You can set **Common Settings** as necessary. For details, see the explanation for **Common Settings** in the **Save/Forward Settings** menu.*
- *If you have selected a shared folder on a network or an email address as the forwarding destination, we recommend that you test if you can send a scanned image to the destination in the scan mode. Select **Scan** > **Email**, or **Scan** > **Network Folder/FTP** from the home screen, select the destination, and then start scanning.*

Related Information

➡ "Save/Forward Settings" on page 470

Making Settings for Blocking Junk Faxes

You can block junk faxes.

1. Select **Settings** on the home screen on the printer's control panel.

2. Select **General Settings** > **Fax Settings** > **Basic Settings** > **Rejection Fax**.

3. Set the condition to block junk faxes.

   Select **Rejection Fax**, and then enable the following options.

   - Blocked Number List: Rejects faxes that are in the Rejection Number List.
   - Fax Header Blank: Rejects faxes that have blank header information.
   - Caller not in Contacts: Rejects faxes that have not been added to the contact list.

4. Tap to return to the **Rejection Fax** screen.

5. If you are using the **Blocked Number List**, select **Edit Blocked Number list**, and then edit the list.

Making Settings to Send and Receive Faxes on a Computer

To send and receive faxes on a client computer, FAX Utility must be installed on the computer connected by network or USB cable.

Enabling Sending Faxes from a Computer

Set up the following using Web Config.

1. Access Web Config, click the **Fax** tab, and then click **Send Settings** > **Basic**.
2. Select **Use** for the **PC to FAX Function**.

   The default setting value of the **PC to FAX Function** is **Use**. To disable sending faxes from any computer, select **Do Not Use**.
3. Click **OK**.

Making Save to Computer Setting to Receive Faxes

You can receive faxes on a computer by using the FAX Utility. Install FAX Utility on the client computer and make the setting. For details, see Basic Operations in the FAX Utility help (displayed on the main window).

The setting item below on the printer's control panel is set to **Yes**, and the faxes received can be saved on the computer.

Settings > **General Settings** > **Fax Settings** > **Receive Settings** > **Save/Forward Settings** > **Unconditional Save/Forward** > **Save to Computer**

Making Save to Computer Setting to Also Print on the Printer to Receive Faxes

You can make the setting to print received faxes on the printer as well as save them on a computer.

1. Select **Settings** on the home screen on the printer's control panel.
2. Select **General Settings** > **Fax Settings** > **Receive Settings**.
3. Select **Save/Forward Settings** > **Unconditional Save/Forward** > **Save to Computer** > **Yes and Print**.

Making Save to Computer Setting not to Receive Faxes

To set the printer not to save received faxes on the computer, change the settings on the printer.

Note:
You can also change the settings using the FAX Utility. However, if there are any faxes that have been unsaved to the computer, the feature does not work.

1. Select **Settings** on the home screen on the printer's control panel.
2. Select **General Settings** > **Fax Settings** > **Receive Settings**.
3. Select **Save/Forward Settings** > **Unconditional Save/Forward** > **Save to Computer** > **No**.

Making Basic Operation Settings for the Printer

Setting the Control Panel

Setup for the printer's control panel. You can set up as follows.

1. Access Web Config and select the **Device Management** tab > **Control Panel**.

2. Set up the following items as necessary.

   ❏ Language

   Select the displayed language on the control panel.

   ❏ Panel Lock

   If you select **ON**, you cannot select items that require the administrator's authority. To select them, log in to the printer as the administrator. If the administrator password is not set, the panel lock is disabled.

   ❏ Operation Timeout

   If you select **ON**, when you log in as the access control user or administrator, you are automatically logged out and go to the initial screen if there is no activity for a certain period of time.

   You can set between 10 seconds and 240 minutes by the second.

   Note:
   You can also set up from the printer's control panel.

   ❏ *Language :* ***Settings*** > ***General Settings*** > ***Basic Settings*** > ***Language***

   ❏ *Panel Lock :* ***Settings*** > ***General Settings*** > ***System Administration*** > ***Security Settings*** > ***Admin Settings*** > ***Lock Setting***

   ❏ *Operation Timeout :* ***Settings*** > ***General Settings*** > ***Basic Settings*** > ***Operation Time Out*** *(You can specify On or Off.)*

3. Click **OK**.

Power Saving Settings During Inactivity

You can set up the time to shift to the power saving mode or to turn the power off when the printer's control panel is not operated for a certain period of time. Set the time depending on your usage environment.

1. Access Web Config and select the **Device Management** tab > **Power Saving**.

2. Set up the following items as necessary.

   ❏ Sleep Timer

   Enter the time to switch power saving mode when inactivity occurs.

   Note:
   You can also set up from the printer's control panel.

   Settings > ***General Settings*** > ***Basic Settings*** > ***Sleep Timer***

   ❏ Power Off Timer or Power Off If Inactive

   Select a time to automatically turn off the printer after it has been inactive for a specific time. When you are using the fax features, select **None** or **Off**.

   Note:
   You can also set up from the printer's control panel.

   Settings > ***General Settings*** > ***Basic Settings*** > ***Power Off Timer*** *or* ***Power Off Settings***

❏ Power Off If Disconnected

Select this setting to turn the printer off after a specified period of time when all ports including the LINE port are disconnected. This feature may not be available depending on your region.

See the following website for the specified period of time.

https://www.epson.eu/energy-consumption

Note:
You can also set up from the printer's control panel.

Settings > **General Settings** > **Basic Settings** > **Power Off Settings** >**Power Off If Disconnected**

3. Click **OK**.

Setting the Sound

Make the sound settings when operating the control panel, printing, faxing and so on.

Note:
You can also set up from the printer's control panel.

Settings > ***General Settings*** > ***Basic Settings*** > ***Sounds***

1. Access Web Config and select the **Device Management** tab > **Sound**.

2. Set up the following items as necessary.

❏ Normal Mode

Set the sound when the printer is set to **Normal Mode**.

❏ Quiet Mode

Set the sound when the printer is set to **Quiet Mode**.

This is enabled when the one of the following items is enabled.

❏ Printer's control panel:

Settings > **General Settings** > **Printer Settings** > **Quiet Mode**

Settings > **General Settings** > **Fax Settings** > **Receive Settings** > **Print Settings** > **Quiet Mode**

❏ Web Config :

Fax tab > **Print Settings** > **Quiet Mode**

3. Click **OK**.

Synchronizing the Date and Time with Time Server

When synchronizing with the time server (NTP server), you can synchronize the time of the printer and the computer on the network. The time server may be operated within the organization or published on the Internet.

When using the CA certificate or Kerberos authentication, time-related trouble can be prevented by synchronizing with the time server.

1. Access Web Config and select the **Device Management** tab > **Date and Time** > **Time Server**.

2. Select **Use** for **Use Time Server**.

3. Enter the time server address for **Time Server Address**.

   You can use IPv4, IPv6 or FQDN format. Enter 252 characters or less. If you do not specify this, leave it blank.

4. Enter **Update Interval (min)**.

   You can set up to 10,080 minutes by the minute.

5. Click **OK**.

   Note:
   *You can confirm the connection status with the time server on **Time Server Status**.*

Setting the Default Value for Scanning,Copying and Sending Faxes. (User Default Settings)

You can set the default value for the functions.

You can set the following functions.

❏ Scan to Network Folder/FTP

❏ Scan to Email

❏ Scan to Memory Device

❏ Scan to Cloud

❏ Copy

❏ Fax

1. Access Web Config and select the functions for which you want to set the default value for the **Scan/Copy** tab > **User Default Settings**.

   Select the **Fax** tab > **User Default Settings** to set the default value for fax.

2. Set each item.

3. Click **OK**.

   If the combination of the value is invalid, it is automatically modified, and then a valid value is set.

Problems when Making Settings

Hints to Solving Problems

❏ Checking the error message

When trouble has occurred, first check whether there are any messages on the printer's control panel or driver screen. If you have the notification email set when the events occur, you can promptly learn the status.

❏ Network connection report

Diagnose the network and the printer status, and then print the result.

You can find the diagnosed error from the printer side.

❏ Checking the communication status

Check the communication status of server computer or client computer by using the command such as ping and ipconfig.

❏ Connection test

For checking the connection between the printer to the mail server, perform the connection test from the printer. Also, check the connection from the client computer to the server to check the communication status.

❏ Initializing the settings

If the settings and communication status show no problem, the problems may be solved by disabling or initializing the network settings of the printer, and then setting up again.

Cannot Access Web Config

The IP address is not assigned to the printer.

A valid IP address may not be assigned to the printer. Configure the IP address using the printer's control panel. You can confirm the current setting information with a network status sheet or from the printer's control panel.

Web browser does not support the Encryption Strength for SSL/TLS.

SSL/TLS has the Encryption Strength. You can open Web Config by using a web browser that supports bulk encryptions as indicated below. Check you are using the a supported browser.

❏ 80bit: AES256/AES128/3DES

❏ 112bit: AES256/AES128/3DES

❏ 128bit: AES256/AES128

❏ 192bit: AES256

❏ 256bit: AES256

CA-signed Certificate is expired.

If there is a problem with the expiration date of the certificate, "The certificate has expired" is displayed when connecting to Web Config with SSL/TLS communication (https). If the message appears before its expiration date, make sure that the printer's date is configured correctly.

The common name of the certificate and the printer do not match.

If the common name of the certificate and the printer do not match, the message "The name of the security certificate does not match…" is displayed when accessing Web Config using SSL/TLS communication (https). This happens because the following IP addresses do not match.

❏ The printer's IP address entered to common name for creating a Self-signed Certificate or CSR

❏ IP address entered to web browser when running Web Config

For Self-signed Certificate, update the certificate.

For CA-signed Certificate, take the certificate again for the printer.

The proxy server setting of local address is not set to web browser.

When the printer is set to use a proxy server, configure the web browser not to connect to the local address via the proxy server.

❏ Windows:

Select **Control Panel** > **Network and Internet** > **Internet Options** > **Connections** > **LAN settings** > **Proxy server**, and then configure not to use the proxy server for LAN (local addresses).

❏ Mac OS:

Select **System Preferences** > **Network** > **Advanced** > **Proxies**, and then register the local address for **Bypass proxy settings for these Hosts & Domains**.

Example:

192.168.1.*: Local address 192.168.1.XXX, subnet mask 255.255.255.0

192.168.*.*: Local address 192.168.XXX.XXX, subnet mask 255.255.0.0

Managing the Printer

Introduction of Product Security Features

This section introduces the security function of the Epson Devices.

Feature name	Feature type	What to set	What to prevent
Setup for the administrator password	Locks the system settings, such as connection setup for network or USB, detail setup for fax reception/transmission or transferring, and the user default settings.	An administrator sets a password to the device. You can set or change from both Web Config and the printer's control panel. You can also make settings for the password policy to set password rules.	Prevent from illegally reading and changing the information stored in the device such as ID, password, network settings, and contacts. Also, reduce a wide range of security risks such as leakage of information for the network environment or security policy.
Setup for access control	Limits the functions that can be used on devices, such as print, scan, copy, and fax for each user. If you log on with a user account registered in advance, you are allowed to use certain functions. In addition, after logging on from the control panel, you will be logged off automatically if there is no activity for a certain period of time.	Register any user account, and then select the function you want to allow, such as copy and scan. You can register up to 10 user accounts.	The risk of leakage and unauthorized viewing of data can be reduced by minimizing the numbers of functions in accordance with the business content and the role of the user.

Feature name	Feature type	What to set	What to prevent
Setup for external interface	Controls the interface, such as USB port that connects to the device.	Enable or disable the USB port for connecting external devices such as USB memory and USB connection with the computer.	❏ USB port control: Reduces the possibility of data being taken through unauthorized scanning of confidential documents. ❏ USB connection of computer: Prevents unauthorized use of the device by prohibiting printing or scanning without going through the network.
Setup for processing saved data	Automatically erases job data temporarily stored in the built-in hard disc of the device. You can also safely erase all data stored in the hard disc.	Set whether to automatically delete when the job is finished. You can also erase all the data if you want to discard the device.	By overwriting with a specific pattern, you can prevent someone from restoring and using the data even if the hard disc is removed.

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451
➡ "Configuring the Administrator Password" on page 586
➡ "Restricting Available Features" on page 596
➡ "Disabling the External Interface" on page 598
➡ "Making Settings for Processing Saved Data" on page 599

Administrator Settings

Configuring the Administrator Password

When you set the administrator password, you can prevent the users from changing system management settings. You can set and change the administrator password using either Web Config, the printer's control panel, or Epson Device Admin. When using Epson Device Admin, see the Epson Device Admin guide or help.

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451
➡ "Software for Managing Devices on the Network (Epson Device Admin)" on page 453

Configuring the Administrator Password from the Control Panel

You can set the administrator password from the printer's control panel.

Note:
When the password policy is available, enter a password that meets the requirement.

You can make settings for the password policy by selecting ***Settings*** > ***General Settings*** > ***System Administration*** > ***Security Settings*** > ***Password Policy****.*

1. Select **Settings** on the printer's control panel.
2. Select **General Settings** > **System Administration** > **Security Settings** > **Admin Settings**.
3. Select **Admin Password** > **Register**.
4. Enter the new password.
5. Enter the password again.

Note:
*You can change or delete the administrator password when you select **Change** or **Restore Default Settings** on the **Admin Password** screen and enter the administrator password.*

Configuring the Administrator Password from a Computer

You can set the administrator password using Web Config.

Note:
When the password policy is available, enter a password that meets the requirement.

*You can make settings for the password policy by selecting the **Product Security** tab > **Password Policy**.*

1. Access Web Config and select the **Product Security** tab > **Change Administrator Password**.
2. Enter a password to **New Password** and **Confirm New Password**.

   If you want to change the password to new one, enter a current password.
3. Select **OK**.

