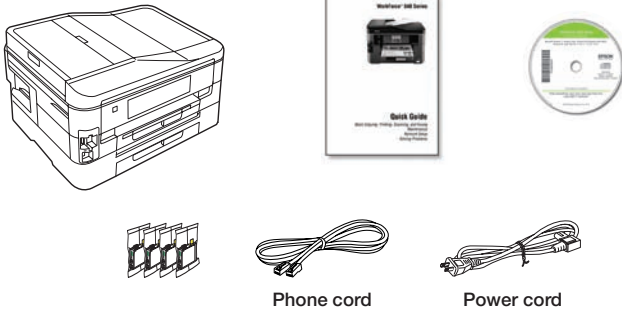


WorkForce® 840 Series Start Here

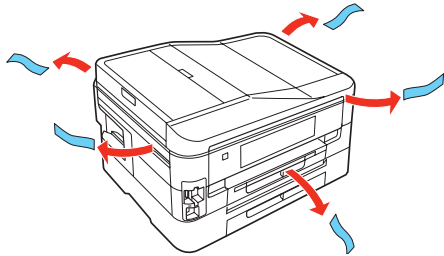
Read these instructions before using your product.

1 Unpack



Caution: Do not open ink cartridge packages until you are ready to install the ink. Cartridges are vacuum packed to maintain reliability.

Remove all protective materials.

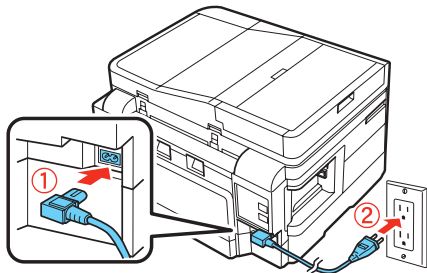


Caution: Do not remove the plastic strip shown below. It is part of the Automatic Document Feeder.



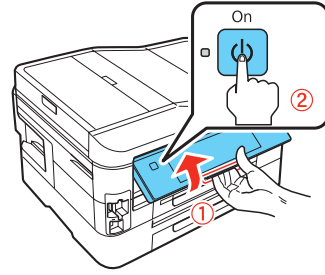
2 Turn on

- 1 Connect the power cable.

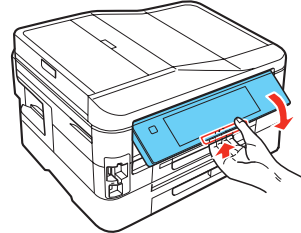


Caution: Do not connect to your computer yet.

- 2 Press the release bar underneath to raise the control panel. Then press the **On** button.



To lower the control panel, press the release bar underneath.



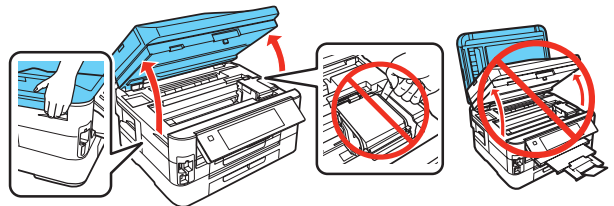
3 Select settings

- 1 Select your language and country.
Touch the screen to select the desired option. Press ◀ or ▶ to see more countries.
- 2 Select the current **Daylight Saving Time** setting (**Winter** or **Summer**).
- 3 Select the date format.
- 4 Use the numeric keypad to set the date, then press **OK**.
- 5 Select **12h** (AM/PM) or **24h** (military time).
- 6 Use the numeric keypad to set the time.
- 7 Press **OK** when done.

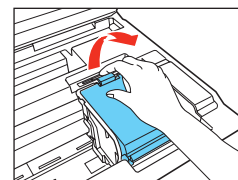
Note: You can change the date and time settings by selecting **Setup** from the Home menu, selecting **Printer Setup**, then **Date/Time**. For more information on using and adjusting the control panel, see your *Quick Guide*.

4 Install ink cartridges

- 1 Raise the scanner.



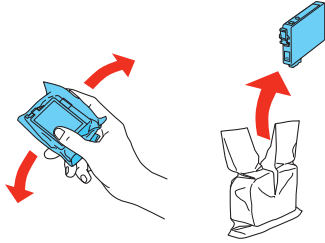
- 2 Open the cartridge cover.



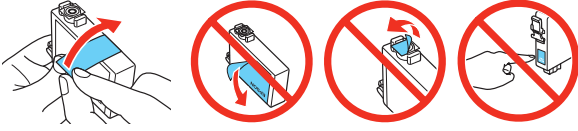
411974200

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- Shake the ink cartridges gently 4 or 5 times, then unpack them.

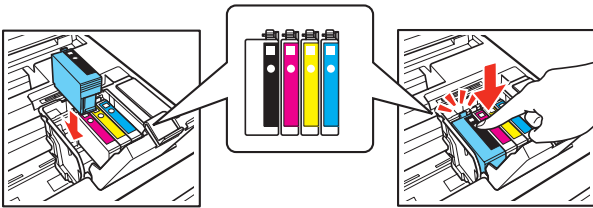


- Remove only the yellow tape from each cartridge.

