

EPSON STYLUS™ SCAN 2500

All in One Product

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Where to Find Information

Setup Guide

- ❑ Read this first to set up and begin using your EPSON Stylus Scan. This guide includes information on setting up your Stylus Scan and installing the EPSON Stylus Scan software.

Daily Use guide

- ❑ Provides information on daily operation. Also, contains troubleshooting tips and information on contacting customer support.

Reference Guide (on the CD-ROM)

The reference guide included on the CD-ROM offers easy-to-access information about all aspects of the EPSON Stylus Scan, including

- ❑ Using the printer, scanner and copy features
- ❑ Using the software
- ❑ Working with special paper and other media
- ❑ Maintenance
- ❑ Problem-solving

To read the reference guide, you must have a Web browser installed on your computer. For more information on using this CD-ROM, see the included *CD-ROM Booklet*.

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Safety Instructions

Important Safety Instructions

Read all of these instructions before starting to use your Stylus Scan. Also be sure to follow all warnings and instructions marked on the Stylus Scan.

- ❑ Unplug the Stylus Scan before cleaning. Clean with a damp cloth only. Do not use cleaning fluid or detergents on the Stylus Scan.
- ❑ Do not place the Stylus Scan on an unstable surface, or near a radiator or heat source.
- ❑ Do not block or cover the openings in the Stylus Scan's cabinet.
- ❑ Do not insert objects through the slots. Do not spill liquid on the Stylus Scan.
- ❑ Use only the type of power source indicated on the Stylus Scan's label.
- ❑ Connect all equipment to properly grounded power outlets. Avoid using outlets on the same circuit as air control systems or other high- load office devices 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 and the base units of cordless telephones.
- ❑ Do not use a damaged or frayed power cord.


- ❑ If you use an extension cord with the Stylus Scan, make sure the total amperage of the devices plugged into the extension cord does not exceed the cord's ampere rating. Also, make sure the total ampere rating of all devices plugged into the wall outlet does not exceed the wall outlet's ampere rating.
- ❑ Do not attempt to service the Stylus Scan yourself.

Unplug the Stylus Scan and refer servicing to qualified service personnel under any of the following conditions:

- ❑ The power cord or plug is damaged; liquid has entered the Stylus Scan; the Stylus Scan has been dropped or the cabinet damaged; the Stylus Scan does not operate normally or exhibits a distinct change in performance.

A Few Precautions

When using the Stylus Scan

- ❑ Do not put your hand inside the Stylus Scan or touch the ink cartridges during operation.
- ❑ Do not move the print head by hand. Doing so may damage the Stylus Scan.
- ❑ Always use the  power button to turn off the Stylus Scan. When this button is pressed, the Operate light flashes briefly then goes off. Do not unplug the Stylus Scan or turn off the power to the outlet until the Operate light stops flashing. The scanner carriage must be secured with the Transportation Lock.
- ❑ Before transporting the Stylus Scan, make sure the print head is in the home (far right) position and the ink cartridges are in place. The scanner carriage must be secured with the Transportation Lock.

When handling the ink cartridges

- ❑ Keep ink cartridges out of the reach of children. Do not allow children to drink the ink or otherwise handle the cartridges.
- ❑ If ink gets on your skin, wash it off with soap and water. If ink gets into your eyes, flush your eyes immediately with water. If a discomfort or vision problems remain after a thorough flushing, see a doctor immediately.
- ❑ Do not shake the ink cartridges. Cartridges may leak if shaken.
- ❑ Install the ink cartridge immediately after you remove it from its package. Leaving the cartridge unpacked for a long time before use may result in reduced print quality.
- ❑ Once you install an ink cartridge, do not open the clamp or remove the cartridge except to replace it with a new one. The cartridge becomes unusable when you open the clamp.
- ❑ Do not use an ink cartridge beyond the date printed on the cartridge carton. For best results, use the ink cartridges completely within six months of installing them.
- ❑ Do not dismantle the ink cartridges or try to refill them. Doing so may damage the print head.

When choosing a place for the Stylus Scan

- ❑ Place the Stylus Scan on a flat, stable surface that extends beyond the base of the machine in all directions. The Stylus Scan will not operate properly if it is tilted or at an angle.
- ❑ Avoid places subject to rapid changes in temperature and humidity. Also keep the Stylus Scan away from direct sunlight, strong light, and heat sources.
- ❑ Avoid places subject to shocks and vibrations.

- ❑ Leave enough room around the Stylus Scan to allow for sufficient ventilation.
- ❑ Place the Stylus Scan near a wall outlet where the power cord can be easily unplugged.

ENERGY STAR Compliance



As an ENERGY STAR Partner, EPSON has determined that this product meets the ENERGY STAR guidelines for energy efficiency.

The International ENERGY STAR Office Equipment Program is a voluntary partnership with the computer and office equipment industry to promote the introduction of energy-efficient personal computers, monitors, printers, fax machines, and copiers in an effort to reduce air pollution caused by power generation.

Warnings, Cautions, and Notes



Warnings

must be followed carefully to avoid bodily injury.



Cautions

must be observed to avoid damage to your equipment.

Notes

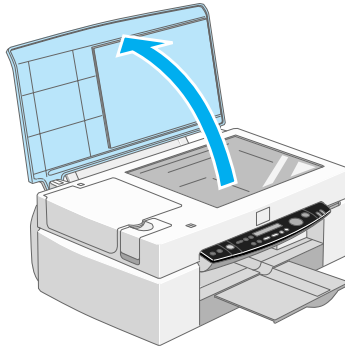
contain important information and useful tips on the operation of your Stylus Scan.

Setup Guide

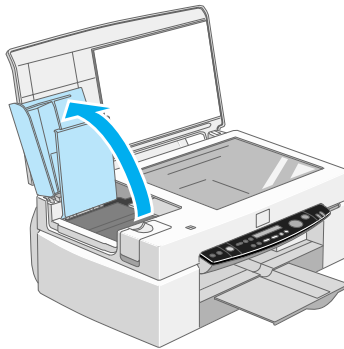
Releasing the Transportation Lock

Before connecting the Stylus Scan to a power source, you must release the transportation lock. To release the transportation lock, follow the steps below.

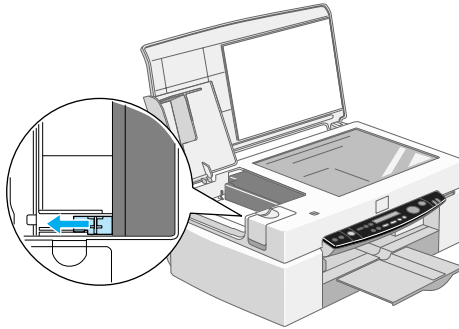
1. Open the document cover.



2. Open the maintenance cover.



- Slide the transportation lock, as shown in the illustration below, to release the scanner carriage.



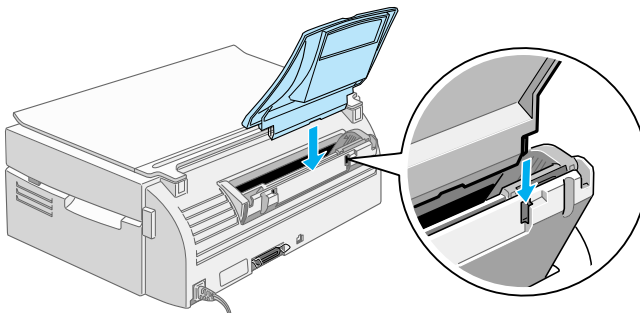
Note:

Be sure to lock the transportation lock again before moving the Stylus Scan.

- Close the maintenance cover and document cover.

Attaching the Paper Support

Insert the paper support into the slots at the rear of the Stylus Scan.



Plugging in the Stylus Scan

1. Make sure that the Stylus Scan is turned off.
2. Check the label on the back of the Stylus Scan to make sure the voltage required by the Stylus Scan matches that of the your electrical outlet. Also, make sure that you have the correct power cable for your power source.



Caution:

It is not possible to change the Stylus Scan's voltage. If the rated voltage and your outlet voltage do not match, contact your dealer for assistance. Do not plug in the power cord.

3. If the power cord is not attached to the Stylus Scan, connect it to the AC inlet at the back of the Stylus Scan.
4. Plug the power cord into a properly grounded electrical outlet.

Connecting the Stylus Scan to Your Computer

Your Stylus Scan has two ports through which it can be connected to a computer; a parallel port and a USB port. Use the port appropriate for your computer.

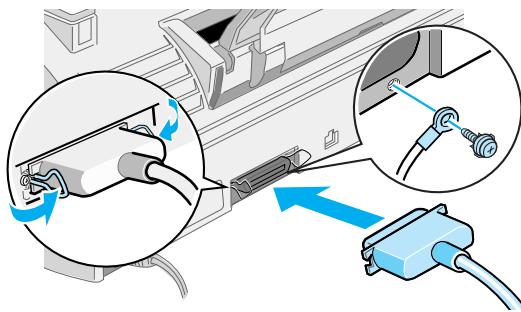
Note:

- ❑ *If your computer has both a parallel and USB port, be sure to follow the correct steps to connect to the port you choose.*
- ❑ *Do not use the Stylus Scan's parallel port and USB port simultaneously. Connect the Stylus Scan to one computer at a time.*

Using the parallel port (for Windows 98 and 95)

To connect the Stylus Scan to your PC using the parallel port, you need a shielded, twisted-pair parallel cable. Follow the steps below to connect your Stylus Scan to your PC via the parallel port.

1. Make sure both the Stylus Scan and computer are turned off.
2. Plug the cable connector securely into the parallel interface connector at the rear of the Stylus Scan. Squeeze the wire clips together until they lock in place on both sides. If there is a ground wire at the end of the cable, connect it to the ground connector at the back of the Stylus Scan.



3. Plug the other end of the cable into the computer's parallel interface.

You are now ready to install the Stylus Scan drivers. For installation instructions, see "For Windows 98 or 95 with a parallel connection" on page 10.

Using the USB port (for Windows 98 and Macintosh)

To connect the Stylus Scan to your computer using the USB port, you must first install the Stylus Scan drivers.

To install the drivers and connect the Stylus Scan to a computer running Windows 98 and using the USB port, see "For Windows 98 with a USB connection" on page 15.

To install the software and connect the Stylus Scan to your Macintosh, see "Installing the software in your Macintosh" on page 24.

Installing the Drivers and Other Software in Your PC

Your Stylus Scan comes with the EPSON Stylus Scan 2500 Software for Windows CD-ROM which includes software for your Stylus Scan.

To print and scan with your Stylus Scan, you need to install the following software included on the CD-ROM.

- ❑ **EPSON SMART PANEL**
Provides easy access to the Stylus Scan's scanning, printing, and copying features.
- ❑ **EPSON Stylus Scan 2500 Drivers**

Printer Driver

Allows you to use the Stylus Scan's printer function.

EPSON Stylus Scan FB TWAIN

EPSON Stylus Scan FB TWAIN controls the Stylus Scan's scanner function.

EPSON Scanner Monitor (except Windows 98 USB)

This software detects when the "Scan Button" is pressed on the Stylus Scan panel. The "Scan Button" automatically starts the software selected in the EPSON Scanner Monitor.

The included CD-ROM also contains the following software.

❑ **Acrobat Reader**

This software enables you to read the manuals for EPSON SMART PANEL and WinFAX, and any other files that are in the Portable Document Format (PDF).