   Note:
   - ❏ *To set or change the locked menu items, click **Log in**, and then enter the administrator password.*
   - ❏ *To delete the administrator password, click **Product Security** tab > **Delete Administrator Password**, and then enter the administrator password.*

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451

Controlling the Panel Operation

If you set the administrator password and enable the Lock Setting, you can lock the items related to the printer's system settings so that users cannot change them.

Enabling the Lock Setting

Enable the Lock Setting for the printer where the password is set.

Specify an administrator's password first.

Enabling the Lock Setting from the Control Panel

1. Select **Settings** on the printer's control panel.
2. Select **General Settings** > **System Administration** > **Security Settings** > **Admin Settings**.
3. Select **On** on **Lock Setting**.

Check that is displayed on the home screen.

Enabling the Lock Setting from a Computer

1. Access Web Config and click the **Log in**.
2. Enter the password, and then click **OK**.
3. Select the **Device Management** tab > **Control Panel**.
4. On the **Panel Lock**, select **ON**.
5. Click **OK**.
6. Check that is displayed on the home screen on the printer's control panel.

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451

Lock Setting Items for General Settings Menu

This is a list of the Lock Setting items in **Settings** > **General Settings** on the control panel.

Some functions can be set enabled or disabled individually.

General Settings menu	Panel Lock
Basic Settings	-

General Settings menu		Panel Lock
	LCD Brightness	-
	Sounds	-
	Detect Double Feed	✓*1
	Sleep Timer	✓
	Wake from Sleep	-
	Power Off Timer or Power Off Settings	✓
	Date/Time Settings	✓
	Country/Region	✓
	Language	✓*1
	Start-up Screen	✓
	Edit Home	✓
	Wall Paper	✓
	Operation Time Out	✓
	Keyboard	-
	Default Screen(Job/Status)	✓
	Screen Effect	✓
	Original Size Auto Detection Option	✓

General Settings menu	Panel Lock
Printer Settings	-

General Settings menu		Panel Lock
	Paper Source Settings	-
	Output: Copy	✓
	Output: Fax	✓
	Output: Other	✓
	Printing Language	✓
	Universal Print Settings	✓
	PDL Print Configuration	✓
	Auto Error Solver	✓
	Memory Device	✓
	Thick Paper	✓*1
	Quiet Mode	✓*1
	Optimize Finishing	✓
	Print Speed Priority	✓*1
	PC Connection via USB	✓
	USB I/F Timeout Setting	✓

General Settings menu	Panel Lock
Network Settings	✓

General Settings menu			Panel Lock
	Wi-Fi Setup		✓
	Wired LAN Setup		✓
	Network Status		✓
		Wired LAN/Wi-Fi Status	✓*2
		Wi-Fi Direct Status	✓*2
		Email Server Status	✓*2
		Print Status Sheet	✓*2
	Connection Check		✓*3
	Advanced		✓
		Device Name	✓
		TCP/IP	✓
		Proxy Server	✓
		Email Server	✓
		IPv6 Address	✓
		MS Network Sharing	✓
		Link Speed & Duplex	✓
		Redirect HTTP to HTTPS	✓
		Disable IPsec/IP Filtering	✓
		Disable IEEE802.1X	✓

General Settings menu		Panel Lock
Web Service Settings		✓
	Epson Connect Services	✓

General Settings menu	Panel Lock
Fax Settings	✓

General Settings menu		Panel Lock
	User Settings	✓
	Basic Settings	✓
	Send Settings	✓
	Receive Settings	✓
	Report Settings	✓
	Security Settings	✓
	Check Fax Connection	✓
	Fax Setting Wizard	✓

General Settings menu		Panel Lock
Scan Settings		✓
	Initial tab	✓
	Quick Operation Button(Folder)	✓
	Quick Operation Button(Mail)	✓
	Confirm Recipient	✓
	Document Capture Pro	✓
	Email Server	✓
	Auto Reset	✓

General Settings menu		Panel Lock
Storage Settings		✓
	Shared Folder Access Control	✓
	Shared Folder File Management	✓
	Personal Folder File Management	✓
	Additional Action	✓
	View Options	✓
	Search Options	✓

General Settings menu	Panel Lock
System Administration	✓

General Settings menu				Panel Lock
	Contacts Manager			✓
		Add/Edit/Delete		✓*1*4
		Frequent		✓*4
		Print Contacts		✓
		View Options		✓*4
		Search Options		✓*4
	Print Head Cleaning Settings			✓
	Scanner Cleaning Suggestion			✓
	Reset Page count			✓
	Clear Internal Memory Data			✓
	HDD Erase Settings			✓
	Security Settings			✓
		Restrictions		✓
		Access Control		✓
		Admin Settings		✓
			Admin Password	✓
			Lock Setting	✓
		Password Policy		✓
		Password Encryption		✓
		Audit Log		✓
		Program Verification on Start Up		✓
	Customer Research			✓
	Reset			✓
	Firmware Update			✓
	Maintenance/Service Mode			✓

✓ = To be locked.

- = Not to be locked.

*1 : You can enable or disable the lock from **General Settings** > **System Administration** > **Security Settings** > **Restrictions**.

*2 : Even though items on the upper level can be locked by administrator lock, you can still access them from the same name menu of **Settings** > **Printer Status/Print**.

*3 : Even though items on the upper level can be locked by administrator lock, you can still access them from Home > > **Description** > **When you cannot connect to the network**.

*4 : Even though items on the upper level can be locked by administrator lock, you can still access them from the same name menu of **Settings** > **Contacts Manager**.

Related Information

➡ "Other Lock Setting Items" on page 594
➡ "Items That Can Be Set Individually" on page 594

Other Lock Setting Items

Besides the General Settings menu, Lock Setting would be enabled to the items below.

❏ Presets
  ❏ Add New
  ❏ Delete
  ❏ Rename
  ❏ Add or remove to Home screen
  ❏ Changing user settings

❏ **Settings** > **User Settings**.

Related Information

➡ "Lock Setting Items for General Settings Menu" on page 588
➡ "Items That Can Be Set Individually" on page 594

Operating Display and Function Setting Individually

For the some target items of the Lock Setting, you can individually set whether they are enabled or disabled.

You can set each user's availability as necessary, such as registering or changing the contacts, displaying job history, etc.

1. Select **Settings** on the printer's control panel.
2. Select **General Settings** > **System Administration** > **Security Settings** > **Restrictions**.
3. Select the item for the function that you want to change the setting of, and then set to **On** or **Off**.

Items That Can Be Set Individually

The administrator can permit the items below to display and change settings individually.

❏ Job Log Access : **Job/Status** > **Log**
  Control the display of the status monitor's job history. Select **On** to permit the job history to display.

❏ Access to Register/Delete Contacts : **Settings** > **Contacts Manager** > **Add/Edit/Delete**
  Control the registering and changing of contacts. Select **On** to register or change the contacts.

❏ Fax Recent Access : **Fax** > **Recipient** > **Recent**
  Control the display of destination when sending and receiving a fax. Select **On** to display the destination.

❏ Fax Transmission Log Access : **Fax** > **Menu** > **Transmission Log**

Control the display of the communication history of a fax. Select **On** to display the communication history.

❏ Access to Fax Report : **Fax** > **Menu** > **Fax Report**

Control the printing of the fax report. Select **On** to permit printing.

❏ Access to Print Save History of Scan to Network Folder/FTP : **Scan** > **Network Folder/FTP** > **Menu** > **Print Recently Saved**

Control the printing of save history for scan to network folder function. Select **On** to permit the printing.

❏ Access to Recent of Scan to Email : **Scan** > **Email** > **Recipient** > **Recent**

Control the display of the history for the scan to mail function. Select **On** to display the history.

❏ Access to Show Sent History of Scan to Email : **Scan** > **Email** > **Menu** > **Show Recently Sent**

Control the display of the history of email sending for the scan to mail function. Select **On** to display the history of email sending.

❏ Access to Print Sent History of Scan to Email : **Scan** > **Email** > **Menu** > **Print Recently Sent**

Control the printing of the history of email sending for the scan to mail function. Select **On** to permit the printing.

❏ Access to Language : **Settings** > **Language**

Control the changing of the language displayed on the control panel. Select **On** to change the languages.

❏ Access to Thick Paper : **Settings** > **General Settings** > **Printer Settings** > **Thick Paper**

Control the changing of the settings of the Thick Paper function. Select **On** to change the settings.

❏ Access to Quiet Mode : **Settings** > **General Settings** > **Printer Settings** > **Quiet Mode**

Control the changing of settings of the Quiet Mode function. Select **On** to change the settings.

❏ Access to Print Speed Priority: **Settings** > **General Settings** > **Printer Settings** > **Print Speed Priority**

Control the changing of settings of the Print Speed Priority function. Select **On** to change the settings.

❏ Access to Detect Double Feed: **Settings** > **General Settings** > **Basic Settings** > **Detect Double Feed**

Control the changing of settings of the Detect Double Feed function. Select **On** to change the settings.

❏ Protection of Personal Data :

Control the display of the destination information on speed dial registration. Select **On** to display the destination as (***).

❏ Access to Copy Output Tray: **Settings** > **General Settings** > **Printer Settings** > **Output: Copy**

Control the changing of where to output when copying. Select **On** to change the settings.

❏ Accept Power Off:

Control the permission to turn off the printer. Select **On** to permit it to turn off.

Related Information

➡ "Lock Setting Items for General Settings Menu" on page 588

➡ "Other Lock Setting Items" on page 594

Logging on to the Printer as an Administrator

If the administrator password is set to the printer, you need to log on as an administrator to operate the locked menu items.

Logging on the Printer Using the Control Panel

1. Tap .
2. Tap **Administrator**.
3. Enter the administrator password, and then tap **OK**.

   is displayed when being authenticated, then you can operate the locked menu items.

   Tap to log off.

Note:
When you select ***On*** *for* ***Settings*** *>* ***General Settings*** *>* ***Basic Settings*** *>* ***Operation Time Out****, you log off automatically after a specific length of time if there is no activity on the control panel.*

Logging on to the Printer from a Computer

When you log in to Web Config as an administrator, you can operate items that are set in the Lock Setting.

1. Enter the printer's IP address into a browser to run Web Config.
2. Click **Log in**.
3. Enter the administrator password in **Current password**.
4. Click **OK**.

   The locked items and **Log out** are displayed when being authenticated.

   Click **Log out** to log off.

Note:
When you select ***ON*** *for the* ***Device Management*** *tab >* ***Control Panel*** *>* ***Operation Timeout****, you log off automatically after a specific length of time if there is no activity on the control panel.*

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451

Restricting Available Features

You can register user accounts on the printer, link them with functions, and control functions that users can use.

When enabling access control, the user can use functions such as copy, fax, etc. by entering the password on the printer's control panel and logging in to the printer.

The unavailable functions will be grayed out and cannot be selected.

From the computer, when you register the authentication information to the printer driver or scanner driver, you will be able to print or scan. For details of the driver settings, see the driver's help or manual.

Creating the User Account

Create the user account for access control.

1. Access Web Config and select the **Product Security** tab > **Access Control Settings** > **User Settings**.
2. Click **Add** for the number you want to register.

   > ***Important:***
   >
   > *When using the printer with the authentication system of Epson or other companies, register the user name of the restriction setting in number 2 to number 10.*
   >
   > *Application software such as the authentication system uses number one, so that the user name is not displayed on the printer's control panel.*

3. Set each item.
   - ❏ User Name :

     Enter the name displayed on the user name list between 1 and 14 characters long using alphanumeric characters.
   - ❏ Password :

     Enter a password between 0 and 20 characters long in ASCII (0x20-0x7E). When initializing the password, leave it blank.
   - ❏ Select the check box to enable or disable each function.

     Select the function that you permit to use.
4. Click **Apply**.

   Return to the user setting list after a specific length of time.

   Check that the user name you registered on **User Name** is displayed and changed **Add** to **Edit**.

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451

Editing the User Account

Edit the account registered to access control.

1. Access Web Config and select the **Product Security** tab > **Access Control Settings** > **User Settings**.
2. Click **Edit** for the number you want to edit.
3. Change each item.
4. Click **Apply**.

   Return to the user setting list after a specific length of time.

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451

Deleting the User Account

Delete the account registered to access control.

1. Access Web Config and select the **Product Security** tab > **Access Control Settings** > **User Settings**.
2. Click **Edit** for the number you want to delete.
3. Click **Delete**.

> ***Important:***
> *When clicking **Delete**, the user account will be deleted without a confirmation message. Take care when deleting the account.*

Return to the user setting list after a specific length of time.

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451

Enabling Access Control

When enabling access control, only the registered user will be able to use the printer.

1. Access Web Config and select the **Product Security** tab > **Access Control Settings** > **Basic**.
2. Select **Enables Access Control**.

   If you select **Allow printing and scanning without authentication information from a computer**, you can print or scan from the drivers that are not set with the authentication information. Set it when you want to control the operation only from the printer's control panel and to permit printing and scanning from the computers.
3. Click **OK**.

   The completion message is displayed after a certain period of time.

   Confirm that the icons such as copy and scan are grayed out on the printer's control panel.

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451

Disabling the External Interface

You can disable the interface that is used to connect the device to the printer. Make the restriction settings to restrict printing and scanning other than via network.

Note:
You can also make the restriction settings on the printer's control panel.

❏ *Memory Device* : ***Settings*** > ***General Settings*** > ***Printer Settings*** > ***Memory Device***

❏ *PC Connection via USB* : ***Settings*** > ***General Settings*** > ***Printer Settings*** > ***PC Connection via USB***

1. Access Web Config and select the **Product Security** tab > **External Interface**.

2. Select **Disable** on the functions you want to set.

   Select **Enable** when you want to cancel controlling.

