WORKFORCE™ 40 Series
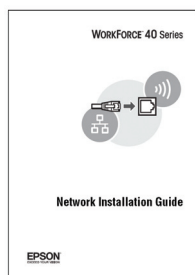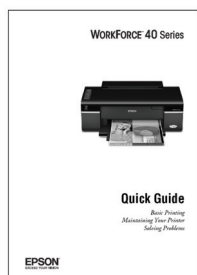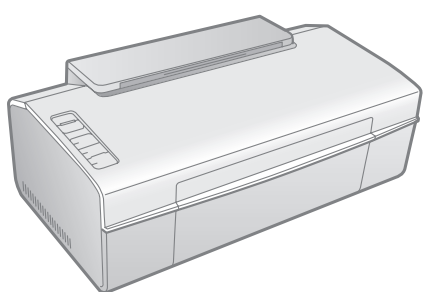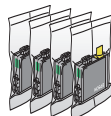# Start Here

Please read these instructions before using the printer.

1 Unpack
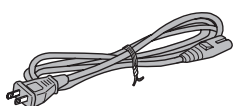
Ethernet cable

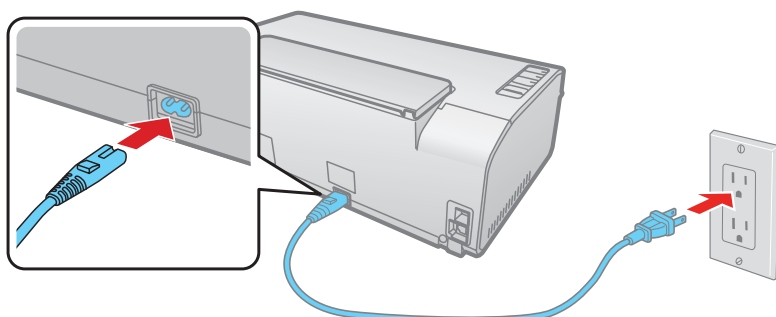**Caution:** Do not open ink cartridge packages until you are ready to install the ink. Cartridges are vacuum packed to maintain reliability.

Remove all protective materials.

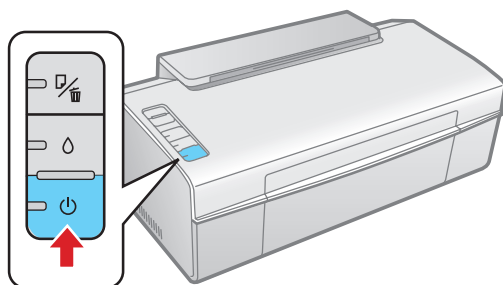If anything is missing, contact Epson as described on the back of this sheet.

2 Turn on the printer

1 Connect the power cable.

Caution: Do not connect to your computer yet.

2 Press the ⏻ power button.

3 Install ink cartridges

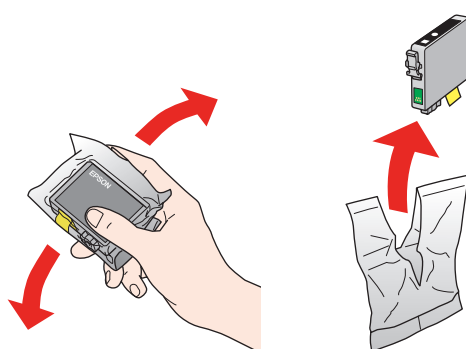**Note:** Don't load paper before installing the ink cartridges.