❑ **WinFax BASIC EDITION**

Includes applications that support the Stylus Scan's fax features and other special operations.

For Windows 98 or 95 with a parallel connection

After connecting the Stylus Scan to your computer as described in "Using the parallel port (for Windows 98 and 95)" on page 8, follow the steps below to install the drivers and other software.

Note for users with a parallel connection:

- ❑ *Before installing the software on your computer, make sure there is not a Stylus Scan driver already installed on your computer. If there is, see "Uninstalling the parallel driver" on page 40 and uninstall the software before following the steps below.*
- ❑ *Make sure the ECP mode is turned on in your computer's BIOS. For details, see your computer documentation.*

1. Turn on the computer and start Windows.

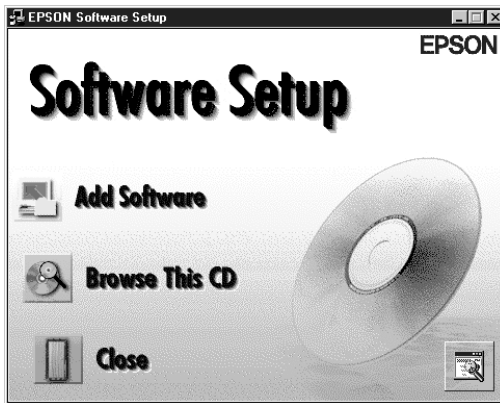
Note:

If you turn on the Stylus Scan before turning on your PC, the computer may detect the Stylus Scan and display the New Hardware Found dialog box or a similar wizard, following start-up. If this occurs, click the Cancel button to close the dialog box, and continue with installation as described below.

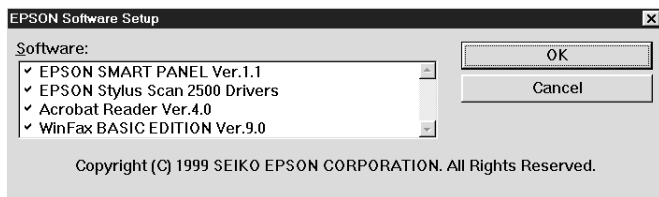
2. Insert the EPSON Stylus Scan 2500 Software for Windows CD-ROM in the CD-ROM drive. The Select Language dialog box appears.



3. Select the language you want and click OK.
4. Click the Add Software button.



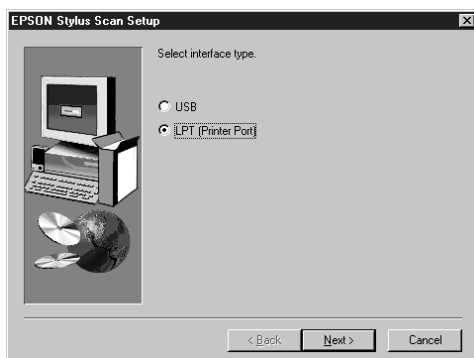
5. The EPSON Software Setup dialog box appears. Make sure there is a check mark next to EPSON SMART PANEL and EPSON Stylus Scan 2500 Drivers. Clear the check marks next to the names of any software that you do not want to install.



6. Click OK.
7. Follow the on-screen instructions to install EPSON SMART PANEL.
8. When installation is complete, the EPSON Stylus Scan Setup dialog box appears. Click Next.



9. In Windows 98, the following dialog box appears. Select LPT (Printer Port), then click NEXT to begin installation. (If this dialog box does not appear, go to the next step.)



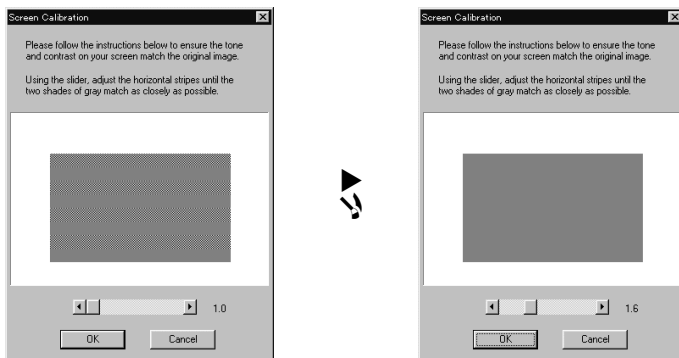
10. When installation is complete, click OK to start the EPSON Screen Calibration utility.



Note:


Be sure to calibrate your screen and Stylus Scan to ensure that the colors of reproduced images closely match the originals.

11. In the following window, move the slider to the right or left until the two shades of gray horizontal stripes match.



Note:

The gray stripes will not perfectly blend together; however, try to make the two tones match as closely as possible.

12. Click OK to register the calibration setting.
13. When the EPSON Stylus Scan Drivers installation is complete, installation of other applications begins automatically. Follow the on-screen instructions.
14. After all applications have been installed, a message appears asking you to restart your computer. Click OK.
15. Restart the computer, then turn on the Stylus Scan by pressing the  power button.

Note:

Do not change the printer name (leave it as EPSON Stylus Scan 2500), otherwise your Stylus Scan will not work correctly.

For Windows 98 with a USB connection

Before connecting the Stylus Scan to your Windows 98 computer using the USB port, you must first install the Stylus Scan software. This section guides you through the software installation and also includes instructions on connecting the Stylus Scan to your computer using the USB port. Follow the steps below.

Note:

Your computer must be a Windows 98 pre-installed model. You cannot install or run the USB Printer Driver on a computer which is not equipped with a USB port or which is upgraded from Windows 95 to 98.

1. Make sure the Stylus Scan is off, and that it is not connected to your computer. Then turn on the computer and start Windows 98.

Note:

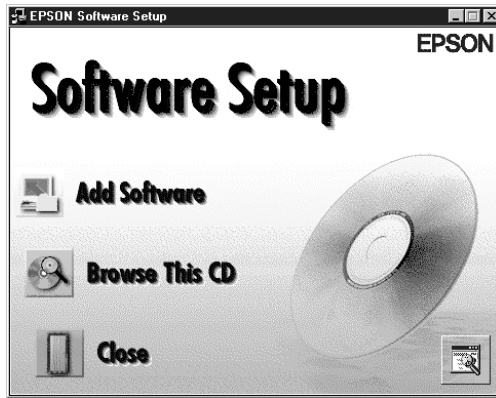
If you turn on the Stylus Scan before turning on your computer, the computer may detect the Stylus Scan and display the New Hardware Found dialog box, or a similar wizard. If this occurs, click the Cancel button to close the dialog box, and remove the USB cable. Then continue with installation as described below.

2. Insert the EPSON Stylus Scan 2500 Software for Windows CD-ROM in the CD-ROM drive. The Select Language dialog box appears.

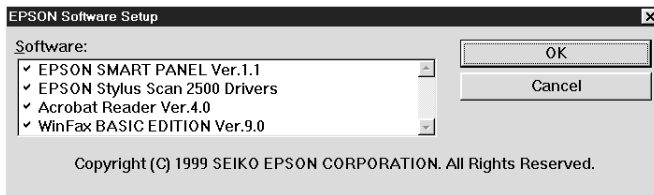


3. Select the language you want and click OK.

4. Click the Add Software button.



5. The EPSON Software Setup dialog box appears. Make sure there is a check mark next to EPSON SMART PANEL and EPSON Stylus Scan 2500 Drivers. Clear the check marks next to the names of any other software that you do not want to install.

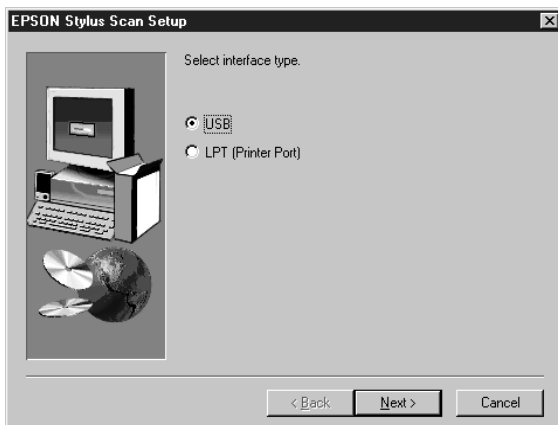


6. Click OK.
7. Follow the on-screen instructions to install EPSON SMART PANEL.

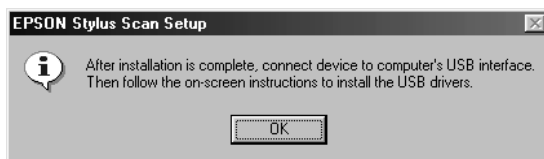
- When installation is complete, the EPSON Stylus Scan Setup dialog box appears. Click Next.



- The following dialog box appears. Select USB, then click Next.

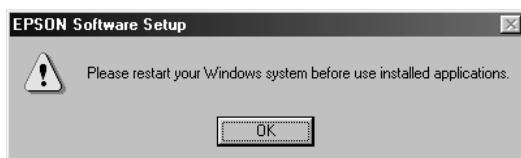



10. The following message appears.



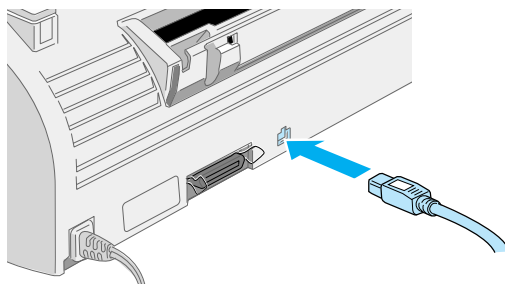
Click OK. Installation for other applications begins automatically. Follow the on-screen instructions.

11. After the applications have been installed, the following message appears.



Click OK and restart your computer. Then turn on the Stylus Scan by pressing the  power button.

12. Plug the appropriate end of the cable into the USB port on the back of the Stylus Scan. (The end that attaches to the Stylus Scan has a different shape from the end that attaches to the computer.)



Note:

To connect the Stylus Scan to a USB port, you need a standard shielded USB cable.

13. Connect the other end of the cable to the computer's USB port.

Note:

If you have more than one USB hub connected to your computer, connect the Stylus Scan to the hub that is connected directly to your computer. If the Stylus Scan does not work properly when connected to the hub, connect it directly to the computer's USB port.

14. If the following dialog box appears, click Next. Otherwise skip to step 19.



15. The dialog box shown below appears. Click Next.



16. In the following dialog box, clear all the check boxes, then click Next.



17. In the following dialog box, click **Next** to install the required drivers.



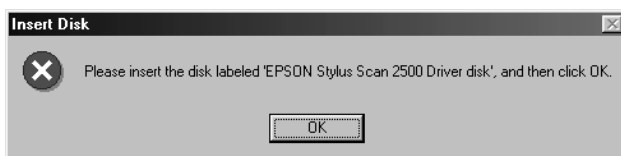
Note:

If a dialog box appears asking you to specify the location of the Windows 98 CD-ROM, insert the Windows 98 CD-ROM into the CD-ROM drive and click OK.

18. Click **Finish** to complete the USB Hub driver installation.



19. The following message appears.



Make sure the EPSON Stylus Scan 2500 Software for Windows CD-ROM is still in your CD-ROM drive, and click OK.

20. The following dialog box appears.



In the Copy files from box, type D:\EPSON\ENGLISH (or your preferred language). Then click OK. Substitute the appropriate drive letter for your CD-ROM drive as necessary. The system installs the required driver.