   ❏ Memory Device

   Prohibit saving the data to external memory via USB port for external device connection.

   ❏ PC Connection via USB

   You can restrict the usage of the USB connection from the computer. If you want to restrict it, select **Disable**.

3. Click **OK**.

4. Check that the disabled port cannot be used.

   ❏ Memory Device

   Confirm that there is no response when connecting a storage device such as USB memory to the external interface USB port.

   ❏ PC Connection via USB

   If the driver was installed on the computer

   Connect the printer to the computer using a USB cable, and then confirm that the printer does not print and scan.

   If the driver was not installed on the computer

   Windows:

   Open the device manager and keep it, connect the printer to the computer using a USB cable, and then confirm that the device manager's display contents stays unchanged.

   Mac OS:

   Connect the printer to the computer using a USB cable, and then confirm that the printer is not listed if you want to add the printer from **Printers & Scanners**.

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451

Making Settings for Processing Saved Data

You can make settings for processing data stored in the internal hard disc.

Jobs for printing, copying, and scanning are temporarily saved to the hard disc in order to handle the data for authenticated printing and the large amount of copying, scanning, printing, etc. Make settings to safely erase this data.

Sequential Deletion from Hard Disk

When enabled, the target data is erased sequentially when it becomes unnecessary, such as when printing or scanning is completed. The target to be deleted is data written while this function is enabled.

Because access to the hard disc is necessary, the time to enter power saving mode will be delayed.

Erase All Memory

Erases all data on the hard disc. You cannot perform other operations or turn off the device during formatting.

- ❏ High Speed: Erases all data with a dedicated erase command.
- ❏ Overwrite: Erases all data with a dedicated erase command, and overwrites other data in all areas to erase all data.
- ❏ Triple Overwrite: Erases all data with a dedicated erase command, and overwrites other data in all areas three times to erase all data.

Making Settings for Sequential Deletion

Note:
You can also make settings from the device's control panel.

1. Access Web Config and select the **Device Management** > **Stored Data**.
2. Select **ON** for **Sequential Deletion from Hard Disk**.
3. Click **OK**.

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451

Formatting the Internal Hard Disc

1. Select **Settings** on the home screen on the printer's control panel.
2. Select **General Settings** > **System Administration** > **HDD Erase Settings**.
3. Select **Erase All Memory**.
4. Select **High Speed**, **Overwrite**, or **Triple Overwrite** according to the purpose.
5. Select **Yes** on the confirmation screen.

Monitoring a Remote Printer

Checking Information for a Remote Printer

You can check the following information of the operating printer from **Status** by using Web Config.

❏ Product Status

Check the status, cloud service, product number, MAC address, etc.

❏ Network Status

Check the information of the network connection status, IP address, DNS server, etc.

❏ Usage Status

Check the first day of printings, printed pages, printing count for each language, scanning count, etc.

❏ Hardware Status

Check the status of each function of the printer.

❏ Job History

Check the job log for print jobs, transmission jobs, and so on.

❏ Panel Snapshot

Display a screen image snapshot that is displayed on the control panel of the device.

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451

Receiving Email Notifications When Events Occur

About Email Notifications

This is the notification function that, when events such as printing stop and printer error occur, send the email to the specified address.

You can register up to five destinations and set the notification settings for each destination.

To use this function, you need to set up the mail server before setting up notifications.

Related Information

➡ "Configuring a Mail Server" on page 532

Configuring Email Notification

Configure email notification by using Web Config.

1. Access Web Config and select the **Device Management** tab > **Email Notification**.

2. Set the subject of email notification.

   Select the contents displayed on the subject from the two pull-down menus.

   ❏ The selected contents are displayed next to **Subject**.

   ❏ The same contents cannot be set on left and right.

   ❏ When the number of characters in **Location** exceeds 32 bytes, characters exceeding 32 bytes are omitted.

3. Enter the email address for sending the notification email.

   Use A-Z a-z 0-9 ! # $ % & ' * + - . /= ? ^ _ { | } ~ @, and enter between 1 and 255 characters.

4. Select the language for the email notifications.

5. Select the check box on the event for which you want to receive a notification.

   The number of **Notification Settings** is linked to the destination number of **Email Address Settings**.

   Example :

   If you want a notification sent to the email address set for number 1 in **Email Address Settings** when the printer is out of paper, select the check box column **1** in line **Paper out**.

6. Click **OK**.

   Confirm that an email notification will be sent by causing an event.

   Example : Print by specifying the Paper Source where paper is not set.

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451
➡ "Configuring a Mail Server" on page 532

Items for Email Notification

Items	Settings and Explanation
Ink cartridge(s) to be replaced	Notice when the ink is expended.
Ink low	Notice when the ink is nearing expended.
Maintenance box: end of service life	Notice when the maintenance box is full.
Maintenance box: nearing end	Notice when the maintenance box is nearing full.
Administrator password changed	Notice when administrator password has been changed.
Paper out	Notice when the paper-out error has occurred in the specified paper source..
Paper Low	Notice when the paper-low error has occurred in the specified paper source.
Printing stopped*	Notice when the printing is stopped due to paper jam or paper cassette not set.
Printer error	Notice when the printer error has occurred.
Scanner error	Notice when the scanner error has occurred.
Fax error	Notice when the fax error has occurred.
Wi-Fi failure	Notice when the error of the wireless LAN interface has occurred.
TPM failure	Notice when an error in the TPM chip has occurred.
HDD error	Notice when the error of the internal hard disc.
Additional Network failure	Notice when an error in the additional network interface card has occurred. This item is displayed when the additional network interface card is installed.

Related Information

➡ "Configuring Email Notification" on page 601

Backing Up the Settings

You can export the setting value set from Web Config to the file. You can use it for backing up the contacts, setting values, replacing the printer, etc.

The exported file cannot be edited because it is exported as a binary file.

Export the settings

Export the setting for the printer.

1. Access Web Config, and then select the **Device Management** tab > **Export and Import Setting Value** > **Export**.

2. Select the settings that you want to export.

   Select the settings you want to export. If you select the parent category, subcategories are also selected. However, subcategories that cause errors by duplicating within the same network (such as IP addresses and so on) cannot be selected.

3. Enter a password to encrypt the exported file.

   You need the password to import the file. Leave this blank if you do not want to encrypt the file.

4. Click **Export**.

   > ***Important:***
   > *If you want to export the printer's network settings such as the device name and IPv6 address, select **Enable to select the individual settings of device** and select more items. Only use the selected values for the replacement printer.*

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451

Import the settings

Import the exported Web Config file to the printer.

> ***Important:***
> *When importing values that include individual information such as a printer name or IP address, make sure the same IP address does not exist on the same network.*

1. Access Web Config, and then select the **Device Management** tab > **Export and Import Setting Value** > **Import**.

2. Select the exported file, and then enter the encrypted password.

3. Click **Next**.

4. Select the settings that you want to import, and then click **Next**.

5. Click **OK**.

The settings are applied to the printer.

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451

Advanced Security Settings

This section explains advanced security features.

Security Settings and Prevention of Danger

When a printer is connected to a network, you can access it from a remote location. In addition, many people can share the printer, which is helpful in improving operational efficiency and convenience. However, risks such as illegal access, illegal use, and tampering with data are increased. If you use the printer in an environment where you can access the Internet, the risks are even higher.

For printers that do not have external access protection, it is possible to read the contacts list that is stored in the printer from the Internet.

In order to avoid this risk, Epson printers have a variety of security technologies.

Set the printer as necessary according to the environmental conditions that have been built with the customer's environment information.

Name	Feature type	What to set	What to prevent
Password encryption	Encrypts confidential information stored in the printer (all passwords, private keys for the certificates, hard disk authentication keys).	Configure the password encryption and back up the encryption key.	Because the encryption key is not accessible from outside the printer, encrypted confidential information can be protected.
Control of protocol	Controls the protocols and services to be used for communication between printers and computers, and it enables and disables features.	A protocol or service that is applied to features allowed or prohibited separately.	Reducing security risks that may occur through unintended use by preventing users from using unnecessary functions.
SSL/TLS communications	The communication content is encrypted with SSL/TLS communications when accessing to the Epson server on the Internet from the printer, such as communicating to the computer via web browser, using Epson Connect, and updating firmware.	Obtain a CA-signed certificate, and then import it to the printer.	Clearing an identification of the printer by the CA-signed certification prevents impersonation and unauthorized access. In addition, communication contents of SSL/TLS are protected, and it prevents the leakage of contents for printing data and setup information.

Name	Feature type	What to set	What to prevent
IPsec/IP filtering	You can set to allow severing and cutting off of data that is from a certain client or is a particular type. Since IPsec protects the data by IP packet unit (encryption and authentication), you can safely communicate unsecured protocol.	Create a basic policy and individual policy to set the client or type of data that can access the printer.	Protect unauthorized access, and tampering and interception of communication data to the printer.
IEEE802.1X	Only allows authenticated users to connect to the network. Allows only a permitted user to use the printer.	Authentication setting to the RADIUS server (authentication sever).	Protect unauthorized access and use to the printer.
S/MIME	Encrypts emails sent from the printer or attaches digital signatures to the emails. This feature is available for Scan to Email, Box to Email, and Fax to Email.	Import a CA-signed certificate, update a self-signed certificate, and configure a digital certificate for the mail destination. Also, make the S/MIME basic settings.	Encryption prevents information from leaking when third parties attempt to view the content of the email. Also, detect sender impersonation and email tampering by attaching a digital signature to the email.

Related Information

- "Making Settings for Password Encryption" on page 605
- "Controlling Using Protocols" on page 607
- "SSL/TLS Communication with the Printer" on page 619
- "Encrypted Communication Using IPsec/IP Filtering" on page 620
- "Connecting the Printer to an IEEE802.1X Network" on page 632
- "S/MIME Settings" on page 635

Security Feature Settings

When setting IPsec/IP filtering or IEEE802.1X, it is recommended that you access Web Config using SSL/TLS to communicate settings information in order to reduce security risks such as tampering or interception.

Make sure you configure the administrator password before setting IPsec/IP filtering or IEEE802.1X.

Also, you can use Web Config by connecting the printer directly to the computer using an Ethernet cable, and then entering the IP address into a web browser. The printer can be connected in a secure environment after the security settings have been completed.

Making Settings for Password Encryption

Password encryption allows you to encrypt confidential information (all passwords, certificate private keys, hard disk authentication keys) stored in the printer. The encryption key for decrypting encrypted confidential information is stored in the TPM (Trusted Platform Module) chip. Since the TPM chip is not accessible from outside the printer, you can protect encrypted confidential information without sharing the encryption key.

> ***Important:***
> *If the TPM chip fails and the encryption key cannot be used, you cannot restore the confidential information in the printer and use the printer. Therefore, make sure to back up your encryption key to a USB memory.*

Encrypting the Password

When you want to encrypt the password, you need to back up the encryption key. Prepare a USB memory for backup in advance. You need 1 MB or more free space in the USB memory.

> ***Important:***
> *When replacing the TPM chip, you need a USB memory that contains the encryption key. Store this in a safe place.*

1. Select **Settings** on the home screen.
2. Select **General Settings** > **System Administration** > **Security Settings** > **Password Encryption**.
3. Select **On** for **Password Encryption**.
   When a message is displayed, check the content, and then tap **OK**.
4. Select **Proceed to Backup**.
   The encryption key backup screen is displayed.
5. Connect the USB memory to the printer's external interface USB port.
6. Tap **Start Backup**.
   Writing to the USB memory starts. If an encryption key has already been stored in the USB memory, it is overwritten.
7. When a backup completion message is displayed, tap **Close**.
8. Press the ⏻ button to turn off the printer.
9. Press the ⏻ button to turn on the printer again.
   The password is encrypted.
   The printer may take longer to start than usual.

Restoring the Password Encryption Key

If the TPM chip fails, you can restore the encryption key to the replaced TPM chip by using its backup. Follow the steps below to replace the TPM chip while the password is encrypted.

1. Press the ⏻ button to turn on the printer.
   The printer's control panel displays a message that the TPM has been replaced.

2. Select **Restore from Backup**.

   When the administrator password has been set, enter the password and tap **OK**.

3. Connect the USB memory that contains the encryption key to the printer's external interface USB port.

4. Tap **Restore from Backup**.

   The encryption key is restored to the TPM chip.

5. Check the message, and then tap **OK**.

   The printer restarts.

Controlling Using Protocols

You can print using a variety of pathways and protocols.

If you are using a multi-function printer, you can use network scanning and PC-FAX from an unspecified number of network computers.

You can lower unintended security risks by restricting printing from specific pathways or by controlling the available functions.

Controlling protocols

Configure the protocol settings.

1. Access Web Config and then select the **Network Security** tab > **Protocol**.

2. Configure each item.

3. Click **Next**.

4. Click **OK**.

   The settings are applied to the printer.

Related Information

➡ “Application for Configuring Printer Operations (Web Config)” on page 451
➡ “Protocols you can Enable or Disable” on page 607
➡ “Protocol Setting Items” on page 608

Protocols you can Enable or Disable

Protocol	Description
Bonjour Settings	You can specify whether to use Bonjour. Bonjour is used to search for devices, print, and so on.