1   Lift up the printer cover and open the output tray.
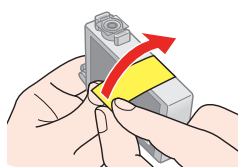
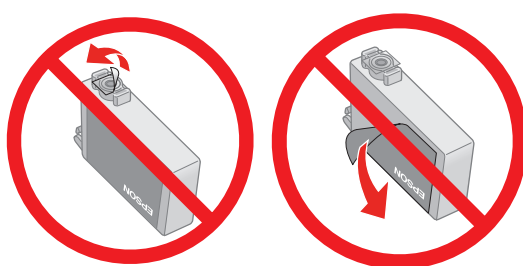**2**   Open the cartridge cover.
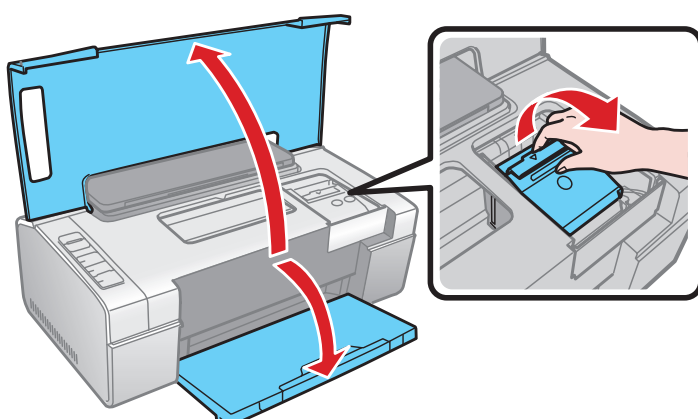
3   Shake the ink cartridges gently 4 or 5 times, then unpack them.

4   Remove only the yellow tape from each cartridge.

Caution: Don't remove any other seals from the cartridges.

5   Insert the cartridges in the holder for each color.
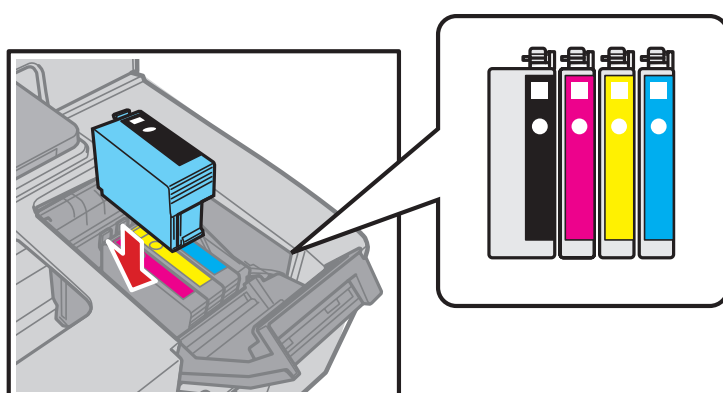
6 Press the cartridges down until they click.
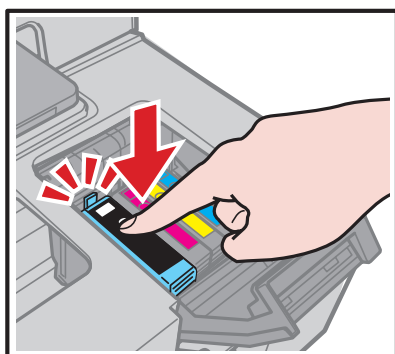
7 Close the ink cartridge cover and press it down until it clicks.
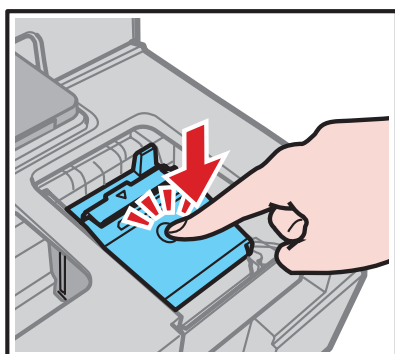
8 Close the printer cover.
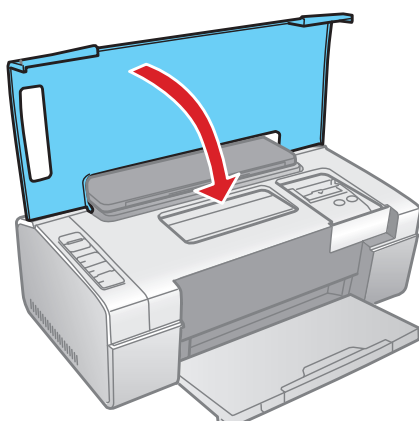
9 Press the ⬦ ink button to charge ink. Charging takes about 2.5 minutes.
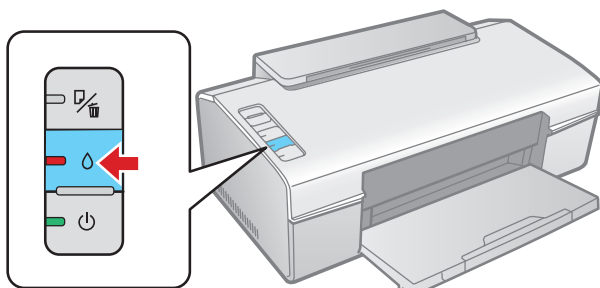
Note: Your printer ships with full cartridges and part of the ink from the first cartridges is used for priming the printer.