Note:

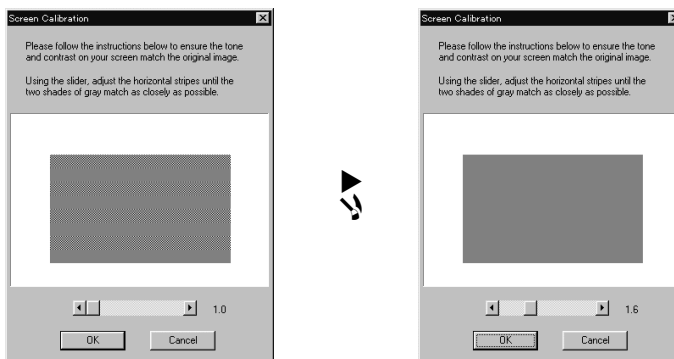
Depending on your system, you may have to repeat steps 19 and 20 to install the printer driver and the scanner software.

21. During driver installation, the EPSON Screen Calibration utility starts automatically.

Note:

Be sure to calibrate your screen and Stylus Scan to ensure that the colors of reproduced images closely match the originals.

22. In the following window, move the slider to the right or left until the two gray horizontal stripes match.



Note:

The gray stripes will not perfectly blend together; however, try to make the two tones match as closely as possible.

23. Click OK to register the calibration setting.
24. Follow the on-screen instructions to complete the installation.

Note:

Do not change the printer name (EPSON Stylus Scan 2500), otherwise your Stylus Scan will not work correctly.

Installing the software in your Macintosh

To print and scan with your Stylus Scan, you need to install the following software included on the EPSON Stylus Scan 2500 Software for Macintosh CD-ROM shipped with your Stylus Scan. This software must be installed before connecting the Stylus Scan to your Macintosh.

❑ EPSON SMART PANEL

Provides easy access to the Stylus Scan's scanning, printing, and copying features.

❑ EPSON Stylus Scan 2500 Drivers

Printer Driver

Allows you to use the Stylus Scan's printer function.

EPSON Stylus Scan FB TWAIN

EPSON Stylus Scan FB TWAIN controls the Stylus Scan's scanner function.

EPSON Scanner Monitor

This software detects when the "Scan Button" is pressed on the Stylus Scan panel. The "Scan Button" automatically starts the software selected in the EPSON Scanner Monitor.

The included CD-ROM also contains the following software.

❑ Acrobat Reader

This software enables you to read the manual for EPSON SMART PANEL, or any other file that is in the Portable Document Format (PDF).

❑ FAXstf

Includes applications that support the Stylus Scan's fax features and other special operations.

Follow these steps to install your Stylus Scan software, and to connect the Stylus Scan to your Macintosh.



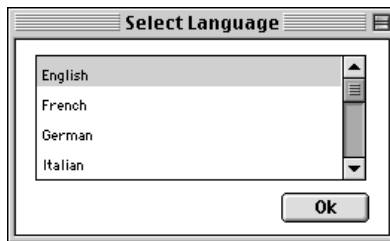
Caution:

Turn off all virus protection programs before you install your EPSON Stylus Scan software.

Note for iMac users:

If you are using Mac OS 8.1, you need to install iMac Update 1.0 before installing the Stylus Scan software. This update, along with complete update information, is available online from the Apple Web site. If you are using Mac OS 8.5 or later, you do not need to install iMac Update 1.0.

1. Turn on your Macintosh and insert the EPSON Stylus Scan 2500 Software for Macintosh CD-ROM in the CD-ROM drive. The EPSON window appears.
2. Double-click the Software Installer icon. The Select Language dialog box appears.

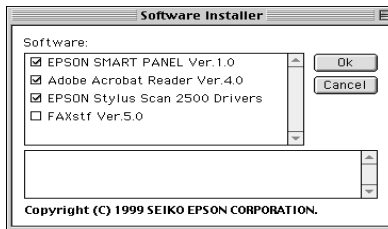


3. Select the language you want and click OK.

4. Click the Add Software button.



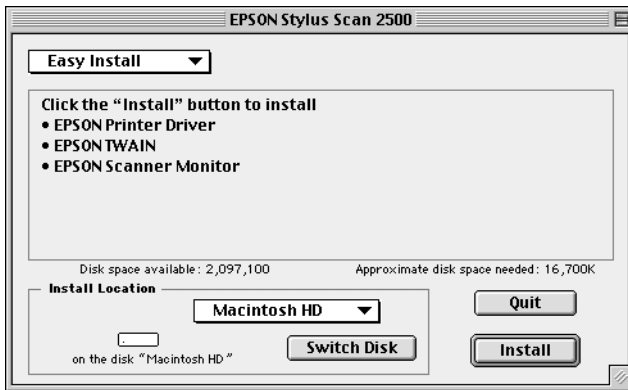
5. The EPSON Software Setup dialog box appears. Make sure there is a check mark next to EPSON SMART PANEL and EPSON Stylus Scan 2500 Drivers. Clear the check marks next to the names of any other software that you do not want to install.



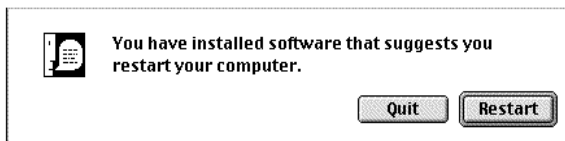
Note:

Please note that FAXstf cannot be installed at the same time as other applications. To use FAXstf, you must install it separately.

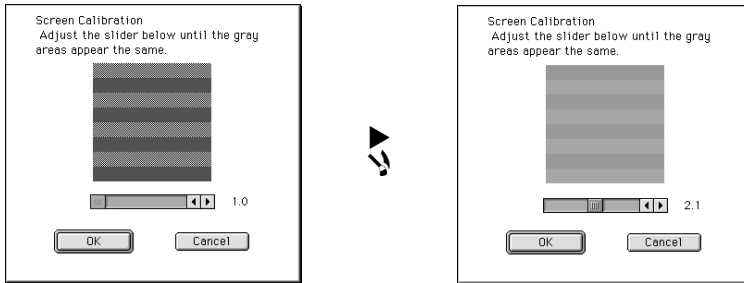
6. Click OK.
7. Follow the on-screen instructions to install EPSON SMART PANEL.
8. When installation is complete, the following dialog box appears.



9. Click Install, then follow the on-screen instructions.
10. When the following dialog box appears, click Restart.




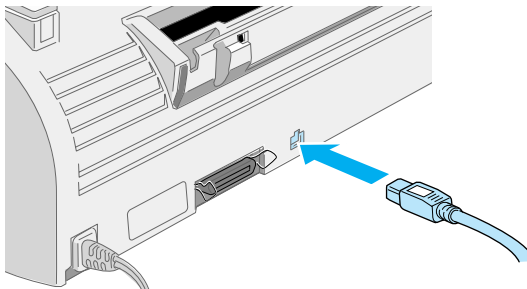
11. The EPSON Screen Calibration utility starts automatically. In the following window, move the slider to the right or left until the two shades of the gray horizontal stripes match.



Note:

The gray stripes will not perfectly blend together; however, try to make the two tones match as closely as possible.

12. Click OK to register the calibration setting. The computer restarts automatically.
13. Turn on the Stylus Scan by pressing the  power button.
14. Plug the appropriate end of the USB cable into the USB port at the back of the Stylus Scan. (The end that attaches to the Stylus Scan has a different shape from the end that attaches to the computer.)



Note:

To connect the Stylus Scan to a USB port, use a standard shielded USB cable.

15. Connect the other end of the cable to the computer's USB port.

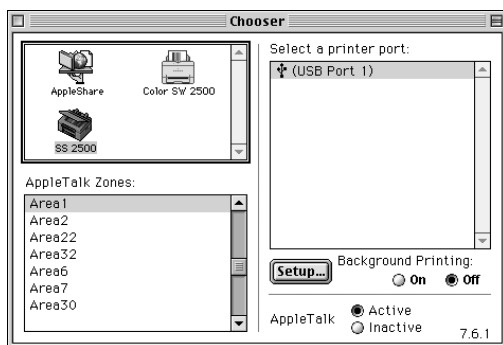
Note:

If you have more than one USB hub connected to your computer, connect the Stylus Scan to the hub that is connected directly to your computer. If the Stylus Scan does not work properly when connected to the hub, connect it directly to the computer's USB port.

Selecting your Stylus Scan in the Chooser

After you install the printer software on your Macintosh, you need to open the Chooser to select your Stylus Scan. You have to choose the Stylus Scan the first time you use it or whenever you want to switch to another printer. Your Macintosh always prints using the last printer selected.

1. Choose Chooser from the Apple menu. Click the SS2500 icon, and the port your Stylus Scan is connected to.



2. Click the Background Printing radio button to turn background printing on or off.

When background printing is on, you can use your Macintosh while it is preparing a document for printing. You must turn on background printing to use the EPSON Monitor3 utility to manage print jobs.

3. Close the Chooser.

Notice for USB users

If you connect several units of the same type, each unit is assigned a separate USB port number, such as USB port 1, USB port 2, and so on. Performing any of the following functions may cause the USB port numbers for the individual units to change.

- Restarting your Macintosh
- Turning the Stylus Scan off and on
- Detaching and reconnecting the USB cable

Please check the assigned USB port number in the Chooser after performing any of these functions.

Before turning on your USB hub (if necessary) and your Stylus Scan, turn on the Macintosh and wait until startup is completed.

When unplugging the USB cord, wait a few seconds before plugging it back in. Otherwise, the Macintosh may not recognize your Stylus Scan and you may be unable to print correctly.

Installing Ink Cartridges

Before installing the ink cartridges, note the following.



Warning:

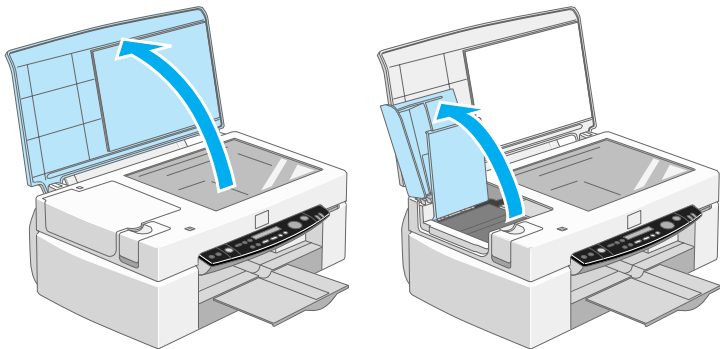
The ink cartridges are self-contained units. Under ordinary use, ink will not leak from a cartridge. If ink does get on your hands, wash them thoroughly with soap and water. If ink gets into your eyes, flush them immediately with water. If discomfort or vision problems remain after a thorough flushing, see a doctor immediately.

Note:

Do not open the ink cartridge packages until just before you install them, or the ink may dry up.

Install the ink cartridges as follows.

1. Make sure the Stylus Scan is turned on.
2. Open the document cover and the maintenance cover. The scanner carriage moves out of the way automatically.