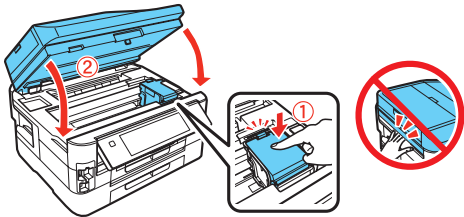


Caution: Don't remove any other seals or the cartridges may leak.

- Insert the cartridges in the holder for each color. Press each cartridge down until it clicks.



- Close the cartridge cover. Press down until it clicks. Then lower the scanner.



- Press the **OK** button to prime the ink delivery system. This takes about 5 minutes.

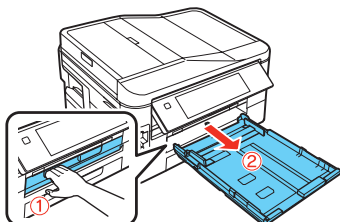
Note: Your printer ships with full cartridges and part of the ink from the first cartridges is used for priming the printer.

Caution: Don't turn off the printer while it is priming or you'll waste ink.

5 Load paper

You can load letter-, A4-, or legal-size paper, as well as 4 × 6-, 5 × 7-, or 8 × 10-inch photo paper in cassette 1. For instructions on loading legal-size paper, see the online *User's Guide*. In cassette 2, you can load only letter, A4, or legal-size plain paper.

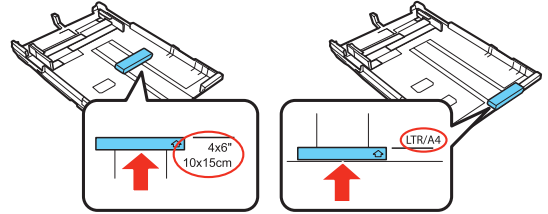
- Pull out paper cassette 1.



- Position the guide shown below for the size of paper you're using.

4 × 6-inch

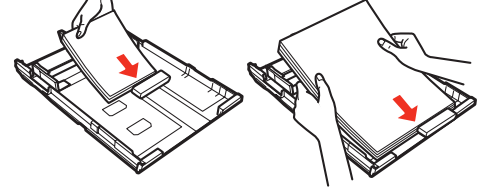
Letter or A4-size



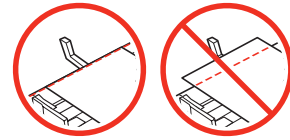
- Insert the paper with the glossy or printable side face-down.

4 × 6-inch

Letter or A4-size



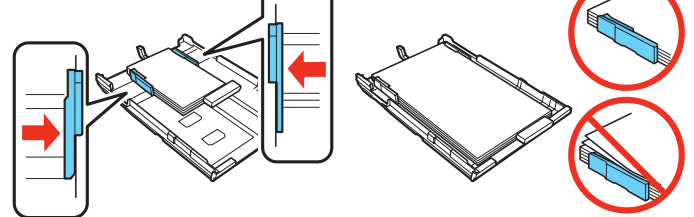
Note: Make sure the paper is loaded against the edge guide and not sticking out from the end of the cassette.



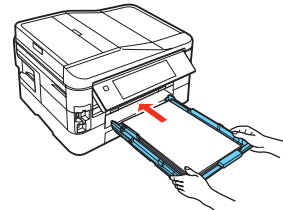
- Slide the edge guides against the paper, but not too tight. Make sure the paper is under the tabs on the edge guides.

4 × 6-inch

Letter or A4-size



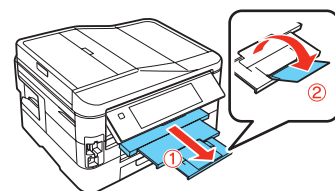
- Gently insert the paper cassette.



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

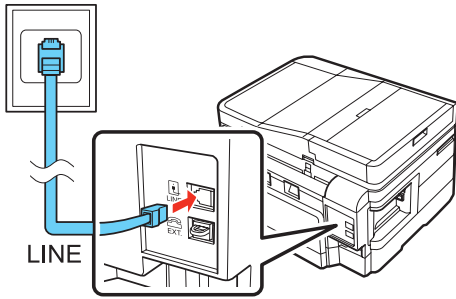
- Follow steps 1 to 5 to load plain paper in cassette 2. Remove the clear plastic cover before loading paper, then replace it after paper is loaded.

- Extend the output tray as shown.



6 Connect the phone cord

To fax, connect the included phone cord to a telephone wall jack and to the LINE port on the back of your product. To connect a telephone or answering machine, see the *Quick Guide*.



Note: If you're connecting to a DSL phone line, you must use a DSL filter or you won't be able to fax. Contact your DSL provider for the necessary filter.

7 Choose your connection

You can connect your printer to your existing network (wireless or wired) or directly to your computer using a USB cable (not included). See below for details on each connection method.

Wireless Connection

You must install the software on every computer from which you want to print. For the first installation, we recommend using a USB cable (not included) to simplify wireless setup. After the printer is connected to the network, you will be prompted to remove the cable.