Caution: Don't turn off the printer while the ⏻ power light is flashing or you'll waste ink.

4 Load paper

1 Open the paper support and pull out the extensions.

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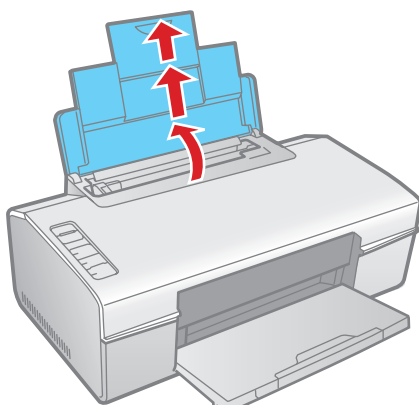
2 Pull out the extensions on the output tray and flip up the paper stop.
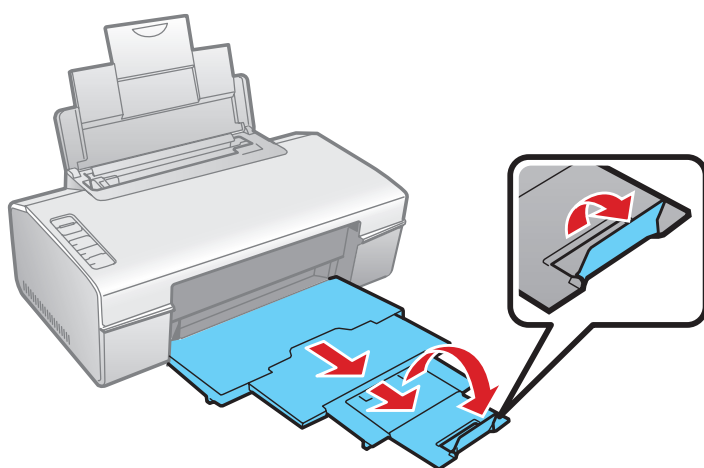
3 Squeeze the edge guide and slide it left.
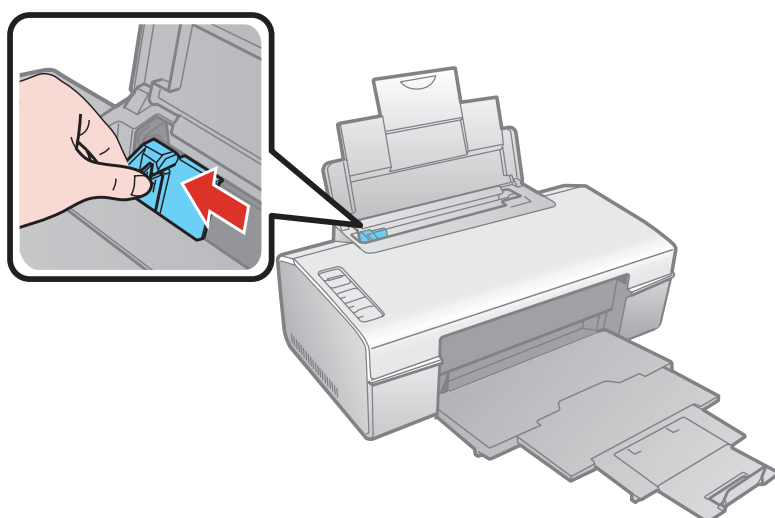
4 Load paper against the right edge, with the printable side face up. Then slide the edge guide over.