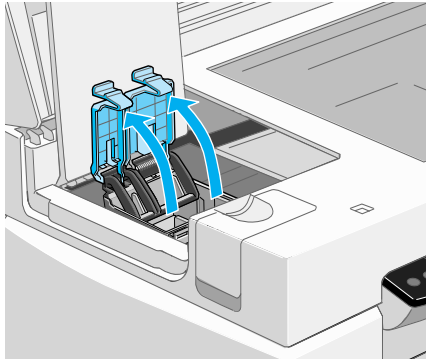
The print head moves to the left, to the ink cartridge installation position.



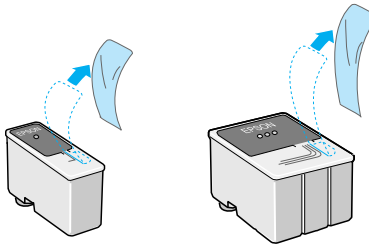
Caution:

Do not move the print head by hand. Doing so may damage the Stylus Scan.

3. Lift the ink cartridge clamp.



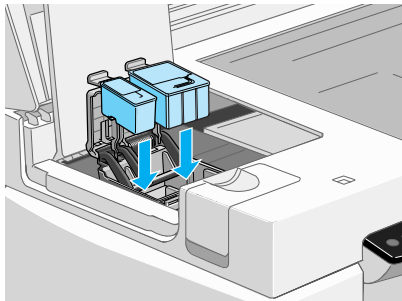
4. Open the ink cartridge packages. Remove the yellow tape seals from the cartridges.





Caution:

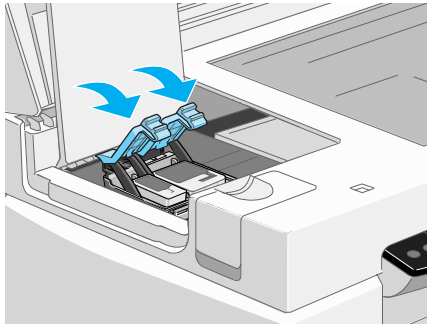
- ❑ *Remove the yellow tape seals from the cartridges before installing them; otherwise the cartridges will be damaged and will become unusable.*
 - ❑ *Do not remove the blue portion of the tape seals from the cartridges; otherwise the cartridges will clog and become unusable.*
 - ❑ *Do not remove the tape seals from the bottom of the cartridges; otherwise, ink will leak.*
5. Place the cartridges gently into their holders with the labels face-up. The color ink cartridge goes on the right and the black goes on the left. Do not press down on the cartridges.



Note:


Install both ink cartridges. If either of the cartridges is not installed, the Stylus Scan will not work.

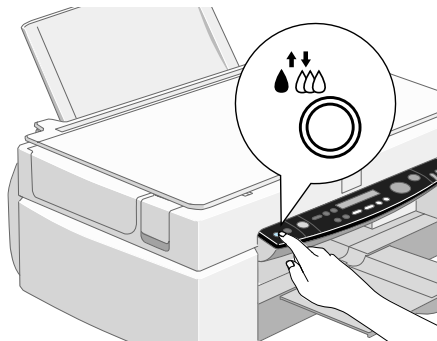
6. Press the ink cartridge clamps down until they lock in place.



Caution:

Once you install the ink cartridges, do not open the clamps again until you need to replace the ink cartridges. Opening the clamps makes the cartridges unusable.

7. Close the maintenance and document covers. The scanner carriage will return to the home position.
8. Press the  cleaning button. The Stylus Scan print head will move, and the ink delivery system will begin charging ink.



The ink charging process takes about one minute and a half to complete, during which time the Operate light flashes and the Stylus Scan produces a variety of mechanical sounds. These sounds are normal. When the ink delivery system has been charged, the print head returns to the home (far right) position and the Operate light stops flashing.



Caution:

Never turn off the Stylus Scan while the Operate light is flashing.

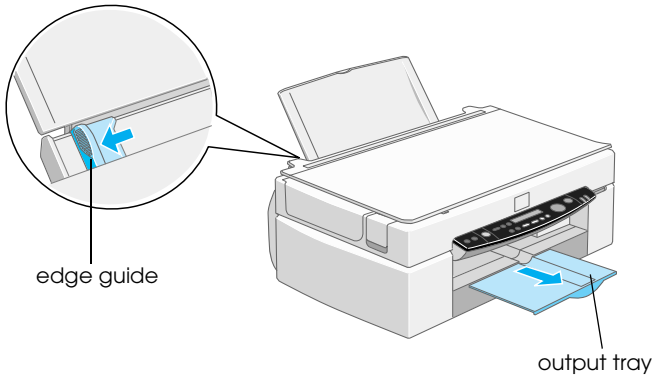
Checking the Stylus Scan

Before using your Stylus Scan, make sure it is working correctly by printing a nozzle check pattern. You may also need to clean the print head.

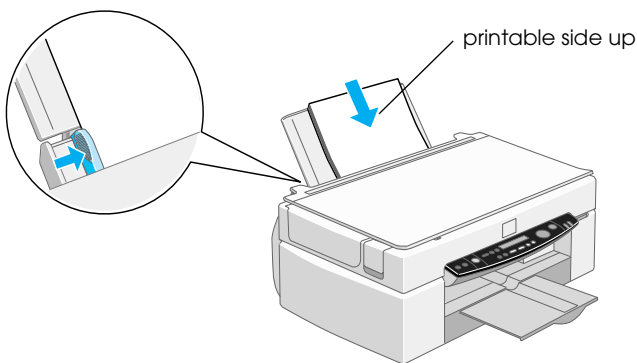
Loading paper

Follow these steps to load plain paper into the Stylus Scan.

1. Slide out the output tray. Next, slide the left edge guide so that the distance between the edge guides is slightly wider than the width of your paper. When loading long paper, pull out the paper support extension.



2. Fan a stack of paper; then tap it on a flat surface to even the edges.
3. Load the stack of paper with the printable side up and the right edge of the paper resting against the right side of the sheet feeder. Slide the left edge guide against the edge of the paper.





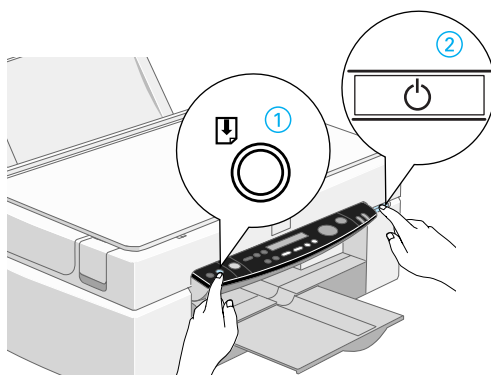
Note:

- ❑ Always load paper into the sheet feeder short edge first.
- ❑ Make sure the paper stack fits under the arrow mark inside the edge guide.

Printing a nozzle check pattern

Follow the on-screen instructions to check the print-head nozzles. If the on-screen instructions do not appear on your system, follow the instructions below.

Hold down the  load/eject button (① in the illustration below) and press the  power button (② in the illustration below) to turn on the Stylus Scan, then release both buttons. The Stylus Scan begins printing a nozzle check page.

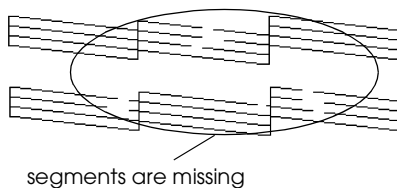


Here are sample printouts.

Good sample




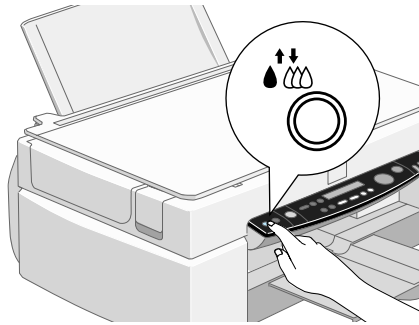
Print head needs to be cleaned



If the nozzle check page does not print satisfactorily (for example, if any segment of the printed lines is missing), then you should clean the print head as explained below. If the printout was satisfactory, you are ready to print your first page.

Cleaning the print head

1. Make sure that the Operate light is on and that an ink out message is not displayed on the LCD panel.
2. Hold down the  cleaning button for three seconds.



The Stylus Scan starts cleaning the print head and the Operate light begins flashing. Print head cleaning takes about one minute to complete.



Caution:

Never turn off the Stylus Scan while the Operate light is flashing. Doing so may damage the Stylus Scan.

3. When the Operate light stops flashing, print a few lines from a document to confirm that the head is clean and to reset the cleaning cycle.

If print quality hasn't improved after checking the nozzles and cleaning four or five times, contact your dealer.

After Setup

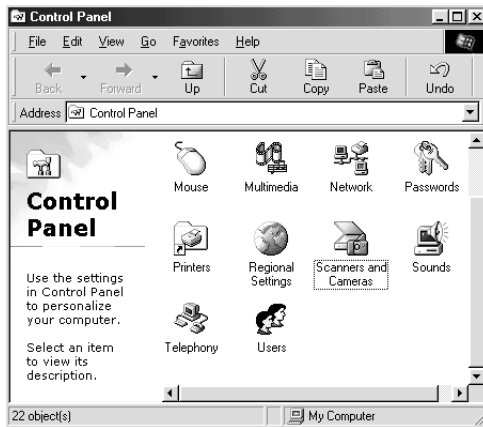
Changing the connection port (for Windows 98)

If you need to change the port from which the Stylus Scan is connected to your computer, you must first uninstall the Stylus Scan drivers currently installed in your PC.

Follow the steps below to uninstall the Stylus Scan drivers.

Uninstalling the USB driver

1. Click Start, point to Settings and Control Panel.
2. Double-click the Scanners and Cameras icon.



3. Select EPSON Stylus Scan 2500, then click Remove.
4. Click OK and close the dialog box.
5. Double-click the Add/Remove Programs icon.
6. Select EPSON Printer Software, then click Add/Remove.

7. Select EPSON Stylus Scan 2500, then click OK. Follow the on-screen instructions.
8. After uninstall is complete, select EPSON USB Printer Devices and click Add/Remove. Then follow the on-screen instructions. The computer restarts automatically.

To connect the Stylus Scan to your computer using the parallel port, see “Using the parallel port (for Windows 98 and 95)” on page 8.