Protocol	Description
SLP Settings	You can enable or disable the SLP function. SLP is used for push scanning and network searching in EpsonNet Config.
WSD Settings	You can enable or disable the WSD function. When this is enabled, you can add WSD devices, and print from the WSD port.
LLTD Settings	You can enable or disable the LLTD function. When this is enabled, it is displayed on the Windows network map.
LLMNR Settings	You can enable or disable the LLMNR function. When this is enabled, you can use name resolution without NetBIOS even if you cannot use DNS.
LPR Settings	You can specify whether or not to allow LPR printing. When this is enabled, you can print from the LPR port.
RAW(Port9100) Settings	You can specify whether or not to allow printing from the RAW port (Port 9100). When this is enabled, you can print from the RAW port (Port 9100).
RAW(Custom Port) Settings	You can specify whether or not to allow printing from the RAW port (custom port). When this is enabled, you can print from the RAW port (custom port).
IPP Settings	You can specify whether or not to allow printing from IPP. When this is enabled, you can print over the Internet.
FTP Settings	You can specify whether or not to allow FTP printing. When this is enabled, you can print over an FTP server.
SNMPv1/v2c Settings	You can specify whether or not to enable SNMPv1/v2c. This is used to set up devices, monitoring, and so on.
SNMPv3 Settings	You can specify whether or not to enable SNMPv3. This is used to set up encrypted devices, monitoring, etc.

Related Information

➡ “Controlling protocols” on page 607
➡ “Protocol Setting Items” on page 608

Protocol Setting Items

Bonjour Settings

Items	Setting value and Description
Use Bonjour	Select this to search for or use devices through Bonjour.
Bonjour Name	Displays the Bonjour name.
Bonjour Service Name	Displays the Bonjour service name.
Location	Displays the Bonjour location name.
Top Priority Protocol	Select the top priority protocol for Bonjour print.
Wide-Area Bonjour	Set whether to use Wide-Area Bonjour.

SLP Settings

Items	Setting value and Description
Enable SLP	Select this to enable the SLP function. This is used such as network searching in EpsonNet Config.

WSD Settings

Items	Setting value and Description
Enable WSD	Select this to enable adding devices using WSD, and print and scan from the WSD port.
Printing Timeout (sec)	Enter the communication timeout value for WSD printing between 3 to 3,600 seconds.
Scanning Timeout (sec)	Enter the communication timeout value for WSD scanning between 3 to 3,600 seconds.
Device Name	Displays the WSD device name.
Location	Displays the WSD location name.

LLTD Settings

Items	Setting value and Description
Enable LLTD	Select this to enable LLTD. The printer is displayed in the Windows network map.
Device Name	Displays the LLTD device name.

LLMNR Settings

Items	Setting value and Description
Enable LLMNR	Select this to enable LLMNR. You can use name resolution without NetBIOS even if you cannot use DNS.

LPR Settings

Items	Setting value and Description
Allow LPR Port Printing	Select to allow printing from the LPR port.
Printing Timeout (sec)	Enter the timeout value for LPR printing between 0 to 3,600 seconds. If you do not want to timeout, enter 0.

RAW(Port9100) Settings

Items	Setting value and Description
Allow RAW(Port9100) Printing	Select to allow printing from the RAW port (Port 9100).
Printing Timeout (sec)	Enter the timeout value for RAW (Port 9100) printing between 0 to 3,600 seconds. If you do not want to timeout, enter 0.

RAW(Custom Port) Settings

Items	Setting value and Description
Allow RAW(Custom Port) Printing	Select to allow printing from the RAW port (custom port).
Port Number	Enter the port number for RAW printing between 1024 and 65535 (except for 9100, 1865, 2968).
Printing Timeout (sec)	Enter the timeout value for RAW (custom port) printing between 0 to 3,600 seconds. If you do not want to timeout, enter 0.

IPP Settings

Items	Setting value and Description
Enable IPP	Select to enable IPP communication. Only printers that support IPP are displayed.
Allow Non-secure Communication	Select **Allowed** to allow the printer to communicate without any security measures (IPP).
Communication Timeout (sec)	Enter the timeout value for IPP printing between 0 to 3,600 seconds.
URL(Network)	Displays IPP URLs (http and https) when the printer is connected to the network. The URL is a combined value of the printer's IP address, Port number, and IPP printer name.
URL(Wi-Fi Direct)	Displays IPP URLs (http and https) when the printer is connected by Wi-Fi Direct. The URL is a combined value of the printer's IP address, Port number, and IPP printer name.
Printer Name	Displays the IPP printer name.
Location	Displays the IPP location.

FTP Settings

Items	Setting value and Description
Enable FTP Server	Select to enable FTP printing. Only printers that support FTP printing are displayed.
Communication Timeout (sec)	Enter the timeout value for FTP communication between 0 to 3,600 seconds. If you do not want to timeout, enter 0.

SNMPv1/v2c Settings

Items	Setting value and Description
Enable SNMPv1/v2c	Select to enable SNMPv1/v2c.
Access Authority	Set the access authority when SNMPv1/v2c is enabled. Select **Read Only** or **Read/Write**.
Community Name (Read Only)	Enter 0 to 32 ASCII (0x20 to 0x7E) characters.

Items	Setting value and Description
Community Name (Read/Write)	Enter 0 to 32 ASCII (0x20 to 0x7E) characters.

SNMPv3 Settings

Items		Setting value and Description
Enable SNMPv3		SNMPv3 is enabled when the box is checked.
User Name		Enter between 1 and 32 characters using 1 byte characters.
Authentication Settings		
	Algorithm	Select an algorithm for an authentication for SNMPv3.
	Password	Enter the password for an authentication for SNMPv3. Enter between 8 and 32 characters in ASCII (0x20-0x7E). If you do not specify this, leave it blank.
	Confirm Password	Enter the password you configured for confirmation.
Encryption Settings		
	Algorithm	Select an algorithm for an encryption for SNMPv3.
	Password	Enter the password for an encryption for SNMPv3. Enter between 8 and 32 characters in ASCII (0x20-0x7E). If you do not specify this, leave it blank.
	Confirm Password	Enter the password you configured for confirmation.
Context Name		Enter within 32 characters or less in Unicode (UTF-8). If you do not specify this, leave it blank. The number of characters that can be entered varies depending on the language.

Related Information

➡ "Controlling protocols" on page 607

➡ "Protocols you can Enable or Disable" on page 607

Using a Digital Certificate

About Digital Certification

❏ CA-signed Certificate

This is a certificate signed by the CA (Certificate Authority.) You can obtain it to apply to the Certificate Authority. This certificate certifies the existence of the printer is and used for SSL/TLS communication so that you can ensure the safety of data communication.

When it is used for SSL/TLS communication, it is used as a server certificate.

When it is set to IPsec/IP Filtering, IEEE802.1x communication, or S/MIME, it is used as a client certificate.

❏ CA Certificate

This is a certificate that is in chain of the CA-signed Certificate, also called the intermediate CA certificate. It is used by the web browser to validate the path of the printer's certificate when accessing the server of the other party or Web Config.

For the CA Certificate, set when to validate the path of server certificate accessing from the printer. For the printer, set to certify the path of the CA-signed Certificate for SSL/TLS connection.

You can obtain the CA certificate of the printer from the Certification Authority where the CA certificate is issued.

Also, you can obtain the CA certificate used to validate the server of the other party from the Certification Authority that issued the CA-signed Certificate of the other server.

❏ Self-signed Certificate

This is a certificate that the printer signs and issues itself. It is also called the root certificate. Because the issuer certifies itself, it is not reliable and cannot prevent impersonation.

❏ When using for SSL/TLS communication

Use it when making the security setting and performing simple SSL/TLS communication without the CA-signed Certificate.

If you use this certificate for an SSL/TLS communication, a security alert may be displayed on a web browser because the certificate is not registered on a web browser.

❏ When setting to S/MIME

You can also use a self-signed certificate instead of a CA-signed certificate. You can use S/MIME functions without the cost of obtaining a CA-signed certificate, for example in a network environment that does not have an external connection (Internet connection), such as an enterprise network. However, it is recommended to use a CA-signed certificate when using external connections because a self-signed certificate is low-security.

Related Information

➡ "Configuring a CA-signed Certificate" on page 612
➡ "Updating a Self-signed Certificate" on page 616
➡ "Configuring a CA Certificate" on page 618

Configuring a CA-signed Certificate

Obtaining a CA-signed Certificate

To obtain a CA-signed certificate, create a CSR (Certificate Signing Request) and apply it to certificate authority. You can create a CSR using Web Config and a computer.

Follow the steps to create a CSR and obtain a CA-signed certificate using Web Config. When creating a CSR using Web Config, a certificate is the PEM/DER format.

1. Access Web Config, and then select the **Network Security** tab.

2. Select one of the following.

❏ **SSL/TLS** > **Certificate**

❏ **IPsec/IP Filtering** > **Client Certificate**

❏ **IEEE802.1X** > **Client Certificate**

❏ **S/MIME** > **Client Certificate**

Whatever you choose, you can obtain the same certificate and use it in common.

3. Click **Generate** of **CSR**.

   A CSR creating page is opened.

4. Enter a value for each item.

   Note:
   Available key length and abbreviations vary by a certificate authority. Create a request according to rules of each certificate authority.

5. Click **OK**.

   A completion message is displayed.

6. Select the **Network Security** tab.

7. Select one of the following.

   ❏ **SSL/TLS** > **Certificate**

   ❏ **IPsec/IP Filtering** > **Client Certificate**

   ❏ **IEEE802.1X** > **Client Certificate**

   ❏ **S/MIME** > **Client Certificate**

8. Click one of the download buttons of **CSR** according to a specified format by each certificate authority to download a CSR to a computer.

   Important:
   Do not generate a CSR again. If you do so, you may not be able to import an issued CA-signed Certificate.

9. Send the CSR to a certificate authority and obtain a CA-signed Certificate.

   Follow the rules of each certificate authority on sending method and form.

10. Save the issued CA-signed Certificate to a computer connected to the printer.

    Obtaining a CA-signed Certificate is complete when you save a certificate to a destination.

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451

CSR Setting Items

Items	Settings and Explanation
Key Length	Select a key length for a CSR.

Items	Settings and Explanation
Common Name	You can enter between 1 and 128 characters. If this is an IP address, it should be a static IP address. You can enter 1 to 5 IPv4 addresses, IPv6 addresses, host names, FQDNs by separating them with commas. The first element is stored to the common name, and other elements are stored to the alias field of the certificate subject. Example: Printer's IP address : 192.0.2.123, Printer name : EPSONA1B2C3 Common Name : EPSONA1B2C3,EPSONA1B2C3.local,192.0.2.123
Organization/ Organizational Unit/ Locality/ State/Province	You can enter between 0 and 64 characters in ASCII (0x20-0x7E). You can divide distinguished names with commas.
Country	Enter a country code in two-digit number specified by ISO-3166.
Sender's Email Address	You can enter the sender's email address for the mail server setting. Enter the same email address as the **Sender's Email Address** for the **Network** tab > **Email Server** > **Basic**. When creating a CSR by selecting the **Network Security** tab > **S/MIME** > **Client Certificate**, this setting is not required because the sender's email address for the mail server setting is set automatically. Configure the sender's email address for the mail server settings in advance.

Related Information

➡ "Obtaining a CA-signed Certificate" on page 612

Importing a CA-signed Certificate

Import the obtained CA-signed Certificate to the printer.

Important:

- ❏ *Make sure that the printer's date and time is set correctly. Certificate may be invalid.*
- ❏ *If you obtain a certificate using a CSR created from Web Config, you can import a certificate one time.*
- ❏ *When you import a CA-signed Certificate by selecting the **Network Security** tab > **S/MIME** > **Client Certificate**, you cannot change **Sender's Email Address** on the **Network** tab > **Email Server** > **Basic**. If you want to change **Sender's Email Address**, change all signature settings to **Do not add signature** by selecting the **Network Security** tab > **S/MIME** > **Basic**, and then delete the imported CA-signed Certificate.*

1. Access Web Config, and then select the **Network Security** tab.
2. Select one of the following.
   - ❏ **SSL/TLS** > **Certificate**
   - ❏ **IPsec/IP Filtering** > **Client Certificate**
   - ❏ **IEEE802.1X** > **Client Certificate**
   - ❏ **S/MIME** > **Client Certificate**

3. Click **Import**.

   A certificate importing page is opened.

4. Enter a value for each item. Set **CA Certificate 1** and **CA Certificate 2** when verifying the path of the certificate on the web browser that accesses the printer.

   Depending on where you create a CSR and the file format of the certificate, required settings may vary. Enter values to required items according to the following.

   ❏ A certificate of the PEM/DER format obtained from Web Config

   ❏ **Private Key**: Do not configure because the printer contains a private key.

   ❏ **Password**: Do not configure.

   ❏ **CA Certificate 1/CA Certificate 2**: Optional

   ❏ A certificate of the PEM/DER format obtained from a computer

   ❏ **Private Key**: You need to set.

   ❏ **Password**: Do not configure.

   ❏ **CA Certificate 1/CA Certificate 2**: Optional

   ❏ A certificate of the PKCS#12 format obtained from a computer

   ❏ **Private Key**: Do not configure.

   ❏ **Password**: Optional

   ❏ **CA Certificate 1/CA Certificate 2**: Do not configure.

5. Click **OK**.

   A completion message is displayed.

Note:
*Click **Confirm** to verify the certificate information.*

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451
➡ "Deleting a CA-signed Certificate" on page 616
➡ "Configuring S/MIME Basic Settings" on page 635

CA-signed Certificate Importing Setting Items

Items	Settings and Explanation
Server Certificate or Client Certificate	Select a certificate's format. For SSL/TLS connection, the Server Certificate is displayed. For IPsec/IP Filtering, IEEE802.1x, or S/MIME, the Client Certificate is displayed.
Private Key	If you obtain a certificate of the PEM/DER format by using a CSR created from a computer, specify a private key file that is match a certificate.
Password	If the file format is **Certificate with Private Key (PKCS#12)**, enter the password for encrypting the private key that is set when you obtain the certificate.

Items	Settings and Explanation
CA Certificate 1	If your certificate's format is **Certificate (PEM/DER)**, import a certificate of a certificate authority that issues a CA-signed Certificate used as server certificate. Specify a file if you need.
CA Certificate 2	If your certificate's format is **Certificate (PEM/DER)**, import a certificate of a certificate authority that issues CA Certificate 1. Specify a file if you need.