If you're using Mac OS® X 10.6 or don't have a USB cable, you will need to use the control panel on the printer to select wireless settings.

Make sure you know your network name (SSID) and network password:

- Network name _____
- Network password _____

If you don't have this information, contact the person who set up your network.

Direct USB Connection

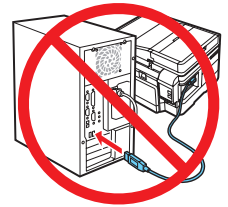
Make sure you have a USB cable (not included). Do not connect the printer to your computer until you're instructed to do so.

Wired Ethernet® Connection

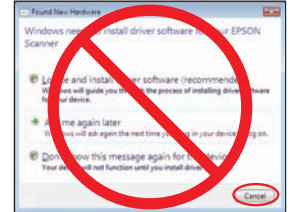
Make sure you have an Ethernet network cable (not included). You must install the software on every computer from which you want to print.

8 Install software

- 1 Make sure the printer is **NOT CONNECTED** to your computer.

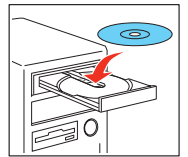


Windows®: If you see a Found New Hardware screen, click **Cancel** and disconnect the USB cable. You can't install your software that way.



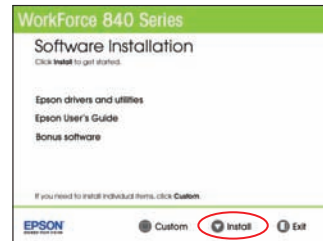
- 2 Insert your product CD.

Windows: If you see the AutoPlay window, click **Run Setup.exe**. If you see the User Account Control screen, click **Yes** or **Continue**.



Macintosh®: Double-click the  **Epson** icon.

- 3 **Windows:** Click **Install** and follow the on-screen instructions.



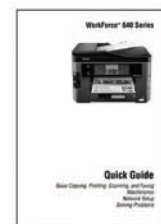
Macintosh: Select the items you want to install, then click **Install**.



Any questions?

Quick Guide

Basic instructions for copying, printing, faxing, scanning, and additional network setup instructions.



On-screen help with your software

Select **Help** or **?** when you're using your software.

User's Guide

Click the shortcut on your desktop (or in the Applications/ Epson Software/Guide folder on Macintosh) to access the online *User's Guide*, software downloads, Epson Supplies CentralSM, and more (requires an Internet connection).



Epson Technical Support

Visit epson.com/support (U.S.) or epson.ca/support (Canada) where you can download drivers, view manuals, get FAQs, or e-mail Epson.

You may also speak with a support specialist by calling:

- **U.S.:** (562) 276-4382, 6 AM to 8 PM, Pacific Time, Monday through Friday, and 7 AM to 4 PM Saturday
- **Canada:** (905) 709-3839, 6 AM to 6 PM, Pacific Time, Monday through Friday

Days and hours of support are subject to change without notice. Toll or long distance charges may apply.

Software Technical Support

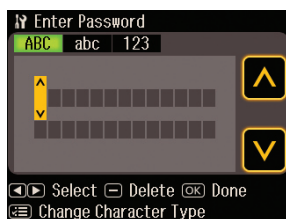
ABBYY® FineReader®
(408) 457-9777
www.abbyyusa.com
support@abbyyusa.com

Any problems?

If you experience problems during setup, see below:

Network setup was unsuccessful.

- Make sure you select the right network name.
- If you see a firewall alert message, click **Unblock** or **Allow** to let setup continue.
- If your network has security enabled, make sure you enter your network password (WEP key or WPA passphrase) correctly. If it has uppercase (**ABC**) or lowercase (**abc**) letters, make sure you enter them correctly.



Press **ABC** to select uppercase letters (**ABC**), lowercase letters (**abc**), or numbers and symbols (**123**).

Press **▲** or **▼** until you see the character you want.

Press **◀** or **▶** to move the cursor.

Press **—** to delete.

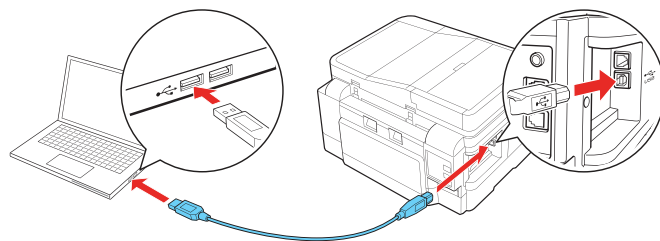
Press **OK** when you're finished entering your password.

The printer's touch screen is dark.

Press the screen to wake the printer from sleep mode.

Setup is unable to find my printer after connecting it with a USB cable.

Make sure it is securely connected as shown:



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Presentation Paper Matte

Smooth, non-glare, ideal for home, school, and graphical business projects.

Genuine Epson Inks



Look for the numbers below to find your cartridges. It's as easy as remembering your number!



WorkForce 840 Series Ink Cartridges

Color	High-capacity	Extra High-capacity
● Black	126	127
● Cyan	126	127
● Magenta	126	127
● Yellow	126	127

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