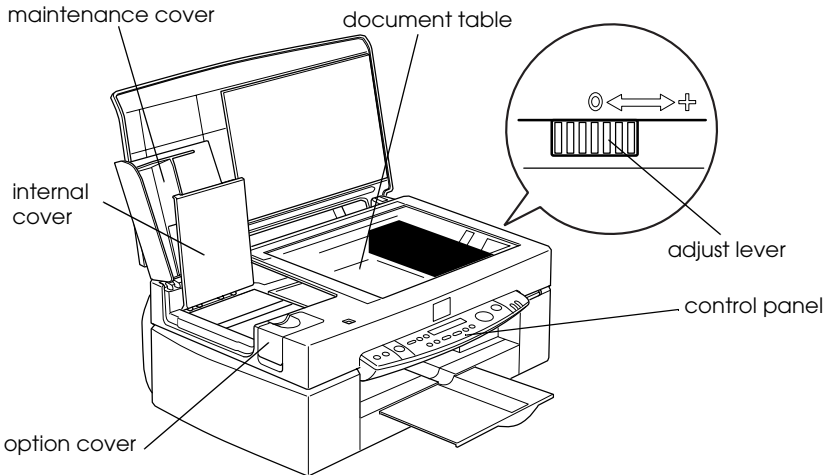
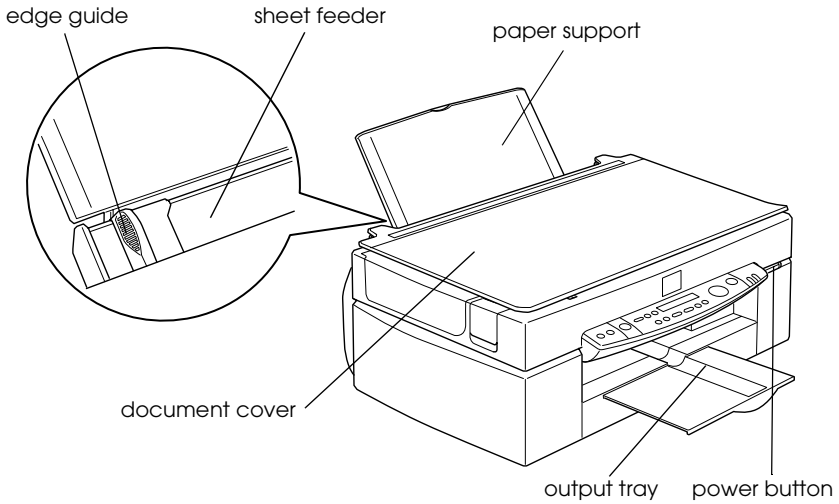
Uninstalling the parallel driver

1. Click the Start button, point to Programs, select EPSON Stylus Scan, then click Uninstall EPSON Stylus Scan FB TWAIN.
2. Follow the on-screen instructions.
3. After uninstall is complete, click the Start button, point to Settings, then point to Control Panel.
4. Double-click the Add/Remove Programs icon, then select EPSON Printer Software and click Add/Remove.
5. Select EPSON Stylus Scan 2500, then click OK.
6. Follow the on-screen instructions.
7. After uninstalling, restart your computer.

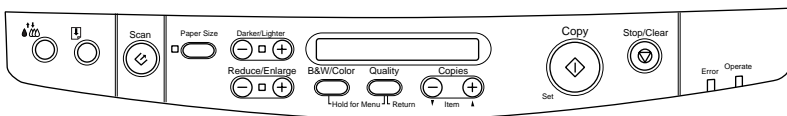
To connect the Stylus Scan using the USB port, see “Using the USB port (for Windows 98 and Macintosh)” on page 8.

Stylus Scan Parts and Functions

Stylus Scan Parts and Control Panel Functions



Control panel



You can control copy, print and scan functions with the control panel, and also check device status.

There are four control panel operation modes. LCD panel messages and operation vary by mode.

Copy Mode	This is the normal mode, and in this mode the system is ready to make a copy. The LCD will display the following items: Reduce/Enlarge, B&W/Color, Quality, Copies
Set-up Mode	This mode is used to change Copy settings. Use this mode to change settings with the panel buttons.
Status Mode	The system switches to this mode when the Stylus Scan is performing an action (print, scan or copy). Error and status messages are displayed.
Menu Mode	Hold down the Quality and B&W/Color buttons for 3 seconds to enter this mode. It is used to set the following items: Status sheet, bottom margin and Metric/US select Panel language select, Restore defaults



The control panel is composed of four major parts.

Status indicators: The status of the Stylus Scan is indicated with these two lights.


Light	Status
Operate	Comes on when the Stylus Scan is on. Flashes when warming up, receiving data, copying, printing, scanning, replacing an ink cartridge, charging ink, or cleaning the print head.

Error	Comes on when the Stylus Scan has an error. Check the message on the LCD panel for details.
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Printer: The printer is controlled with these two buttons.

Button	Function
 Load/Eject	<p>Press and release to feed or eject paper loaded in the sheet feeder. If the print head is in the position to change ink cartridges, it returns to home position.</p> <p>Press and hold for 3 seconds to move the print head to the ink cartridge change position.</p>
 Cleaning	<p>If the print head is at the cartridge change position. If the head is at the change position, press and release to return the print head to the home position.</p> <p>Press and hold for 3 seconds to start cleaning the print head; or, if the ink level of a cartridge is low or if a cartridge is missing, to move the print head to the cartridge-replacement position.</p>

Scanner: The Scan button controls scanner operation.

Button	Function
 Scan	<p>Pressing this switch starts scanning and transfers the scanned image to the assigned application software. To use this feature, you need to set up the software.</p>

Copy: This button controls the copy function.

Button	Function
 Copy	<p>Starts copying.</p> <p>The default copy settings are: Reduce/Enlarge 100% B&W/Color B&W Quality Normal Copies 1</p>
 Stop/Clear	<p>Changes the copy status:</p> <p> Cancels the copy, and ejects the paper. In Copy Mode, returns the Copies setting to one. In Set-up Mode, returns the selected set-up item to default.</p>

Paper Size	<p>Sets the paper size to be used for copying.</p> <p>Depending on the Metric/US selection made in Menu Mode, the following paper sizes will be selected:</p> <p>Metric: A4, B5, A6</p> <p>US: Letter, Half L, 5x8"</p>
B&W/Color	<p>Selects color or black-and-white copy.</p> <p>Hold down the Quality button and B&W/Color button for 3 seconds to enter the Menu Mode. in Menu Mode you can control several items.</p>
Quality	<p>Sets the copy quality.</p> <p>B&W: Normal, Fine</p> <p>Color: Normal, Fine, Photo</p> <p>When Photo is selected for a color copy, be sure to use EPSON Photo Paper.</p> <p>Hold down the Quality button and B&W/Color button for 3 seconds to enter the Menu Mode. In Menu Mode you can control several items.</p>
Copies	<p>Sets the number of copies, from 1 to 20.</p> <p>Use the + button to increase the number, and the - button to decrease it.</p>
Darker/ Lighter	<p>Sets the copy density.</p> <p>Press the + or - buttons to access the density setting screen, and set the desired density.</p>
Reduce/ Enlarge	<p>Sets the magnification ratio.</p> <p>Press the + or - buttons to access the Reduce/Enlarge screen, and set the desired magnification ratio.</p>

Printing Your Page

Loading Special Paper and Other Media

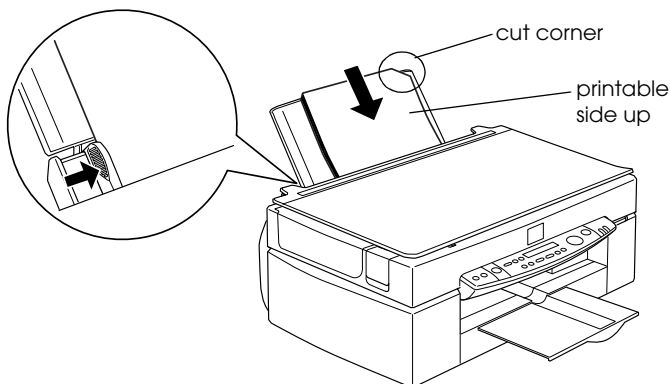
You can achieve good results with most plain bond paper. However, using coated paper or glossy film gives you higher quality printouts because these media absorb smaller amounts of ink.

You can print on a wide variety of special media, including ink jet paper, photo quality glossy film, photo paper, transparencies, envelopes, index cards, and adhesive sheets.

EPSON distributes special media that are formulated for the ink used in EPSON ink jet devices. It is recommended that you use these media to ensure high-quality results. See “EPSON special media” on page 140 for a complete list of these products.

When loading special media distributed by EPSON, read the instructions included with the media and keep the following points in mind.

- ❑ Make sure the printable side of the paper is facing up when loading media into the sheet feeder. See the instructions included with the media to determine which side is the printable surface. Some media come with one corner removed to help identify the correct loading direction, as shown in the illustration.



Note:

If you expand the printable area with the Maximum setting in the printer driver, the cut corner on special paper may mar your printout.

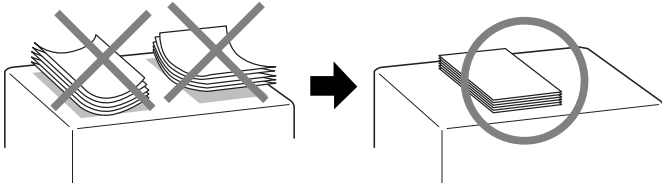
- ❑ Make sure the paper stack fits under the arrow mark located on the inside surface of the left edge guide.

□ The loading capacity for envelopes and EPSON special media is explained below.

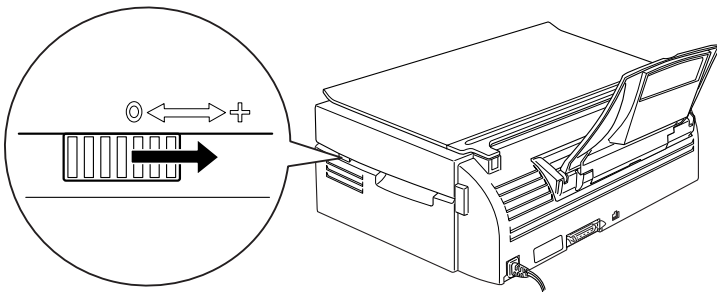
Envelopes	Up to 10 envelopes.
	Note: If the total thickness of the stack of envelopes exceeds 10 mm, press each envelope flat before loading.
360 dpi Ink Jet Paper and Photo Quality Ink Jet Paper	Up to the arrow mark on the left edge guide.
Photo Quality Ink Jet Card, Ink Jet Note Card, and Ink Jet Greeting Card	Up to 30 index cards. Always place the included support sheet* under the cards.
Ink Jet Transparencies	Up to 30 transparencies. Always put a sheet of plain paper under the stack of transparencies.
Photo Quality Self Adhesive Sheets	One sheet at a time.
Photo Paper	Up to 20 sheets. 200 × 300 mm Photo Paper can only be loaded 1 sheet at a time. For 4 × 6 inch Photo Paper, always put a support sheet* under the stack of Photo Paper.
Photo Stickers 16 and Photo Stickers 4	One sheet at a time. Always put the included Support Sheets* A and B under the stack of Photo Stickers.
Panoramic Photo Paper and Iron-On Cool Peel Transfer Paper	One sheet at a time.
Matte Paper-Heavyweight	Up to 20 sheets. Always put a support sheet* under the stack of Matte Paper-Heavyweight.

* Be sure not to print on support sheets loaded under special media.

- ❑ If the paper is curled, make sure to flatten it or curl it slightly in the opposite direction before loading. Printing on curled paper may smear your printout, especially when printing with Maximum selected as the Printable Area setting.



- ❑ If your printouts are smeared, change the adjust lever to the “+” position. To change the setting, set the lever as shown in the illustration.



Note:

- ❑ Don't forget to return the adjust lever to the “0” position before printing or copying on media of standard thickness. Leaving the lever in the “+” position may cause gaps in the printed image.
- ❑ When the adjust lever is in the “+” position, make sure the High Speed setting in the printer driver's Advanced dialog box is off. To turn this option off, you may also need to change the Print Quality setting.

Note that Ink Jet Cards may curl if you set the Printable Area to Maximum when printing. If you are going to print on both sides of these cards, print the printable side first, and then flatten the cards (or bend them slightly in the opposite direction) before printing the back side. Set the adjust lever to the “+” position before printing on the second side.

About special media cleaning sheets

Cleaning sheets packaged with EPSON special media should not be used with the Stylus Scan. These sheets are unnecessary, and may cause jams.