Related Information

➡ "Importing a CA-signed Certificate" on page 614

Deleting a CA-signed Certificate

You can delete an imported certificate when the certificate has expired or when an encrypted connection is no longer necessary.

> ***Important:***
> *If you obtain a certificate using a CSR created from Web Config, you cannot import a deleted certificate again. In this case, create a CSR and obtain a certificate again.*

1. Access Web Config, and then select the **Network Security** tab.
2. Select one of the following.
   - ❏ **SSL/TLS** > **Certificate**
   - ❏ **IPsec/IP Filtering** > **Client Certificate**
   - ❏ **IEEE802.1X** > **Client Certificate**
   - ❏ **S/MIME** > **Client Certificate**
3. Click **Delete** for **CA-signed Certificate** or **Client Certificate**.
4. Confirm that you want to delete the certificate in the message displayed.

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451

Configuring a Self-signed Certificate

Updating a Self-signed Certificate

Because the Self-signed Certificate is issued by the printer, you can update it when it has expired or when the content described changes.

A self-signed certificate for SSL/TLS and one for S/MIME are issued separately. Update each certificate as necessary.

> ***Important:***
> *When you update a self-signed certificate by selecting the **Network Security** tab > **S/MIME** > **Client Certificate**, you cannot change **Sender's Email Address** on the **Network** tab > **Email Server** > **Basic**. If you want to change **Sender's Email Address**, change all signature settings to **Do not add signature** by selecting the **Network Security** tab > **S/MIME** > **Basic**, and then delete the self-signed certificate for S/MIME.*

1. Access Web Config, and then select the **Network Security** tab. Next, select **SSL/TLS** > **Certificate** or **S/MIME** > **Client Certificate**.
2. Click **Update**.
3. Enter **Common Name**.

   You can enter up to 5 IPv4 addresses, IPv6 addresses, host names, FQDNs between 1 to 128 characters and separating them with commas. The first parameter is stored to the common name, and the others are stored to the alias field for the subject of the certificate.

   Example:

   Printer's IP address : 192.0.2.123, Printer name : EPSONA1B2C3

   Common name : EPSONA1B2C3,EPSONA1B2C3.local,192.0.2.123
4. Specify a validity period for the certificate.
5. Click **Next**.

   A confirmation message is displayed.
6. Click **OK**.

   The printer is updated.

Note:
*You can check the certificate information by clicking **Confirm** on the **Network Security** tab > **SSL/TLS** > **Certificate** > **Self-signed Certificate** or **S/MIME** > **Client Certificate** > **Self-signed Certificate**.*

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451
➡ "Deleting a Self-signed Certificate for S/MIME" on page 617
➡ "Configuring S/MIME Basic Settings" on page 635

Deleting a Self-signed Certificate for S/MIME

You can delete the self-signed certificate for S/MIME when it is no longer necessary.

Even if you delete it, the self-signed certificate for SSL/TLS is not deleted.

1. Access Web Config and select the **Network Security** tab > **S/MIME** > **Client Certificate**.
2. Click **Delete** for **Self-signed Certificate**.
3. Confirm that you want to delete the certificate in the message displayed.

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451

Configuring a CA Certificate

When you set the CA Certificate, you can validate the path to the CA certificate of the server that the printer accesses. This can prevent impersonation.

You can obtain the CA Certificate from the Certification Authority where the CA-signed Certificate is issued.

Importing a CA Certificate

Import the CA Certificate to the printer.

1. Access Web Config and then select the **Network Security** tab > **CA Certificate**.
2. Click **Import**.
3. Specify the CA Certificate you want to import.
4. Click **OK**.

When importing is complete, you are returned to the **CA Certificate** screen, and the imported CA Certificate is displayed.

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451

Deleting a CA Certificate

You can delete the imported CA Certificate.

1. Access Web Config and then select the **Network Security** tab > **CA Certificate**.
2. Click **Delete** next to the CA Certificate that you want to delete.
3. Confirm that you want to delete the certificate in the message displayed.
4. Click **Reboot Network**, and then check that the deleted CA Certificate is not listed on the updated screen.

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451

SSL/TLS Communication with the Printer

When the server certificate is set using SSL/TLS (Secure Sockets Layer/Transport Layer Security) communication to the printer, you can encrypt the communication path between computers. Do this if you want to prevent remote and unauthorized access.

Configuring Basic SSL/TLS Settings

If the printer supports the HTTPS server feature, you can use an SSL/TLS communication to encrypt communications. You can configure and manage the printer using Web Config while ensuring security.

Configure encryption strength and redirect feature.

1. Access Web Config and select the **Network Security** tab > **SSL/TLS** > **Basic**.

2. Select a value for each item.

   ❏ Encryption Strength

   Select the level of encryption strength.

   ❏ Redirect HTTP to HTTPS

   Redirect to HTTPS when HTTP is accessed.

3. Click **Next**.

   A confirmation message is displayed.

4. Click **OK**.

   The printer is updated.

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451

Configuring a Server Certificate for the Printer

1. Access Web Config and select the **Network Security** tab > **SSL/TLS** > **Certificate**.

2. Specify a certificate to use on **Server Certificate**.

   ❏ Self-signed Certificate

   A self-signed certificate has been generated by the printer. If you do not obtain a CA-signed certificate, select this.

   ❏ CA-signed Certificate

   If you obtain and import a CA-signed certificate in advance, you can specify this.

3. Click **Next**.

   A confirmation message is displayed.

4. Click **OK**.

   The printer is updated.

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451
➡ "Configuring a CA-signed Certificate" on page 612
➡ "Updating a Self-signed Certificate" on page 616

Encrypted Communication Using IPsec/IP Filtering

About IPsec/IP Filtering

You can filter traffic based on IP addresses, services, and port by using IPsec/IP Filtering function. By combining of the filtering, you can configure the printer to accept or block specified clients and specified data. Additionally, you can improve security level by using an IPsec.

Note:
Computers that run Windows Vista or later or Windows Server 2008 or later support IPsec.

Configuring Default Policy

To filter traffic, configure the default policy. The default policy applies to every user or group connecting to the printer. For more fine-grained control over users and groups of users, configure group policies.

1. Access Web Config and then select the **Network Security** tab > **IPsec/IP Filtering** > **Basic**.

2. Enter a value for each item.

3. Click **Next**.

   A confirmation message is displayed.

4. Click **OK**.

   The printer is updated.

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451

Default Policy Setting Items

Default Policy

Items	Settings and Explanation
IPsec/IP Filtering	You can enable or disable an IPsec/IP Filtering feature.

❏ Access Control

Configure a control method for traffic of IP packets.

Items	Settings and Explanation
Permit Access	Select this to permit configured IP packets to pass through.
Refuse Access	Select this to refuse configured IP packets to pass through.
IPsec	Select this to permit configured IPsec packets to pass through.

❏ **IKE Version**

Select **IKEv1** or **IKEv2** for **IKE Version**. Select one of them according to the device that the printer is connected to.

❏ IKEv1

The following items are displayed when you select **IKEv1** for **IKE Version**.

Items	Settings and Explanation
Authentication Method	To select **Certificate**, you need to obtain and import a CA-signed certificate in advance.
Pre-Shared Key	If you select **Pre-Shared Key** for **Authentication Method**, enter a pre-shared key between 1 and 127 characters.
Confirm Pre-Shared Key	Enter the key you configured for confirmation.

❏ IKEv2

The following items are displayed when you select **IKEv2** for **IKE Version**.

Items		Settings and Explanation
Local	Authentication Method	To select **Certificate**, you need to obtain and import a CA-signed certificate in advance.
	ID Type	If you select **Pre-Shared Key** for **Authentication Method**, select the type of ID for the printer.
	ID	Enter the printer's ID that matches the type of ID. You cannot use "@", "#", and "=" for the first character. **Distinguished Name** : Enter 1 to 255 1-byte ASCII (0x20 to 0x7E) characters. You need to include "=". **IP Address** : Enter IPv4 or IPv6 format. **FQDN** : Enter a combination of between 1 and 255 characters using A-Z, a-z, 0-9, "-", and period (.). **Email Address** : Enter 1 to 255 1-byte ASCII (0x20 to 0x7E) characters. You need to include "@". **Key ID** : Enter 1 to 255 1-byte ASCII (0x20 to 0x7E) characters.
	Pre-Shared Key	If you select **Pre-Shared Key** for **Authentication Method**, enter a pre-shared key between 1 and 127 characters.
	Confirm Pre-Shared Key	Enter the key you configured for confirmation.

Items		Settings and Explanation
Remote	Authentication Method	To select **Certificate**, you need to obtain and import a CA-signed certificate in advance.
	ID Type	If you select **Pre-Shared Key** for **Authentication Method**, select the type of ID for the device that you want to authenticate.
	ID	Enter the printer's ID that matches to the type of ID. You cannot use "@", "#", and "=" for the first character. **Distinguished Name** : Enter 1 to 255 1-byte ASCII (0x20 to 0x7E) characters. You need to include "=". **IP Address** : Enter IPv4 or IPv6 format. **FQDN** : Enter a combination of between 1 and 255 characters using A-Z, a-z, 0-9, "-", and period (.). **Email Address** : Enter 1 to 255 1-byte ASCII (0x20 to 0x7E) characters. You need to include "@". **Key ID** : Enter 1 to 255 1-byte ASCII (0x20 to 0x7E) characters.
	Pre-Shared Key	If you select **Pre-Shared Key** for **Authentication Method**, enter a pre-shared key between 1 and 127 characters.
	Confirm Pre-Shared Key	Enter the key you configured for confirmation.

❏ Encapsulation

If you select **IPsec** for **Access Control**, you need to configure an encapsulation mode.

Items	Settings and Explanation
Transport Mode	If you only use the printer on the same LAN, select this. IP packets of layer 4 or later are encrypted.
Tunnel Mode	If you use the printer on the Internet-capable network such as IPsec-VPN, select this option. The header and data of the IP packets are encrypted. **Remote Gateway(Tunnel Mode)**: If you select **Tunnel Mode** for **Encapsulation**, enter a gateway address between 1 and 39 characters.

❏ Security Protocol

If you select **IPsec** for **Access Control**, select an option.

Items	Settings and Explanation
ESP	Select this to ensure the integrity of an authentication and data, and encrypt data.
AH	Select this to ensure the integrity of an authentication and data. Even if encrypting data is prohibited, you can use IPsec.

❏ **Algorithm Settings**

It is recommended that you select **Any** for all settings or select an item other than **Any** for each setting. If you select **Any** for some of the settings and select an item other than **Any** for the other settings, the device may not communicate depending on the other device that you want to authenticate.

Items		Settings and Explanation
IKE	Encryption	Select the encryption algorithm for IKE. The items vary depending on the version of IKE.
	Authentication	Select the authentication algorithm for IKE.
	Key Exchange	Select the key exchange algorithm for IKE. The items vary depending on the version of IKE.
ESP	Encryption	Select the encryption algorithm for ESP. This is available when **ESP** is selected for **Security Protocol**.
	Authentication	Select the authentication algorithm for ESP. This is available when **ESP** is selected for **Security Protocol**.
AH	Authentication	Select the encryption algorithm for AH. This is available when **AH** is selected for **Security Protocol**.

Related Information

➡ "Configuring Default Policy" on page 620

Configuring Group Policy

A group policy is one or more rules applied to a user or user group. The printer controls IP packets that match with configured policies. IP packets are authenticated in the order of a group policy 1 to 10 then a default policy.

1. Access Web Config and then select the **Network Security** tab > **IPsec/IP Filtering** > **Basic**.
2. Click a numbered tab you want to configure.
3. Enter a value for each item.
4. Click **Next**.

   A confirmation message is displayed.
5. Click **OK**.

   The printer is updated.

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451

Group Policy Setting Items

Items	Settings and Explanation
Enable this Group Policy	You can enable or disable a group policy.

Access Control

Configure a control method for traffic of IP packets.

Items	Settings and Explanation
Permit Access	Select this to permit configured IP packets to pass through.
Refuse Access	Select this to refuse configured IP packets to pass through.
IPsec	Select this to permit configured IPsec packets to pass through.

Local Address(Printer)

Select an IPv4 address or IPv6 address that matches your network environment. If an IP address is assigned automatically, you can select **Use auto-obtained IPv4 address**.

Note:
If an IPv6 address is assigned automatically, the connection may be unavailable. Configure a static IPv6 address.

Remote Address(Host)

Enter a device's IP address to control access. The IP address must be 43 characters or less. If you do not enter an IP address, all addresses are controlled.

Note:
If an IP address is assigned automatically (e.g. assigned by DHCP), the connection may be unavailable. Configure a static IP address.

Method of Choosing Port

Select a method to specify ports.

❏ Service Name

If you select **Service Name** for **Method of Choosing Port**, select an option.

❏ Transport Protocol

If you select **Port Number** for **Method of Choosing Port**, you need to configure an encapsulation mode.

Items	Settings and Explanation
Any Protocol	Select this to control all protocol types.
TCP	Select this to control data for unicast.
UDP	Select this to control data for broadcast and multicast.
ICMPv4	Select this to control ping command.

❏ Local Port

If you select **Port Number** for **Method of Choosing Port** and if you select **TCP** or **UDP** for **Transport Protocol**, enter port numbers to control receiving packets, separating them with commas. You can enter 10 port numbers at the maximum.

Example: 20,80,119,5220

If you do not enter a port number, all ports are controlled.

❏ Remote Port

If you select **Port Number** for **Method of Choosing Port** and if you select **TCP** or **UDP** for **Transport Protocol**, enter port numbers to control sending packets, separating them with commas. You can enter 10 port numbers at the maximum.