8½ x 11
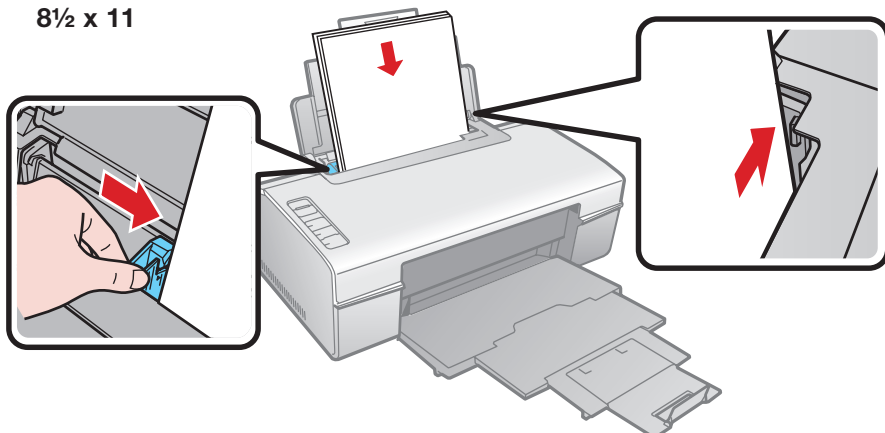
4 x 6
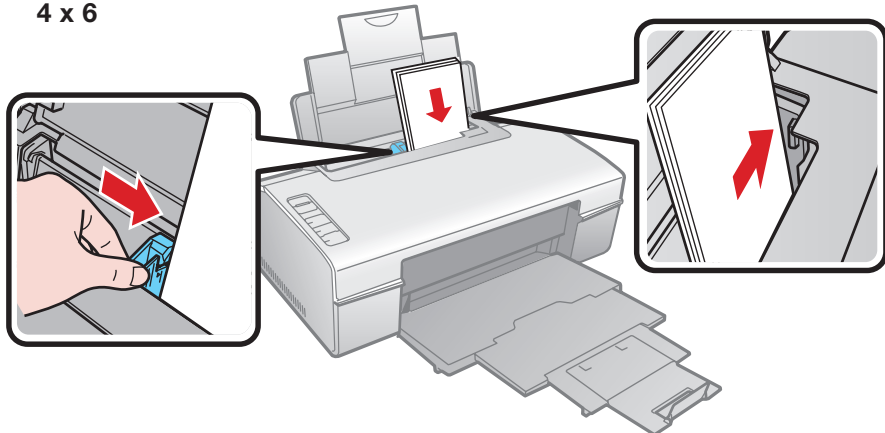
Note: Don't load the paper sideways; always load it short edge first.

5 Choose your connection

Network (wireless or wired)

See your *Network Installation Guide*. You can't install your software as described below.
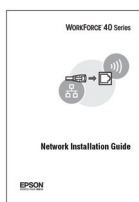
OR

USB connection

Make sure you have a USB cable (not included). Then follow the steps below.

USB connection

Follow these steps to connect the WorkForce 40 Series directly to your computer using a USB cable (not included).

Windows

1 Make sure the printer is **NOT CONNECTED** to your computer.
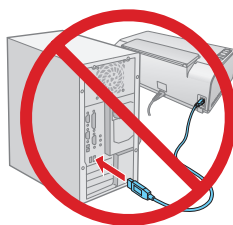
Note: If you see a Found New Hardware screen, click **Cancel** and disconnect the USB cable. You can't install your software that way.
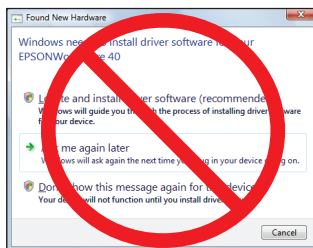
2 Insert the WorkForce 40 Series software CD.

With Windows Vista, if you see the AutoPlay window, click **Run EPSETUP.EXE**. When you see the User Account Control screen, click **Continue**.
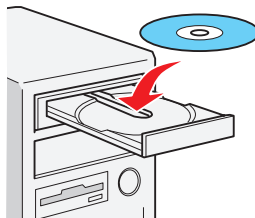
3 Click **Install** and follow the on-screen instructions.
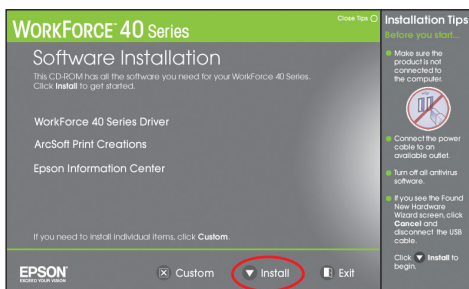
4 When you see this screen, select **Install driver for direct USB connection** and then click **Next**.