Loading Envelopes

When printing on envelopes, please note the following:

- You can load up to 10 envelopes into the sheet feeder.

Note:

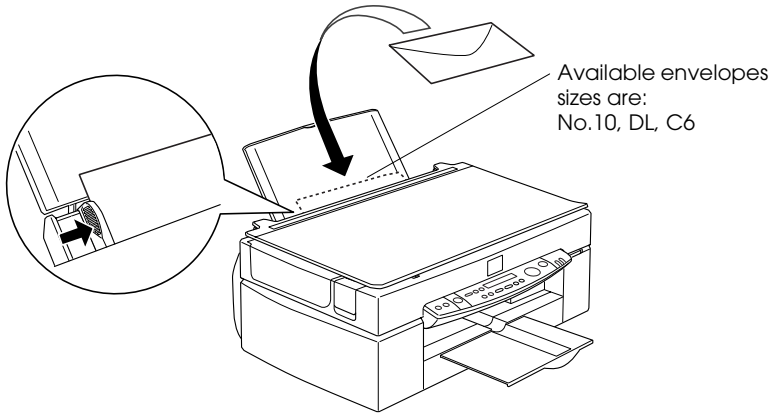
The folding quality and thickness of envelopes vary widely. If the total thickness of the stack of envelopes exceeds 10 mm, press the stack flat before loading.

- Set the adjust lever to the “+” position.

Note:

- Don't forget to return the adjust lever to the “0” position before printing or copying on media of standard thickness. Leaving the lever in the “+” position may cause gaps in the printed image.*
- When the adjust lever is in the “+” position, make sure the High Speed setting in the printer driver's Advanced dialog box is off. To turn this option off, you may also need to change the Print Quality setting.*

Load envelopes flap edge first with the flap side down, as shown in the illustration.



- ❑ Do not use envelopes that are curled or folded. Make sure to flatten the envelope flaps before loading. Also avoid using envelopes that are too thin as they may curl during printing.
- ❑ Select Plain Paper as the Media Type setting on the printer driver.

Using the Printer Software for Windows

The printer software includes a printer driver and printer utilities. The printer driver lets you choose from a wide variety of settings to get the best results for the type of printout you want to make. The printer utilities help you check the print function of the Stylus Scan and keep it in top condition.

Printer Software Introduction

You can use the printer driver software to control the Stylus Scan's print functions. This software lets you choose from a wide variety of settings to get the best results for the type of printout you want to make. It also includes utilities that you can use to print out test sheets and perform maintenance tasks.

Getting more information

For information on using the printer driver, see "Making Changes to Printer Driver Settings" on page 54.

For information on using the printer utilities, see "Using the Printer Utilities" in the online *Reference Guide*.

Note:

The specific features available in the printer software vary depending on the version of Windows you are using.

Online help provides more information about the printer software. See "Getting Information With Online Help" on page 63 for instructions on accessing help.

Accessing the printer software

You can access the printer software from most Windows applications and from the Start menu.

When you access the printer software from a Windows application, the settings you make apply only to the application you are using.

When you access the printer software from the Start menu, the settings you make apply to all of your Windows applications.

From Windows applications

Open the File menu and choose Print or Print Setup. Then click either Printer, Setup, Options, or Properties to open the printer driver window. (Depending on your application, you may need to use more than one of these buttons to get to the driver window.)

From the Start menu

1. Click Start, point to Settings, then click Printers.
2. Select the EPSON Stylus Scan 2500 icon, then select Properties from the File menu. The printer software window appears.

Making Changes to Printer Driver Settings

The printer driver provides the following setting menus.

Main	Media Type, Ink, Mode
Paper	Paper size, Copies, Orientation, Printable Area
Layout	Reduce/Enlarge, Multi-Page, Watermark

The settings on the Main menu are arranged to give you four levels of control over the printer driver, as explained below.

Automatic	The quickest and easiest way to start printing. See "Using the Automatic setting" on page 58.
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PhotoEnhance	Lets you apply a variety of image-correction settings specially designed for photos. See "Using Photo Enhance mode" on page 59.
Custom	Choose from a list of ready-made settings suited to the kind of document you want to print. You can also add your own settings to this list. See "Using custom settings" on page 59.
Advanced	Allows you to make detailed settings to fit your individual needs. You can also add your settings to the Custom settings list.

In addition to making groups of settings that affect overall print quality, you can also modify individual aspects of the print style and layout using the Paper and Layout menus.

Making the Media Type setting

The Media Type setting determines what other settings are available, so you should always make this setting first.

On the Main menu, select the Media Type setting that matches the paper loaded into the Stylus Scan. Find your paper in the list below, then select a corresponding Media Type setting (shown in bold). For some kinds of paper, you have several Media Type settings to choose from.

Plain Paper

Plain paper

Envelopes

EPSON Premium Ink Jet Plain Paper (A4) S041214

360 dpi Ink Jet Paper

EPSON 360 dpi Ink Jet Paper (A4) S041059

EPSON Iron-On Cool Peel Transfer Paper (A4) S041154

Photo Quality Ink Jet Paper

EPSON Photo Quality Ink Jet Paper (A4) S041061

EPSON Photo Quality Ink Jet Card (A6) S041054

EPSON Photo Quality Ink Jet Card (5 × 8") S041121

EPSON Photo Quality Ink Jet Card (8 × 10") S041122

EPSON Photo Quality Self-Adhesive Sheet (A4) S041106

EPSON Ink Jet Note Cards A6 (with envelopes) S041147

EPSON Ink Jet Greeting Cards 5 x 8" (with envelopes) S041148

EPSON Ink Jet Greeting Cards 8 x 10" (with envelopes) S041149

Matte Paper-Heavyweight

EPSON Matte Paper-Heavyweight (A4) S041259

Photo Paper

EPSON Photo Paper (A4) S041140

EPSON Photo Paper (4 × 6") S041134

EPSON Panoramic Photo Paper (210 × 594 mm) S041145

EPSON Photo Paper Cards (A4) S041177

Photo Quality Glossy Film

EPSON Photo Quality Glossy Film (A4)	S041071
EPSON Photo Quality Glossy Film (A6)	S041107
EPSON Photo Stickers 16 (A6)	S041144
EPSON Photo Stickers 4 (A6)	S041176

Ink Jet Transparencies

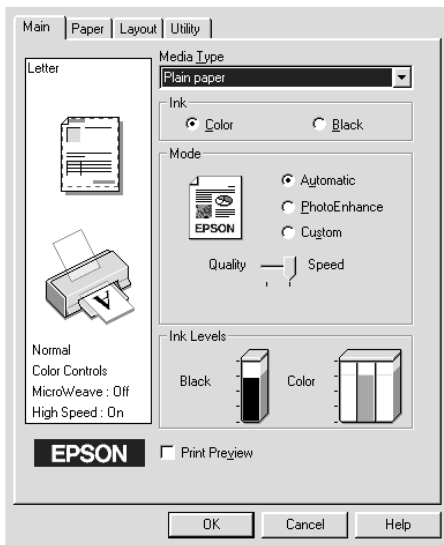
EPSON Ink Jet Transparencies (A4)	S041063
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Note:

The availability of special media varies by location.

Using the Automatic setting

When Automatic is selected from the Main menu, the printer driver takes care of all detailed settings based on the current Media Type and Ink settings. To make the Ink setting, click **Color** to print in color, or **Black** to print in black-and-white or grayscale. To make the Media Type setting, see “Making the Media Type setting” on page 55.



Note:

- ❑ Depending on the media you choose in the Media Type list (when Automatic is selected), a slide bar appears in the Mode box that lets you choose Quality or Speed. Select Quality when print quality is more important than speed.
- ❑ Most Windows applications feature paper size and page layout settings that override similar settings on the printer driver. However, if your application does not have these settings, verify the settings on the printer driver's Paper menu.

Using Photo Enhance mode

The Photo Enhance option provides a variety of image-correction settings that you can apply to your photo images before printing. Photo Enhance does not affect your original data.

If you are printing photos taken with a digital camera, you can also select the Digital Camera Correction check box to give your printed images the smooth, natural appearance of photographs taken with a film camera.

Note:

- This mode is available only when you are printing in color.*
- Printing with Photo Enhance selected may increase print time depending on your computer system and the amount of data contained your image.*

The Photo Enhance mode provides the following settings.

Standard	Standard image correction for most photos. Try this setting first.
People	Best for photos of people.
Nature	Best for outdoor scenery such as mountains, sky, and oceans.
Soft Focus	Makes your photos look as if they were taken with a soft-focus lens.
Sepia	Applies a sepia tone to your photos.

Using custom settings

Custom settings let you make a wide range of changes. In the Custom settings list, you'll find ready-made settings provided by EPSON designed to match a particular kind of printout, such as graphs and charts used in a presentation, or images taken by a digital camera.

You can also create your own settings and add them to this list.

The Custom settings list includes the following ready-made settings.

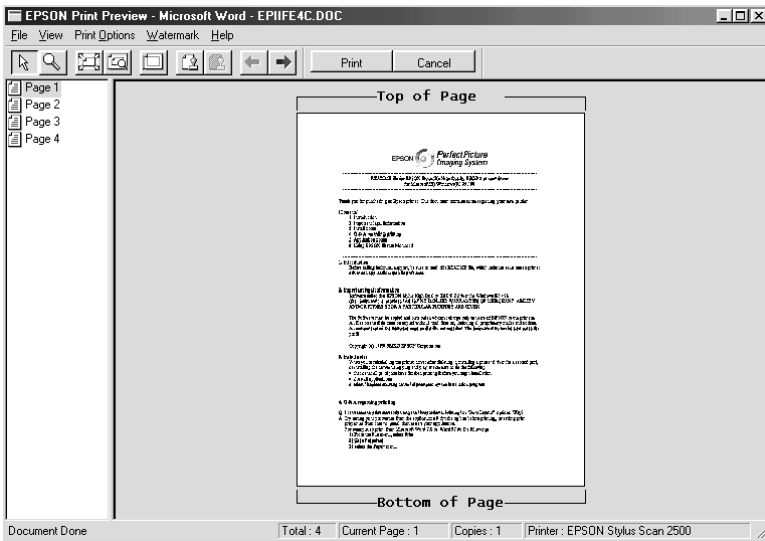
Text/Graph	Good for printing presentation documents such as graphs and charts.
Economy	Good for printing drafts of text
ICM	ICM means Image Color Matching. This feature automatically adjusts printout colors to match colors on your screen.
sRGB	Best for color matching with other sRGB devices.

Follow the steps below to select a Custom setting.




1. Click the Custom button on the Main menu.
2. From the Custom settings list, select the most appropriate setting for the type of document or image you will print.
3. When you choose a setting, other settings such as Print Quality, Halftoning, and Color Adjustment are set automatically. Changes are shown in the Current Settings display at the bottom of the Main menu.
4. Before printing, be sure to verify the Media Type and Ink settings, as they may be affected by the Custom setting you select. See “Making the Media Type setting” on page 55.






Previewing your printout

To see a preview of your document before printing it, select the Print Preview check box on the Main menu. When you print your document, the Print Preview window appears:



The Preview dialog box contains several icon buttons you can use to perform the following functions.