Example: 25,80,143,5220

If you do not enter a port number, all ports are controlled.

IKE Version

Select **IKEv1** or **IKEv2** for **IKE Version**. Select one of them according to the device that the printer is connected to.

❏ IKEv1

The following items are displayed when you select **IKEv1** for **IKE Version**.

Items	Settings and Explanation
Authentication Method	If you select **IPsec** for **Access Control**, select an option. Used certificate is common with a default policy.
Pre-Shared Key	If you select **Pre-Shared Key** for **Authentication Method**, enter a pre-shared key between 1 and 127 characters.
Confirm Pre-Shared Key	Enter the key you configured for confirmation.

❏ IKEv2

The following items are displayed when you select **IKEv2** for **IKE Version**.

Items		Settings and Explanation
Local	Authentication Method	If you select **IPsec** for **Access Control**, select an option. Used certificate is common with a default policy.
	ID Type	If you select **Pre-Shared Key** for **Authentication Method**, select the type of ID for the printer.
	ID	Enter the printer's ID that matches the type of ID. You cannot use "@", "#", and "=" for the first character. **Distinguished Name** : Enter 1 to 255 1-byte ASCII (0x20 to 0x7E) characters. You need to include "=". **IP Address** : Enter IPv4 or IPv6 format. **FQDN** : Enter a combination of between 1 and 255 characters using A-Z, a-z, 0-9, "-", and period (.). **Email Address** : Enter 1 to 255 1-byte ASCII (0x20 to 0x7E) characters. You need to include "@". **Key ID** : Enter 1 to 255 1-byte ASCII (0x20 to 0x7E) characters.
	Pre-Shared Key	If you select **Pre-Shared Key** for **Authentication Method**, enter a pre-shared key between 1 and 127 characters.
	Confirm Pre-Shared Key	Enter the key you configured for confirmation.
Remote	Authentication Method	If you select **IPsec** for **Access Control**, select an option. Used certificate is common with a default policy.
	ID Type	If you select **Pre-Shared Key** for **Authentication Method**, select the type of ID for the device that you want to authenticate.
	ID	Enter the printer's ID that matches to the type of ID. You cannot use "@", "#", and "=" for the first character. **Distinguished Name** : Enter 1 to 255 1-byte ASCII (0x20 to 0x7E) characters. You need to include "=". **IP Address** : Enter IPv4 or IPv6 format. **FQDN** : Enter a combination of between 1 and 255 characters using A-Z, a-z, 0-9, "-", and period (.). **Email Address** : Enter 1 to 255 1-byte ASCII (0x20 to 0x7E) characters. You need to include "@". **Key ID** : Enter 1 to 255 1-byte ASCII (0x20 to 0x7E) characters.
	Pre-Shared Key	If you select **Pre-Shared Key** for **Authentication Method**, enter a pre-shared key between 1 and 127 characters.
	Confirm Pre-Shared Key	Enter the key you configured for confirmation.

Encapsulation

If you select **IPsec** for **Access Control**, you need to configure an encapsulation mode.

Items	Settings and Explanation
Transport Mode	If you only use the printer on the same LAN, select this. IP packets of layer 4 or later are encrypted.
Tunnel Mode	If you use the printer on the Internet-capable network such as IPsec-VPN, select this option. The header and data of the IP packets are encrypted. **Remote Gateway(Tunnel Mode)**: If you select **Tunnel Mode** for **Encapsulation**, enter a gateway address between 1 and 39 characters.

Security Protocol

If you select **IPsec** for **Access Control**, select an option.

Items	Settings and Explanation
ESP	Select this to ensure the integrity of an authentication and data, and encrypt data.
AH	Select this to ensure the integrity of an authentication and data. Even if encrypting data is prohibited, you can use IPsec.

Algorithm Settings

It is recommended that you select **Any** for all settings or select an item other than **Any** for each setting. If you select **Any** for some of the settings and select an item other than **Any** for the other settings, the device may not communicate depending on the other device that you want to authenticate.

Items		Settings and Explanation
IKE	Encryption	Select the encryption algorithm for IKE. The items vary depending on the version of IKE.
	Authentication	Select the authentication algorithm for IKE.
	Key Exchange	Select the key exchange algorithm for IKE. The items vary depending on the version of IKE.
ESP	Encryption	Select the encryption algorithm for ESP. This is available when **ESP** is selected for **Security Protocol**.
	Authentication	Select the authentication algorithm for ESP. This is available when **ESP** is selected for **Security Protocol**.
AH	Authentication	Select the encryption algorithm for AH. This is available when **AH** is selected for **Security Protocol**.

Related Information

➡ "Configuring Group Policy" on page 624
➡ "Combination of Local Address(Printer) and Remote Address(Host) on Group Policy" on page 629
➡ "References of Service Name on Group Policy" on page 629

Combination of Local Address(Printer) and Remote Address(Host) on Group Policy

		Setting of Local Address(Printer)		
		IPv4	IPv6*2	Any addresses*3
Setting of Remote Address(Host)	IPv4*1	✓	–	✓
	IPv6*1*2	–	✓	✓
	Blank	✓	✓	✓

*1 : If **IPsec** is selected for **Access Control**, you cannot specify in a prefix length.

*2 : If **IPsec** is selected for **Access Control**, you can select a link-local address (fe80::) but group policy will be disabled.

*3 : Except IPv6 link local addresses.

References of Service Name on Group Policy

Note:
Unavailable services are displayed but cannot be selected.

Service Name	Protocol type	Local port number	Remote port number	Features controlled
Any	–	–	–	All services
ENPC	UDP	3289	Any port	Searching for a printer from applications such as Epson Device Admin, a printer driver and the a scanner driver
SNMP	UDP	161	Any port	Acquiring and configuring of MIB from applications such as Epson Device Admin, the Epson printer driver and the Epson scanner driver
LPR	TCP	515	Any port	Forwarding LPR data
RAW (Port9100)	TCP	9100	Any port	Forwarding RAW data
IPP/IPPS	TCP	631	Any port	Forwarding data of IPP/IPPS printing
WSD	TCP	Any port	5357	Controlling WSD
WS-Discovery	UDP	3702	Any port	Searching for a printer from WSD
Network Scan	TCP	1865	Any port	Forwarding scan data from the scanning software
Network Push Scan	TCP	Any port	2968	Acquiring job information of push scanning from the scanning software
Network Push Scan Discovery	UDP	2968	Any port	Searching for a computer when push scanning from the scanning software is executed
FTP Data (Local)	TCP	20	Any port	FTP server (forwarding data of FTP printing)

Service Name	Protocol type	Local port number	Remote port number	Features controlled
FTP Control (Local)	TCP	21	Any port	FTP server (controlling FTP printing)
FTP Data (Remote)	TCP	Any port	20	FTP client (forwarding scan data and received fax data) However this can control only an FTP server that uses remote port number 20.
FTP Control (Remote)	TCP	Any port	21	FTP client (controlling to forward scan data and received fax data)
CIFS (Local)	TCP	445	Any port	CIFS server (Sharing a network folder)
CIFS (Remote)	TCP	Any port	445	CIFS client (forwarding scan data and received fax data to a folder)
NetBIOS Name Service (Local)	UDP	137	Any port	CIFS server (Sharing a network folder)
NetBIOS Datagram Service (Local)	UDP	138	Any port	
NetBIOS Session Service (Local)	TCP	139	Any port	
NetBIOS Name Service (Remote)	UDP	Any port	137	CIFS client (forwarding scan data and received fax data to a folder)
NetBIOS Datagram Service (Remote)	UDP	Any port	138	
NetBIOS Session Service (Remote)	TCP	Any port	139	
HTTP (Local)	TCP	80	Any port	HTTP(S) server (forwarding data of Web Config and WSD)
HTTPS (Local)	TCP	443	Any port	
HTTP (Remote)	TCP	Any port	80	HTTP(S) client (communicating between Epson Connect, firmware updating and root certificate updating)
HTTPS (Remote)	TCP	Any port	443	

Configuration Examples of IPsec/IP Filtering

Receiving IPsec packets only

This example is to configure a default policy only.

Default Policy:

❏ **IPsec/IP Filtering**: **Enable**

❏ **Access Control**: **IPsec**

❏ **Authentication Method**: **Pre-Shared Key**

❏ **Pre-Shared Key**: Enter up to 127 characters.

Group Policy: Do not configure.

Receiving printing data and printer settings

This example allows communications of printing data and printer configuration from specified services.

Default Policy:

❏ **IPsec/IP Filtering**: **Enable**

❏ **Access Control**: **Refuse Access**

Group Policy:

❏ **Enable this Group Policy**: Check the box.

❏ **Access Control**: **Permit Access**

❏ **Remote Address(Host)**: IP address of a client

❏ **Method of Choosing Port**: **Service Name**

❏ **Service Name**: Check the box of **ENPC**, **SNMP**, **HTTP (Local)**, **HTTPS (Local)** and **RAW (Port9100)**.

Note:
*To avoid receiving HTTP (Local) and HTTPS (Local), clear their checkboxes in **Group Policy**. When doing so, disable IPsec/IP filtering from the printer's control panel temporarily to change the printer settings.*

Receiving access from a specified IP address only

This example allows a specified IP address to access the printer.

Default Policy:

❏ **IPsec/IP Filtering**: **Enable**

❏ **Access Control**:**Refuse Access**

Group Policy:

❏ **Enable this Group Policy**: Check the box.

❏ **Access Control**: **Permit Access**

❏ **Remote Address(Host)**: IP address of an administrator's client

Note:
Regardless of policy configuration, the client will be able to access and configure the printer.

Configuring a Certificate for IPsec/IP Filtering

Configure the Client Certificate for IPsec/IP Filtering. When you set it, you can use the certificate as an authentication method for IPsec/IP Filtering. If you want to configure the certification authority, go to **CA Certificate**.

1. Access Web Config and then select the **Network Security** tab > **IPsec/IP Filtering** > **Client Certificate**.

2. Import the certificate in **Client Certificate**.

   If you have already imported a certificate published by a Certification Authority, you can copy the certificate and use it in IPsec/IP Filtering. To copy, select the certificate from **Copy From**, and then click **Copy**.

Related Information

- "Application for Configuring Printer Operations (Web Config)" on page 451
- "Configuring a CA-signed Certificate" on page 612
- "Configuring a CA Certificate" on page 618

Connecting the Printer to an IEEE802.1X Network

Configuring an IEEE802.1X Network

When you set IEEE802.1X to the printer, you can use it on the network connected to a RADIUS server, a LAN switch with authentication function, or an access point.

1. Access Web Config and then select the **Network Security** tab > **IEEE802.1X** > **Basic**.

2. Enter a value for each item.

   If you want to use the printer on a Wi-Fi network, click **Wi-Fi Setup** and select or enter an SSID.

   Note:
   You can share settings between Ethernet and Wi-Fi.

3. Click **Next**.

   A confirmation message is displayed.

4. Click **OK**.

   The printer is updated.

Related Information

- "Application for Configuring Printer Operations (Web Config)" on page 451

IEEE802.1X Network Setting Items

Items	Settings and Explanation
IEEE802.1X (Wired LAN)	You can enable or disable settings of the page (**IEEE802.1X** > **Basic**) for IEEE802.1X (Wired LAN).
IEEE802.1X (Wi-Fi)	The connection status of IEEE802.1X (Wi-Fi) is displayed.
Connection Method	The connection method of a current network is displayed.

Items	Settings and Explanation	
EAP Type	Select an option for an authentication method between the printer and a RADIUS server.	
	EAP-TLS	You need to obtain and import a CA-signed certificate.
	PEAP-TLS	
	EAP-TTLS	You need to configure a password.
	PEAP/MSCHAPv2	
User ID	Configure an ID to use for an authentication of a RADIUS server. Enter 1 to 128 1-byte ASCII (0x20 to 0x7E) characters.	
Password	Configure a password to authenticate the printer. Enter 1 to 128 1-byte ASCII (0x20 to 0x7E) characters. If you are using a Windows server as a RADIUS server, you can enter up to 127 characters.	
Confirm Password	Enter the password you configured for confirmation.	
Server ID	You can configure a server ID to authenticate with a specified RADIUS server. Authenticator verifies whether a server ID is contained in the subject/subjectAltName field of a server certificate that is sent from a RADIUS server or not. Enter 0 to 128 1-byte ASCII (0x20 to 0x7E) characters.	
Certificate Validation	You can set certificate validation regardless of the authentication method. Import the certificate in **CA Certificate**.	
Anonymous Name	If you select **PEAP-TLS**, **EAP-TTLS** or **PEAP/MSCHAPv2** for **EAP Type**, you can configure an anonymous name instead of a user ID for a phase 1 of a PEAP authentication. Enter 0 to 128 1-byte ASCII (0x20 to 0x7E) characters.	
Encryption Strength	You can select one of the followings.	
	High	AES256/3DES
	Middle	AES256/3DES/AES128/RC4

Related Information

➡ "Configuring an IEEE802.1X Network" on page 632

Configuring a Certificate for IEEE802.1X

Configure the Client Certificate for IEEE802.1X. When you set it, you can use **EAP-TLS** and **PEAP-TLS** as an authentication method of IEEE802.1x. If you want to configure the certification authority certificate, go to **CA Certificate**.

1. Access Web Config and then select the **Network Security** tab > **IEEE802.1X** > **Client Certificate**.

2. Enter a certificate in the **Client Certificate**.

   If you have already imported a certificate published by a Certification Authority, you can copy the certificate and use it in IEEE802.1X. To copy, select the certificate from **Copy From**, and then click **Copy**.

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451

➡ "Configuring a CA-signed Certificate" on page 612

➡ "Configuring a CA Certificate" on page 618

Checking IEEE802.1X Network Status

You can check the IEEE802.1X status by printing a network status sheet.