5 When prompted, connect a USB cable. Use any open USB port on your computer.
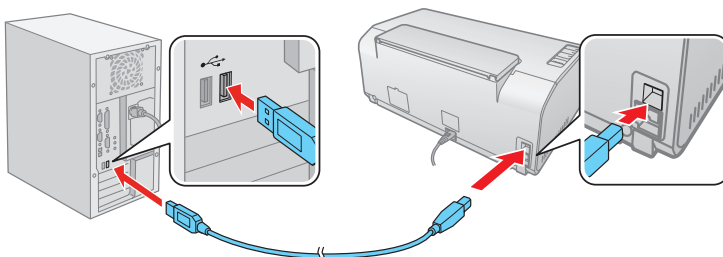
Note: If installation doesn't continue after a moment, make sure you securely connected and turned on the printer.

6 Follow the on-screen instructions to install the rest of the software and register your WorkForce 40 Series.

7 When you're done, remove the CD and restart your computer.

You're ready to print! See your *Quick Guide* or on-screen *Epson Information Center* for instructions.

Macintosh®

1 Make sure the printer is **NOT CONNECTED** to your computer.
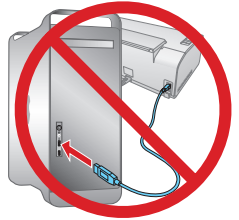
2 Insert the WorkForce 40 Series software CD.
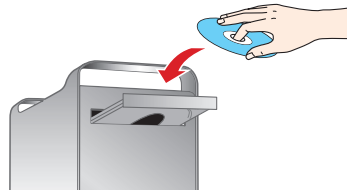
3 Double-click the EPSON Epson icon.

4 Click **Install** and follow the on-screen instructions.

5 When you see this screen, select **Install driver for direct USB connection** and then click **Next**.

6 When prompted, connect a USB cable. Use any open USB port on your computer.

If you're using Mac OS X 10.5.x, skip to step 10.

If you're using Mac OS 10.3.9 or 10.4.11, continue with the next step.

7 When you see this screen, click **Add Printer.**

8 Follow the steps on the right side of the screen to add the printer.

WORKFORCE 40 Series
Software Installation

Before you can print, you will need to add the printer to the printer list.
Click **Add Printer** and then follow the on-screen instructions.

Add Printer

EPSON

▶ Next

To add your Epson printer, follow these steps:

1. Click **Add** in the screen to the left.
2. Follow the steps for your OS.
   Mac OS X 10.4 users: Select your Epson product, then click **Add**.
   Mac OS X 10.3 users: Select **USB** at the top of the screen. Then select your Epson product and click **Add**.
3. Quit the Printer Setup Utility.

9 Click **Next** again, if necessary.

10 Follow the on-screen instructions to install the rest of the software and register your WorkForce 40 Series.

11 When you're done, eject the CD.

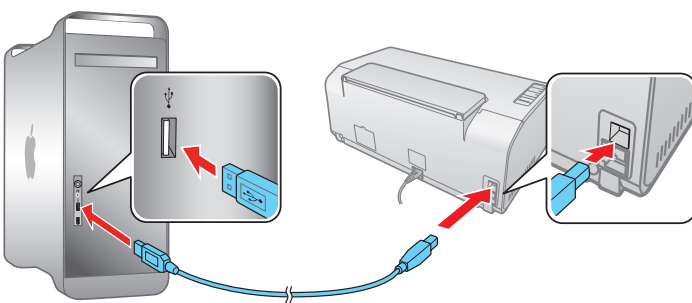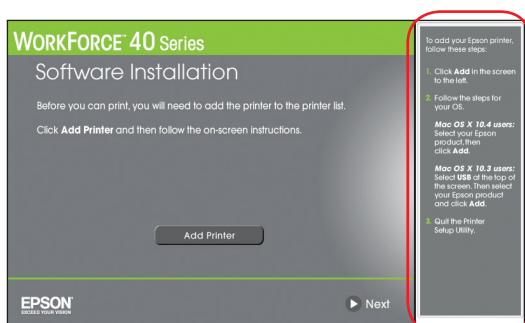You're ready to print! See your *Quick Guide* or on-screen *Epson Information Center* for instructions.