	Zoom	This option enlarges the size of the previewed page by a factor of 2.
	Fit-to-screen	This option scales the previewed page so that it fits the size of the page display window. Select this option if you want to see the entire page at one time.
	Maximum zoom	This option displays the previewed page at the maximum possible zoom ratio.

	Printable area on/off	Selecting this option will display a rectangle on the page being previewed. This rectangle is the printable area for the page. The Stylus Scan cannot print anything which exceeds this rectangle.
	Watermark	This option displays the watermark settings dialog. This dialog allows you to change any of the current watermark settings.
	Reset watermark settings	This option returns all watermark settings to what they were when the Preview was first opened. If nothing has been changed, this option appears grayed out.
	Previous page	This option displays the page previous to the page currently being previewed. (If there is no previous page then this option is grayed out)
	Next page	This option displays the next page in the document. (If there is no next page then this option is grayed out)

You can also manipulate the previewed document in the following ways:

- Select and preview individual pages.
- Reduce or enlarge the size of the preview.
- Select and print any or all pages.

- ❑ Apply watermarks. The watermark you select will appear in the previewed image. The Add and Remove options allow you to specify which pages in the document you wish to be printed. To add or remove page, you must first highlight the page in the list of page icons appearing on the left side of the preview window. Highlight the page by clicking once on the page icon. Then select or deselect from the Print Options menu.

	Add page	The highlighted pages will be added to the list of pages to be printed.
	Remove page	The highlighted pages will be removed from the list of pages to be printed.

After you have previewed the document, click Print to print, or Cancel to cancel printing.

Getting Information With Online Help

The Stylus Scan offers extensive online help. You can access help either from the application you are working in or directly from the operating system.

Accessing help from your application

Each printer-driver menu includes a Help button that provides information about all of the settings offered by that menu. Simply go the appropriate menu (Main, Paper, Layout, or Utility) and then click Help.

To get help about a single item on any of the device driver menus, right-click the item and then click the What's This? prompt.

Accessing help from the start menu

Click the Start button, point to Programs and then to Epson Stylus Scan. Then click EPSON Stylus Scan 2500 Help. The help contents window appears.

Using the Printer Software for Macintosh

The printer software includes a printer driver and printer utilities. The printer driver lets you choose from a wide variety of settings to get the best results for the type of printout you want to make. The printer utilities help you check the printer function of the Stylus Scan and keep it in top condition.

Printer Software Introduction

The printer software includes a printer driver and printer utilities. The printer driver lets you choose from a wide variety of settings to get the best results from your printer. The printer utilities help you check the Stylus Scan and keep it in top condition.

You can get more information about the printer software by clicking the Help button in the printer software dialog boxes.

Making Changes to Printer Driver Settings

You will find the printer driver settings in the following dialog boxes.

- Print dialog box (click Print on the File menu of your application or click Options in the Page Setup dialog box)
- Page Setup dialog box (click Page Setup on the File menu of your application)
- Layout dialog box (click the Layout button in the Print dialog box)
- Background Printing dialog box (click the Background Printing button located in the Print dialog box)

- ❑ Preview dialog box (click the Preview button and then click Preview in the Print dialog box)

Note:

- ❑ *The driver settings are not saved from one application to the next. Whenever you exit one application and open a new one, you will have to make the driver settings again.*
- ❑ *If you make settings from the Page Setup dialog box, they will be saved with your document. The next time you open the document, the settings will return to what they were when you saved the document.*

The settings are arranged to give you four levels of control over the printer driver, as explained below.

Automatic	The quickest and easiest way to start printing. See "Using the Automatic setting" on page 69.
PhotoEnhance	Lets you apply a variety of image-correction settings specially designed for photos. See "Using Photo Enhance Mode" on page 70.
Custom	Choose from a list of ready-made settings suited to the kind of document you want to print. You can also add your own settings to this list. See "Using the Custom Mode" on page 71.
Advanced	Allows you to make detailed settings to fit your individual needs. You can also add your settings to the Custom settings list.

In addition to making groups of settings that affect overall print quality, you can also change page setup and layout using the Page Setup and the Layout dialog boxes.

Making the Media Type settings

The Media Type setting determines what other settings are available, so you should always make this setting first.

In the Print dialog box, select the Media Type setting that matches the paper loaded in the Stylus Scan. Find your paper in the list below, then select a corresponding Media Type setting (shown in bold). For some kinds of paper, there are several Media Type settings to choose from.

Plain Paper

Plain paper

Envelopes

EPSON Premium Ink Jet Plain Paper (A4) S041214

360 dpi Ink Jet Paper

EPSON 360 dpi Ink Jet Paper (A4) S041059

EPSON Iron-On Cool Peel Transfer Paper (A4) S041154

Photo Quality Ink Jet Paper

EPSON Photo Quality Ink Jet Paper (A4) S041061

EPSON Photo Quality Ink Jet Card (A6) S041054

EPSON Photo Quality Ink Jet Card (5 × 8") S041121

EPSON Photo Quality Ink Jet Card (8 × 10") S041122

EPSON Photo Quality Self Adhesive Sheet (A4) S041106

EPSON Ink Jet Note Cards A6 (with envelopes) S041147

EPSON Ink Jet Greeting Cards 5 x 8" (with envelopes) S041148

EPSON Ink Jet Greeting Cards 8 x 10" (with envelopes) S041149

Matte Paper-Heavyweight

EPSON Matte Paper-Heavyweight (A4) S041259

Photo Paper

EPSON Photo Paper (A4) S041140

EPSON Photo Paper (4 × 6") S041134

EPSON Panoramic Photo Paper (210 × 594 mm) S041145

EPSON Photo Paper Cards (A4) S041177

Photo Quality Glossy Film

EPSON Photo Quality Glossy Film (A4)	S041071
EPSON Photo Quality Glossy Film (A6)	S041107
EPSON Photo Stickers 16 (A6)	S041144
EPSON Photo Stickers 4 (A6)	S041176

Ink Jet Transparencies

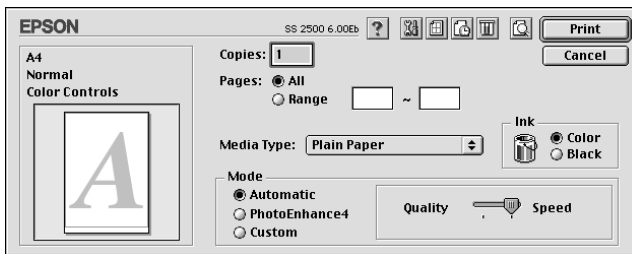
EPSON Ink Jet Transparencies (A4)	S041063
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Note:

The availability of special media varies by location.

Using the Automatic setting

When Automatic is selected as the Mode setting in the Print dialog box, the printer driver takes care of all detailed settings based on the current Media Type and Ink settings. To make the Ink setting, click **COLOR** to print in color, or **BLACK** to print in black-and-white or grayscale. To make the Media Type setting, see “Making the Media Type settings” on page 66.



Note:

Depending on the media you choose in the Media Type list when Automatic is selected, a slide bar appears in the Mode box that lets you choose Quality or Speed. Select Quality when print quality is more important than speed.

Using Photo Enhance Mode

The Photo Enhance option provides a variety of image-correction settings that you can apply to your photo images before printing. Photo Enhance does not affect your original data.

If you are printing photos taken with a digital camera, you can also select the Digital Camera Correction check box to give your printed images the smooth, natural appearance of photographs taken with a film camera.

Note:

- ❑ *This mode is available only when you are printing in color.*
- ❑ *Printing with Photo Enhance may increase print time depending on your computer system and the amount of data contained in your image.*

The Photo Enhance mode provides the following settings.

Standard	Standard image correction for most photos. Try this setting first.
People	Best for photos of people.
Nature	Best for outdoor scenery such as mountains, sky, and oceans.
Soft Focus	Makes your photos look as if they were taken with a soft-focus lens.
Sepia	Applies a sepia tone to your photos.

Using the Custom Mode

The Custom Settings list lets you make a wide range of changes. In this list, you'll find ready-made settings provided by EPSON designed to match a particular kind of printout, such as graphs and charts for a presentation or images taken by a digital camera.

You can also create your own settings and add them to this list.


The Custom Settings list includes the following ready-made settings.


Text/Graph	Good for printing presentation documents such as graphs and charts.
Economy	Good for printing drafts of text.
ColorSync	This feature automatically adjusts printout colors to match colors on your screen.

Follow these steps to select a custom setting.





1. First, verify the Media Type and Ink settings in the Print dialog box. For details, see “Making the Media Type settings” on page 66.
2. Click the Custom button in the Print dialog box. This activates the Custom Settings list, located below and to the right of the Custom radio button.
3. From the Custom Settings list, select the most appropriate setting for the type of document or image you will print.
4. When you choose a custom setting, other settings such as Print Quality, Halftoning, and Color are set automatically. Changes are shown in the Current Settings display on the right side of the Print dialog box.

Previewing Your Printout

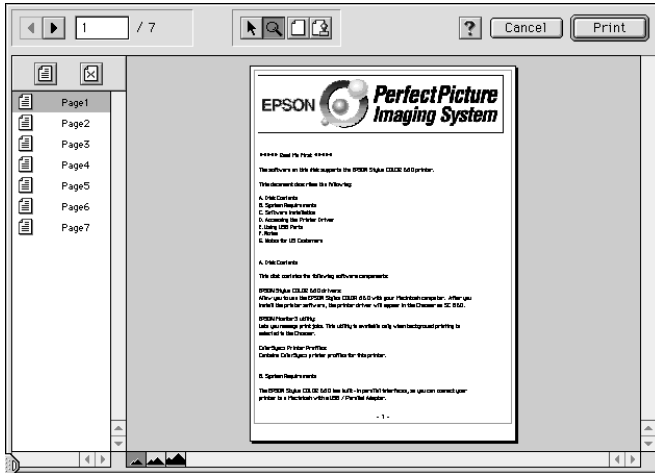
The  Preview button in the Print dialog box allows you to see how your document will look before actually printing it. Follow these steps to use this feature.

1. Make your printer driver settings.
2. Click the  Preview button in the Print dialog box. The Print button changes into a Preview button.

Note:

Use the  Preview button to switch between the  Print,  Preview, and  Save File modes. Click the icon to select the mode you want. For information on the Save File mode, see “Saving Print Data in Files” on page 74.

- Click the Preview button. The Preview dialog box appears and displays a preview of your document.




The Preview dialog box contains six buttons you can use to perform the following functions.

	Selection	Lets you select, move, and resize watermarks.
	Zoom	Enlarges or reduces the size of the previewed page.
	Margin Display/ Non-Display	Shows or hides borderlines indicating the printable area.
	Watermark Editing	Shows or hides the Watermark Edit box. Use this box to apply a watermark to the document.
	Add page Remove page	Lets you select or deselect the pages you want to printout from the left-side column.





4. If you are satisfied with the previewed image, click Print.


If you are not satisfied with the appearance of the image, click Cancel. The Preview and Print dialog boxes close with the current print settings preserved. Open the Print dialog box again to make additional changes to the print settings.

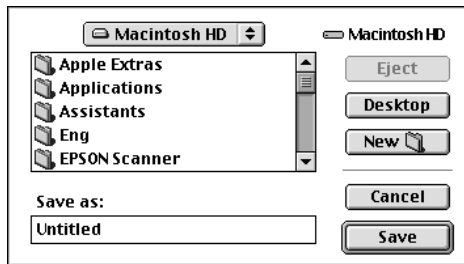
Saving Print Data in Files

You can save print data in a file by using the  Save File button in the Print dialog box. This feature lets you print the data at a later time simply by double-clicking the saved file. Follow these steps.