Status ID	IEEE802.1X Status
Disable	IEEE802.1X feature is disable.
EAP Success	IEEE802.1X authentication has succeeded and network connection is available.
Authenticating	IEEE802.1X authentication has not been completed.
Config Error	Authentication has failed since the user ID has not been set.
Client Certificate Error	Authentication has failed since the client certificate is out of date.
Timeout Error	Authentication has failed since there is no answer from the RADIUS server and/or authenticator.
User ID Error	Authentication has failed since the printer's user ID and/or certificate protocol is incorrect.
Server ID Error	Authentication has failed since the server ID of the server certificate and the server's ID do not match.
Server Certificate Error	Authentication has failed since there are the following errors in the server certificate. ❏ The server certificate is out of date. ❏ The chain of the server certificate is incorrect.
CA Certificate Error	Authentication has failed since there are the following errors in a CA certificate. ❏ Specified CA certificate is incorrect. ❏ The correct CA certificate is not imported. ❏ CA certificate is out of date.
EAP Failure	Authentication has failed since there are the following errors in the printer settings. ❏ If **EAP Type** is **EAP-TLS** or **PEAP-TLS**, client certificate is incorrect or has certain problems. ❏ If **EAP Type** is **EAP-TTLS** or **PEAP/MSCHAPv2**, user ID or password is not correct.

Related Information

➡ "Printing a Network Status Sheet" on page 350

S/MIME Settings

Configuring S/MIME Basic Settings

Configure the email encryption and the digital signature attachment to the emails for each function that you use.

1. Access Web Config and select the **Network Security** tab > **S/MIME** > **Basic**.
2. Set each item.
3. Click **Next**.

   A confirmation message is displayed.
4. Click **OK**.

   The printer is updated.

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451

S/MIME Setting Items

Mail Encryption

❏ To use email encryption, you need to import an encryption certificate for each destination registered in the contacts list.

"Importing the Encryption Certificate to the Email Destination" on page 637

❏ Unencrypted emails will be sent to the destinations that do not have an imported encryption certificate.

Items		Settings and Explanation
Scan to Email	Configure email encryption when using Scan to Email. If you select **Select at runtime**, you can select whether or not to encrypt the email when sending it.	
	Default at runtime	Select the default value of mail encryption when sending the mail. This is available when **Select at runtime** is selected for **Scan to Email**.
Box to Email	Configure email encryption when using Box to Email. If you select **Select at runtime**, you can select whether or not to encrypt the email when sending it.	
	Default at runtime	Select the default value of mail encryption when sending the mail. This is available when **Select at runtime** is selected for **Box to Email**.
Fax to Email		Configure email encryption when using Fax to Email.
Algorithm		Select an algorithm for mail encryption.

Digital Signature

To use the S/MIME signature function, you need to configure the **Client Certificate** for the **Network Security** tab > **S/MIME** > **Client Certificate**.

"Configuring a Certificate for S/MIME" on page 636

Items		Settings and Explanation
Scan to Email	Configure the digital signature attachment to the email when using Scan to Email. If you select **Select at runtime**, you can select whether or not to add the digital signature to the mail when sending it.	
	Default at runtime	Select the default value of the digital signature attachment when sending the mail. This is available when **Select at runtime** is selected for **Scan to Email**.
Box to Email	Configure the digital signature attachment to the email when using Box to Email. If you select **Select at runtime**, you can select whether or not to add the digital signature to the mail when sending it.	
	Default at runtime	Select the default value of the digital signature attachment when sending the mail. This is available when **Select at runtime** is selected for **Box to Email**.
Fax to Email		Configure the digital signature attachment to the email when using Fax to Email.
Algorithm		Select an algorithm for the digital signature.

Related Information

➡ "Configuring S/MIME Basic Settings" on page 635

Configuring a Certificate for S/MIME

Configure the client certificate to use the S/MIME signature function.

1. Access Web Config and select the **Network Security** tab > **S/MIME** > **Client Certificate**.
2. Specify a certificate to use in **Client Certificate**.
   - ❏ Self-signed Certificate
     If a self-signed certificate has been generated by the printer, you can select this.
   - ❏ CA-signed Certificate
     If you obtain and import a CA-signed certificate in advance, you can specify this.
3. Click **Next**.
   A confirmation message is displayed.
4. Click **OK**.
   The printer is updated.

Related Information

- "Application for Configuring Printer Operations (Web Config)" on page 451
- "Configuring a CA-signed Certificate" on page 612
- "Updating a Self-signed Certificate" on page 616

Importing the Encryption Certificate to the Email Destination

To use email encryption, you need to import an encryption certificate for each destination registered in the contacts list.

This section explains the procedure to import an encryption certificate to the email destination registered in the contacts list.

1. Access Web Config and select the **Scan/Copy** or **Fax** tab > **Contacts**.
2. Select the destination number for which you want to import the encryption certificate, and then click **Edit**.
3. Import the encryption certificate to the destination for **Encryption Certificate** or **Change encryption certificate**.
4. Click **Apply**.

   When an encryption certificate has been imported, a key icon is displayed on the contacts list.

Note:
*You can check the certificate information for **Encryption certificate status** by selecting the destination number to which you have imported the encryption certificate and clicking **Edit**.*

Related Information

- "Application for Configuring Printer Operations (Web Config)" on page 451

Solving Problems for Advanced Security

Restoring the Security Settings

When you establish a highly secure environment such as IPsec/IP Filtering or IEEE802.1X, you may not be able to communicate with devices because of incorrect settings or trouble with the device or server. In this case, restore the security settings in order to make settings for the device again or to allow you temporary use.

Disabling the Security Function Using the Control Panel

You can disable IPsec/IP Filtering or IEEE802.1X using the printer's control panel.

1. Select **Settings** > **General Settings** > **Network Settings**.
2. Select **Advanced**.

3. Select from the following items that you want to disable.
   - ❏ **Disable IPsec/IP Filtering**
   - ❏ **Disable IEEE802.1X**
4. Select **Start Setup** on the confirmation screen.

Problems Using Network Security Features

Forgot a Pre–shared Key

Re-configure a pre-shared key.

To change the key, access Web Config and select the **Network Security** tab > **IPsec/IP Filtering** > **Basic** > **Default Policy** or **Group Policy**.

When you change the pre-shared key, configure the pre-shared key for computers.

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451
➡ "Encrypted Communication Using IPsec/IP Filtering" on page 620

Cannot Communicate with IPsec Communication

Specify the algorithm that the printer or the computer does not support.

The printer supports the following algorithms. Check the settings of the computer.

Security Methods	Algorithms
IKE encryption algorithm	AES-CBC-128, AES-CBC-192, AES-CBC-256, AES-GCM-128*, AES-GCM-192*, AES-GCM-256*, 3DES
IKE authentication algorithm	SHA-1, SHA-256, SHA-384, SHA-512, MD5
IKE key exchange algorithm	DH Group1, DH Group2, DH Group5, DH Group14, DH Group15, DH Group16, DH Group17, DH Group18, DH Group19, DH Group20, DH Group21, DH Group22, DH Group23, DH Group24, DH Group25, DH Group26, DH Group27*, DH Group28*, DH Group29*, DH Group30*
ESP encryption algorithm	AES-CBC-128, AES-CBC-192, AES-CBC-256, AES-GCM-128, AES-GCM-192, AES-GCM-256, 3DES
ESP authentication algorithm	SHA-1, SHA-256, SHA-384, SHA-512, MD5
AH authentication algorithm	SHA-1, SHA-256, SHA-384, SHA-512, MD5

*available for IKEv2 only

Related Information

➡ "Encrypted Communication Using IPsec/IP Filtering" on page 620

Cannot Communicate Suddenly

The IP address of the printer has been changed or cannot be used.

When the IP address registered to the local address on Group Policy has been changed or cannot be used, IPsec communication cannot be performed. Disable IPsec using the printer's control panel.

If the DHCP is out of date, rebooting or the IPv6 address is out of date or has not been obtained, then the IP address registered for the printer's Web Config (**Network Security** tab > **IPsec/IP Filtering** > **Basic** > **Group Policy** > **Local Address(Printer)**) may not be found.

Use a static IP address.

The IP address of the computer has been changed or cannot be used.

When the IP address registered to the remote address on Group Policy has been changed or cannot be used, IPsec communication cannot be performed.

Disable IPsec using the printer's control panel.

If the DHCP is out of date, rebooting or the IPv6 address is out of date or has not been obtained, then the IP address registered for the printer's Web Config (**Network Security** tab > **IPsec/IP Filtering** > **Basic** > **Group Policy** > **Remote Address(Host)**) may not be found.

Use a static IP address.

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451

➡ "Encrypted Communication Using IPsec/IP Filtering" on page 620

Cannot Create the Secure IPP Printing Port

The correct certificate is not specified as the server certificate for SSL/TLS communication.

If the specified certificate is not correct, creating a port may fail. Make sure you are using the correct certificate.

The CA certificate is not imported to the computer accessing the printer.

If a CA certificate is not imported to the computer, creating a port may fail. Make sure a CA certificate is imported.

Related Information

➡ "Configuring a Server Certificate for the Printer" on page 619

Cannot Connect After Configuring IPsec/IP Filtering

The settings of IPsec/IP Filtering are incorrect.

Disable IPsec/IP filtering from the printer's control panel. Connect the printer and computer and make the IPsec/IP Filtering settings again.

Related Information

➡ "Encrypted Communication Using IPsec/IP Filtering" on page 620

Cannot Access the Printer or Scanner after Configuring IEEE802.1X

The settings of IEEE802.1X are incorrect.

Disable IEEE802.1X and Wi-Fi from the printer's control panel. Connect the printer and a computer, and then configure IEEE802.1X again.

Related Information

➡ "Configuring an IEEE802.1X Network" on page 632

Problems on Using a Digital Certificate

Cannot Import a CA-signed Certificate

CA-signed Certificate and the information on the CSR do not match.

If the CA-signed Certificate and CSR do not have the same information, the CSR cannot be imported. Check the following:

❏ Are you trying to import the certificate to a device that does not have the same information?
Check the information of the CSR and then import the certificate to a device that has the same information.

❏ Did you overwrite the CSR saved into the printer after sending the CSR to a certificate authority?
Obtain the CA-signed certificate again with the CSR.

CA-signed Certificate is more than 5KB.

You cannot import a CA-signed Certificate that is more than 5KB.

The password for importing the certificate is incorrect.

Enter the correct password. If you forget the password, you cannot import the certificate. Re-obtain the CA-signed Certificate.

Related Information

➡ "Importing a CA-signed Certificate" on page 614

Cannot Update a Self-Signed Certificate

The Common Name has not been entered.

Common Name must be entered.

Unsupported characters have been entered to Common Name.

Enter between 1 and 128 characters of either IPv4, IPv6, host name, or FQDN format in ASCII (0x20-0x7E).

A comma or space is included in the common name.

If a comma is entered, the **Common Name** is divided at that point. If only a space is entered before or after a comma, an error occurs.

Related Information

➡ "Updating a Self-signed Certificate" on page 616

Cannot Create a CSR

The Common Name has not been entered.

The **Common Name** must be entered.

Unsupported characters have been entered to Common Name, Organization, Organizational Unit, Locality, and State/Province.

Enter characters of either IPv4, IPv6, host name, or FQDN format in ASCII (0x20-0x7E).

A comma or space is included in the Common Name.

If a comma is entered, the **Common Name** is divided at that point. If only a space is entered before or after a comma, an error occurs.

Related Information

➡ "Obtaining a CA-signed Certificate" on page 612

Warning Relating to a Digital Certificate Appears

Messages	Cause/What to do
Enter a Server Certificate.	**Cause:** You have not selected a file to import. **What to do:** Select a file and click **Import**.
CA Certificate 1 is not entered.	**Cause:** CA certificate 1 is not entered and only CA certificate 2 is entered. **What to do:** Import CA certificate 1 first.
Invalid value below.	**Cause:** Unsupported characters are contained in the file path and/or password. **What to do:** Make sure that the characters are entered correctly for the item.
Invalid date and time.	**Cause:** Date and time for the printer have not been set. **What to do:** Set date and time using Web Config, EpsonNet Config or the printer's control panel.

Messages	Cause/What to do
Invalid password.	**Cause:** The password set for CA certificate and entered password do not match. **What to do:** Enter the correct password.
Invalid file.	**Cause:** You are not importing a certificate file in X509 format. **What to do:** Make sure that you are selecting the correct certificate sent by a trusted certificate authority.
	Cause: The file you have imported is too large. The maximum file size is 5KB. **What to do:** If you select the correct file, the certificate might be corrupted or fabricated.
	Cause: The chain contained in the certificate is invalid. **What to do:** For more information on the certificate, see the website of the certificate authority.
Cannot use the Server Certificates that include more than three CA certificates.	**Cause:** The certificate file in PKCS#12 format contains more than 3 CA certificates. **What to do:** Import each certificate as converting from PKCS#12 format to PEM format, or import the certificate file in PKCS#12 format that contains up to 2 CA certificates.
The certificate has expired. Check if the certificate is valid, or check the date and time on your printer.	**Cause:** The certificate is out of date. **What to do:** ❏ If the certificate is out of date, obtain and import the new certificate. ❏ If the certificate is not out of date, make sure the printer's date and time are set correctly.

Messages	Cause/What to do
Private key is required.	**Cause:** There is no paired private key with the certificate. **What to do:** ❏ If the certificate is the PEM/DER format and it is obtained from a CSR using a computer, specify the private key file. ❏ If the certificate is the PKCS#12 format and it is obtained from a CSR using a computer, create a file that contains the private key.
	Cause: You have re-imported the PEM/DER certificate obtained from a CSR using Web Config. **What to do:** If the certificate is the PEM/DER format and it is obtained from a CSR using Web Config, you can only import it once.
Setup failed.	**Cause:** Cannot finish the configuration because the communication between the printer and computer failed or the file cannot be read by some errors. **What to do:** After checking the specified file and communication, import the file again.