Solving problems

The printer makes noise after ink cartridge installation.

- The first time you install ink cartridges, the printer must charge its print head for 2.5 minutes or so. Wait until charging finishes (the ⏻ power light stops flashing) before you turn off the printer, or it may charge improperly and use excess ink the next time you turn it on.

- If the printer stops moving or making noise, but the ⏻ power light is still flashing after 5 minutes, turn off the printer. If the light is still flashing when you turn it back on, contact Epson as described in "**Any questions?**".

- Turn off the printer, then make sure the ink cartridges are inserted completely and the ink cartridge cover is closed completely. Wait a moment, then turn the printer back on to clear the error.

You're having problems installing the printer software.

- During software installation, you are prompted to connect the USB cable. When you connect the cable, make sure your printer is turned on and the cable is securely connected at both ends.

- Close your other programs, including any screen savers and virus protection software, and install the software again.

Any questions?

Quick Guide

Basic instructions for printing.
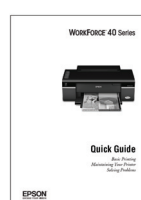
Network Installation Guide

Instructions on configuring the WorkForce 40 Series for a network.
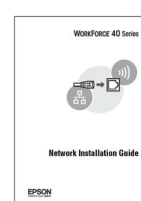
On-screen *Epson Information Center*

Click the desktop shortcut for easy access to the WorkForce 40 Series *Epson Information Center*, FAQs, online troubleshooting advice, and software downloads. You can also purchase paper and ink.

On-screen help with your software

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

Epson Technical Support

Internet Support

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

For a video tutorial and other information about setting up a wireless network, go to: **epson.com/support/wireless**

Speak to a Support Representative

Call (562) 276-7202 (U.S.) or (905) 709-2567 (Canada), 6 AM to 6 PM, Pacific Time, Monday through Friday. Days and hours of support are subject to change without notice. Toll or long distance charges may apply.

Software Technical Support

ArcSoft Print Creations™
www.arcsoft.com/support

Need paper and ink?

Try Epson paper with DURABrite® Ultra Ink for professional results. For the right supplies at the right time, you can purchase them at Epson Supplies Central℠ at **www.epson.com/ink3** (U.S. sales) or **www.epson.ca** (Canadian sales). You can also purchase supplies from an Epson authorized reseller. To find the nearest one, call 800-GO-EPSON (800-463-7766).

Genuine Epson Paper

Epson offers a wide variety of papers to meet your needs; visit Epson Supplies Central for more information.

Presentation Paper Matte

Ultra smooth, non-glare, instant-drying paper for scrapbooks, newsletters, and graphical presentations.

Premium Photo Paper Glossy

High gloss, instant-drying paper for beautiful, durable photos made to share or display in an album.

Genuine Epson Inks

DURABrite **Ultra** INK

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

Color	Standard Capacity	High Capacity	Extra High Capacity
● Black	69	68	97
● Cyan	69	68	—
● Magenta	69	68	—
● Yellow	69	68	—

Note: The 68 High Capacity color ink cartridges are available only online; visit **www.epson.com/highcapacity** (U.S. sales) or **www.epson.ca** (Canadian sales).

Cut out the card to the right and keep it with you when purchasing replacement ink cartridges.

WORKFORCE™ 40 Series Ink Cartridges

Color	Standard Capacity	High Capacity	Extra High Capacity
● Black	69	68	97
● Cyan	69	68	—
● Magenta	69	68	—
● Yellow	69	68	—

The 68 High Capacity color ink cartridges are available only online; visit **www.epson.com/highcapacity** (U.S. sales) or **www.epson.ca** (Canadian sales).