Related Information

➡ "About Digital Certification" on page 611

Delete a CA-signed Certificate by Mistake

There is no backup file for the CA-signed certificate.

If you have the backup file, import the certificate again.

If you obtain a certificate using a CSR created from Web Config, you cannot import a deleted certificate again. Create a CSR and obtain a new certificate.

Related Information

➡ "Importing a CA-signed Certificate" on page 614
➡ "Deleting a CA-signed Certificate" on page 616

Using Epson Open Platform

Epson Open Platform Overview

Epson Open Platform is a platform to use Epson printers with the function provided by the server of the authentication system.

You can acquire the logs of each device and user in cooperation with the server, and configure restrictions on the device and functions that can be used for each user and group. It can be used with Epson Print Admin (Epson Authentication System) or a third-party authentication system.

If you connect an authentication device, you can also perform user authentication using the ID card.

Configuring Epson Open Platform

Enable Epson Open Platform so that you can use the device from the authentication system.

1. Access Web Config and then select the **Epson Open Platform** tab > **Product Key or License Key**.

2. Enter a value for each item.

   ❏ Serial Number

   The serial number of the device is displayed.

   ❏ Epson Open Platform Version

   Select the version of Epson Open Platform. The corresponding version varies depending on the authentication system.

   ❏ Product Key or License Key

   Enter the product key obtained from the dedicated Web site. See the Epson Open Platform manual for details such as how to obtain the product key.

3. Click **Next**.

   A confirmation message is displayed.

4. Click **OK**.

   The printer is updated.

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451

Configuring the Authentication Device

You can configure the authentication device used in the authentication system from the **Device Management** tab > **Card Reader**.

For more information, see the manual of the authentication system.

Related Information

➡ "Application for Configuring Printer Operations (Web Config)" on page 451

Epson Remote Services Information

Epson Remote Services is a service that periodically collects printer information over the Internet. This can be used to predict when consumables and replacement parts need to be replaced or replenished, and to quickly resolve any errors or problems.

Contact your sales representative for more information about Epson Remote Services.

Where to Get Help

Technical Support Web Site. 647

Contacting Epson Support. 647

Technical Support Web Site

If you need further help, visit the Epson support website shown below. Select your country or region and go to the support section of your local Epson website. The latest drivers, FAQs, manuals, or other downloadables are also available from the site.

http://support.epson.net/

http://www.epson.eu/support (Europe)

If your Epson product is not operating properly and you cannot solve the problem, contact Epson support services for assistance.

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 manuals, 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 a similar button in the product software.)
- ❏ Brand and model of your computer
- ❏ Your computer operating system name and version
- ❏ Names and versions of the software applications you normally use with your product

Note:
Depending on the product, the dial list data for fax and/or network settings may be stored in the product's memory. Due to breakdown or repair of a product, data and/or settings may be lost. Epson shall not be responsible for the loss of any data, for backing up or recovering data and/or settings even during a warranty period. We recommend that you make your own backup data or take notes.

Help for Users in Europe

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

Help for Users in Taiwan

Contacts for information, support, and services are:

World Wide Web

http://www.epson.com.tw

Information on product specifications, drivers for download, and products enquiry are available.

Epson HelpDesk

Phone: +886-2-2165-3138

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

Repair service center:

http://www.tekcare.com.tw/branchMap.page

TekCare corporation is an authorized service center for Epson Taiwan Technology & Trading Ltd.

Help for Users in Australia

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

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

Phone: 1300-361-054

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.

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 manuals, type of computer, operating system, application programs, and any information you feel is required.

Transportation of Product

Epson recommends retaining product packaging for future transportation.

Help for Users in New Zealand

Epson New Zealand 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:

Internet URL

http://www.epson.co.nz

Access the Epson New Zealand 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

Phone: 0800 237 766

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.

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.

Transportation of Product

Epson recommends retaining product packaging for future transportation.

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

Toll Free: 800-120-5564

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

- ❏ Sales enquiries and product information
- ❏ Product usage questions or problem troubleshooting
- ❏ 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 Call Centre

Phone: 66-2460-9699

Email: support@eth.epson.co.th

Our Call Centre 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 Service Center

65 Truong Dinh Street, District 1, Ho Chi Minh City, Vietnam.

Phone(Ho Chi Minh City): 84-8-3823-9239, 84-8-3825-6234

29 Tue Tinh, Quan Hai Ba Trung, Hanoi City, Vietnam

Phone(Hanoi City): 84-4-3978-4785, 84-4-3978-4775

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

Phone: +62-1500-766

Fax: +62-21-808-66-799

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

❏ Sales enquiries and product information

❏ Technical support

Epson Service Center

Province	Company Name	Address	Phone E-mail
JAKARTA	Epson Sales and Service Jakarta (SUDIRMAN)	Wisma Keiai Lt. 1 Jl. Jenderal Sudirman Kav. 3 Jakarta Pusat - DKI JAKARTA 10220	021-5724335 ess@epson-indonesia.co.id ess.support@epson-indonesia.co.id
SERPONG	Epson Sales and Service Serpong	Ruko Melati Mas Square Blok A2 No.17 Serpong-Banten	082120090084 / 082120090085 esstag@epson-indonesia.co.id esstag.support@epson-indonesia.co.id
SEMARANG	Epson Sales and Service Semarang	Komplek Ruko Metro Plaza Block C20 Jl. MT Haryono No. 970 Semarang -JAWA TENGAH	024 8313807 / 024 8417935 esssmg@epson-indonesia.co.id esssmg.support@epson-indonesia.co.id
JAKARTA	Epson Sales and Service Jakarta (MANGGA DUA)	Ruko Mall Mangga Dua No. 48 Jl. Arteri Mangga Dua, Jakarta Utara - DKI JAKARTA	021 623 01104 jkt-technical1@epson-indonesia.co.id jkt-admin@epson-indonesia.co.id
BANDUNG	Epson Sales and Service Bandung	Jl. Cihampelas No. 48 A Bandung Jawa Barat 40116	022 420 7033 bdg-technical@epson-indonesia.co.id bdg-admin@epson-indonesia.co.id
MAKASSAR	Epson Sales and Service Makassar	Jl. Cendrawasih NO. 3A, kunjung mae, mariso, MAKASSAR - SULSEL 90125	0411- 8911071 mksr-technical@epson-indonesia.co.id mksr-admin@epson-indonesia.co.id
MEDAN	Epson Service Center Medan	Jl. Bambu 2 Komplek Graha Niaga Nomor A-4, Medan - SUMUT	061- 42066090 / 42066091 mdn-technical@epson-indonesia.co.id mdn-adm@epson-indonesia.co.id
PALEMBANG	Epson Service Center Palembang	Jl. H.M Rasyid Nawawi No. 249 Kelurahan 9 Ilir Palembang Sumatera Selatan	0711 311 330 escplg@epson-indonesia.co.id escplg.support@epson-indonesia.co.id
PEKANBARU	Epson Service Center PekanBaru	Jl. Tuanku Tambusai No. 459 A Kel. Tangkerang barat Kec Marpoyan damai Pekanbaru - Riau 28282	0761- 8524695 pkb-technical@epson-indonesia.co.id pkb-admin@epson-indonesia.co.id
PONTIANAK	Epson Service Center Pontianak	Komp. A yani Sentra Bisnis G33, Jl. Ahmad Yani - Pontianak Kalimantan Barat	0561- 735507 / 767049 pontianak-technical@epson-indonesia.co.id pontianak-admin@epson-indonesia.co.id
SAMARINDA	Epson Service Center Samarinda	Jl. KH. Wahid Hasyim (M. Yamin) Kelurahan Sempaja Selatan Kecamatan Samarinda UTARA - SAMARINDA - KALTIM	0541 7272 904 escsmd@epson-indonesia.co.id escsmd.support@epson-indonesia.co.id

Province	Company Name	Address	Phone E-mail
SURABAYA	Epson Sales & Service Surabaya (barat)	Jl. Haji Abdul Wahab Saimin, Ruko Villa Bukit Mas RM-11, Kec. Dukuh Pakis, Surabaya - 60225	031- 5120994 sby-technical@epson-indonesia.co.id sby-admin@epson-indonesia.co.id
YOGYAKARTA	Epson Service Center Yogyakarta	YAP Square, Block A No. 6 Jl. C Simanjutak Yogyakarta - DIY	0274 581 065 ygy-technical@epson-indonesia.co.id ygy-admin@epson-indonesia.co.id
JEMBER	Epson Service Center Jember	JL. Panglima Besar Sudirman Ruko no.1D Jember-Jawa Timur (Depan Balai Penelitian & Pengolahan Kakao)	0331- 488373 / 486468 jmr-admin@epson-indonesia.co.id jmr-technical@epson-indonesia.co.id
MANADO	EPSON SALES AND SERVICE Manado	Jl. Piere Tendean Blok D No 4 Kawasan Mega Mas Boulevard - Manado 95111	0431- 8805896 MND-ADMIN@EPSON-INDONESIA.CO.ID MND-TECHNICAL@EPSON-INDONESIA.CO.ID
CIREBON	EPSON SERVICE CENTER Cirebon	Jl. Tuparev No. 04 (Depan Hotel Apita) Cirebon, JAWA BARAT	0231– 8800846 cbn-technical@epson-indonesia.co.id
CIKARANG	EPSON SALES AND SERVICE CIKARANG	Ruko Metro Boulevard B1 Jababeka cikarang - Jawa Barat,	021- 89844301 / 29082424 ckg-admin@epson-indonesia.co.id ckg-technical@epson-indonesia.co.id
MADIUN	EPSON SERVICE CENTER MADIUN	Jl. Diponegoro No.56, MADIUN - JAWA TIMUR	0351- 4770248 mun-admin@epson-indonesia.co.id mun-technical@epson-indonesia.co.id
PURWOKERTO	EPSON SALES AND SERVICE Purwokerto	Jl. Jendral Sudirman No. 4 Kranji Purwokerto - JAWA TENGAH	0281- 6512213 pwt-admin@epson-indonesia.co.id pwt-technical@epson-indonesia.co.id
BOGOR	EPSON SALES AND SERVICE Bogor	Jl.Pajajaran No 15B Kel Bantarjati Kec Bogor Utara - JAWA BARAT 16153	0251- 8310026 bgr-admin@epson-indonesia.co.id bgr-technical@epson-indonesia.co.id
SERANG	EPSON SERVICE CENTER Serang	Jl. Ahmad Yani No.45C, SERANG - BANTEN	0254- 7912503 srg-admin@epson-indonesia.co.id srg-technical@epson-indonesia.co.id
PALU	EPSON SALES AND SERVICE Palu	Jl. Juanda No. 58, Palu - Sulteng	0451- 4012 881 plw-admin@epson-indonesia.co.id plw-technical@epson-indonesia.co.id

Province	Company Name	Address	Phone E-mail
BANJARMASIN	EPSON SERVICE CENTER BANJARMASIN	Jl. Gatot Soebroto NO. 153 BANJARMASIN - KALSEL 70235	0511- 6744135 (TEKNISI) / 3266321(ADMIN) bdj-admin@epson-indonesia.co.id bdj-technical@epson-indonesia.co.id
DENPASAR	EPSON SALES AND SERVICE Denpasar	JL. MAHENDRADATA NO. 18, DENPASAR - BALI	0361- 3446699 / 9348428 dps-admin@epson-indonesia.co.id dps-technical@epson-indonesia.co.id
JAKARTA	EPSON SALES AND SERVICE CILANDAK	CIBIS Business Park Tower 9 LT. MEZZANINE, Jalan TB Simatupang No.2, Jakarta Selatan - DKI JAKARTA 12560	021- 80866777 esscibis.support1@epson-indonesia.co.id esscibis.support2@epson-indonesia.co.id esscibis.admin@epson-indonesia.co.id esscibis.sales@epson-indonesia.co.id
SURABAYA	EPSON SALES AND SERVICE SURABAYA (GUBENG)	JL. RAYA GUBENG NO. 62, SURABAYA - JAWA TIMUR	031- 99444940 / 99446299 / 99446377 esssby@epson-indonesia.co.id esssby.support@epson-indonesia.co.id
AMBON	EPSON SERVICE CENTER AMBON	Jl. Diponegoro No.37 (Samping Bank Mandiri Syariah) Kel.Ahusen, Kec.Sirimau - Ambon 97127	-

For other cities not listed here, call the Hot Line: 08071137766.

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

http://www.epson.com.hk

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

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 Call Centre

Phone: 1800-81-7349 (Toll Free)

Email: websupport@emsb.epson.com.my

❏ Sales enquiries and product information

❏ Product usage questions or problems

❏ Enquiries on repair services and warranty

Head Office

Phone: 603-56288288

Fax: 603-5628 8388/603-5621 2088

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.

Helpline

❏ Service, product information, and ordering consumables (BSNL Lines)
Toll-free number: 18004250011
Accessible 9am to 6pm, Monday through Saturday (Except public holidays)

❏ Service (CDMA & Mobile Users)
Toll-free number: 186030001600
Accessible 9am to 6pm, Monday through Saturday (Except public holidays)

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, fax numbers and e-mail address below:

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.

Epson Philippines Customer Care

Toll Free: (PLDT) 1-800-1069-37766

Toll Free: (Digital) 1-800-3-0037766

Metro Manila: (632) 8441 9030

Web Site: https://www.epson.com.ph/contact

E-mail: customercare@epc.epson.com.ph

Accessible 9am to 6pm, Monday through Saturday (Except public holidays)

Our Customer Care 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

Epson Philippines Corporation

Trunk Line: +632-706-2609

Fax: +632-706-2663