Note:

Use the  Preview button to switch between the  Print,  Preview, and  Save File modes. Click the icon to select the mode you want.

1. Make your printer driver settings.
2. Click the  Preview button in the Print dialog box repeatedly until the Print button changes into the Save File button.
3. Click the Save File button. The following dialog box appears.




4. Select the location where you want to save the file, then type a file name into the File Name box and click Save.

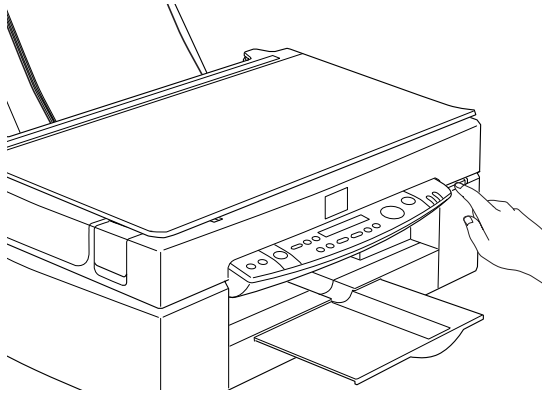
When you want to print the data, double-click the file and open EPSON Monitor 3. Click the  Resume button to send the data to the Stylus Scan.

Scanning

Placing a Document

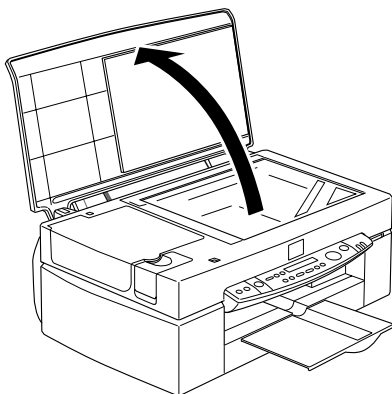
Before scanning a document, remember to respect the rights of copyright owners. Do not scan published text or images without first checking the copyright status.

1. Turn on the Stylus Scan by pressing the  power button. The Operate light starts flashing.

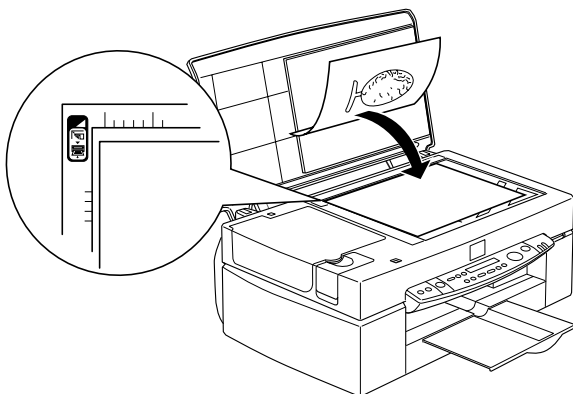


2. Turn on the computer and make sure that the Stylus Scan Operate light is on, and has stopped flashing.

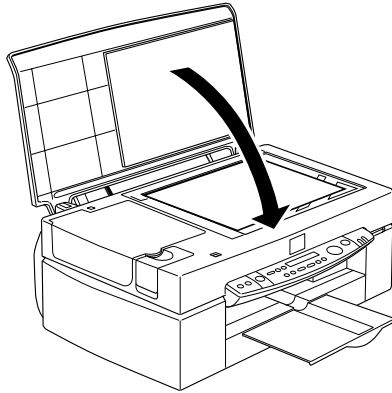
3. Open the document cover.



4. Place the document on the document table, with the side to be scanned facing down. Make sure that the document is carefully aligned with the edges of the document table.




5. Close the document cover gently so that the document does not move.



Note:

- Make sure the document is flat against the glass surface, otherwise the scanned image will be out of focus. Also be sure to close the document cover to prevent interference from external light.*
 - Always keep the document table clean. See “Cleaning the Stylus Scan” in the online Reference Guide.*
 - Do not leave photographs on the document table for an extended period of time as they may stick to the glass.*
 - Do not place heavy objects on top of the Stylus Scan.*
6. Start your scanner software.

Scanning Basics

There are two ways to scan; with an application that supports TWAIN, or with the  Scan button and preassigned application.

If you...

- ❑ use an application that supports EPSON TWAIN, open your application.
- ❑ want to scan imagery easily, use the included EPSON SMART PANEL. The utilities contained in EPSON SMART PANEL make it possible to scan directly into a selected application, and can be launched automatically by pressing the Scan button (see “Using the Scan Button” on page 84).

Note:

Even if your application supports TWAIN, some features of EPSON TWAIN may not be available depending on your application.

Starting EPSON TWAIN through your application

Applications that support the scanning interface standard TWAIN, allow you to scan images while the application is running. To verify whether your application is compatible with TWAIN, see the documentation for your application.

How you should open EPSON TWAIN and scan varies depending on the application. Read the following to find out how to access EPSON TWAIN.

1. Start your application.
2. Choose Select TWAIN_32 Source from the File menu, and then select EPSON Stylus Scan FB.

Note:

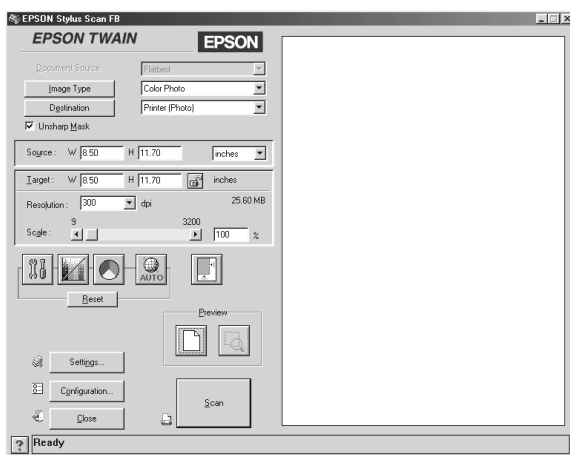
You only need to perform this step the first time you use the Stylus Scan with your application.

3. Choose TWAIN_32 from the File menu to open EPSON TWAIN.

To scan, see the next section.

Scanning an image

When you open EPSON TWAIN, the EPSON TWAIN dialog box appears. This section shows you the easiest way to scan with EPSON TWAIN.



Note for Macintosh users:

Most illustrations in this chapter are for Windows, so they may vary from the actual dialog boxes that appear on your screen. However, all the settings and functions are the same for both systems.



Follow these steps to scan an image:


1. Select the Document Source.
You can select Flatbed, or Auto Document Feeder (for the optional Automatic Document Feeder), or TPU for Neg. Film or TPU for Pos. Film (for the optional Film Adapter) if you have installed these options.
2. Select the Image Type.
You can select the type of image you will scan:
Color Photo, Color Photo De-screening, Black & White Photo, Line Art, OCR, or Copy/Fax.
3. Select the Destination.
You can select an output device for image reproduction from: Screen/Web, Fax, OCR, Printer (Fine), Printer (Photo), and Laser Printer.
4. Click the Preview button.
To specify the scan region, click the Preview button to display a preview of the original document.
5. Select the region to scan.
Use the mouse to drag the marquee and define the region to be scanned.
6. Click the Auto Exposure button.
This will adjust scan settings for optimal results.
7. Click Scan.
The scanned image is displayed on the screen.

The Stylus Scan scans your image according to the Image Type and Destination settings you select. If you want more control over the settings, try the other options. See online help for complete descriptions of the settings.


To exit from the EPSON TWAIN window, click the Close button.

Scanning by pressing the Scan button

You can open EPSON TWAIN, start scanning, and have the scanned image sent to a selected application, simply by pressing the  Scan button on your EPSON Stylus Scan. To use this feature, you need to install EPSON SMART PANEL or other Scan button compatible software. The following occurs when you press the  Scan button:


- ❑ Windows 98 (with USB interface) or EPSON Scanner Monitor software (Windows parallel interface or Macintosh) detects when the  Scan button is pressed and sends information to the Scan button compatible application, such as EPSON SMART PANEL.
- ❑ The Scan button compatible application will be launched or will automatically open EPSON TWAIN, scan the image and process it in the way the application is designed.

Note:

- ❑ *You need to setup the Scan button compatible software before using this feature. See the documentation that comes with the application.*
- ❑ *The scanned image will be handled by the software to its maximum capability. For example, using EPSON SMART PANEL, you can send the scanned image to the Stylus Scan to print, or convert your scanned OCR image to text format and paste it in a word processing application—all by simply pressing the  Scan button and following the instructions for the application.*

Using the Scan Button


The Scan Button Feature

The Scan Button feature allows you to scan and send data to a target application with a single push of your Stylus Scan's  Scan button. The following sections will help you set up your SMART PANEL, and EPSON Scanner Monitor software, or Windows 98 system, so you can use the Scan Button feature.

Note for Windows 98 users:

The USB connection in Windows 98 supports the Scan Button feature. Because of this, EPSON Scanner Monitor is not installed.

EPSON SMART PANEL

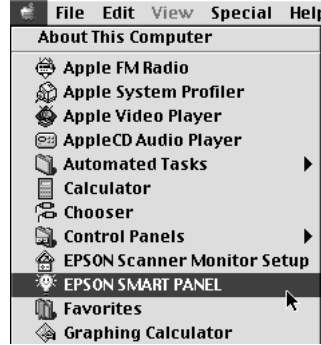
When you install the Driver and EPSON SMART PANEL from the EPSON Stylus Scan Driver CD-ROM, it will automatically configure your system to launch EPSON SMART PANEL when you press the  Scan button. You can also set the EPSON SMART PANEL to trigger other applications you specify.

Note:

For information on EPSON SMART PANEL installation, see the Setup Guide.


Assigning an application to the Scan button

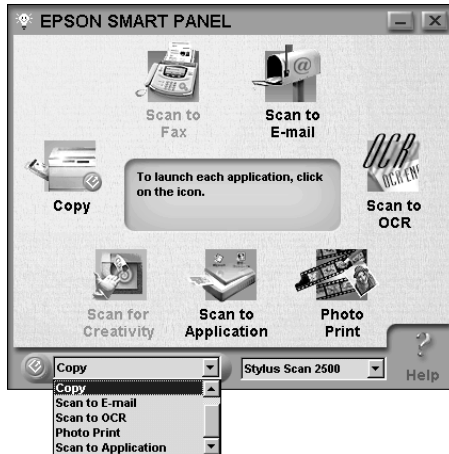
Access EPSON SMART PANEL. In Windows, if it is already running, the icon will be displayed on the task bar. Click the icon to open the main screen. If you are using a Macintosh, select EPSON SMART PANEL from the Apple Menu



Note:


If SMART PANEL does not start automatically in Windows, click Start, Point to Programs, then click EPSON SMART PANEL.

To select the application you wish to launch with the Scan button, either click the  SCAN button icon (lower left), or select it from the menu. The Scan button mark will be displayed next to the selected application.



Note:
Picture shows the Window screen.

Setting up EPSON Scanner Monitor

EPSON Scanner Monitor is software that recognizes when the  SCAN button is pressed and sends information to an assigned application which supports the Scan Button feature and EPSON Scanner Monitor, such as EPSON SMART PANEL.

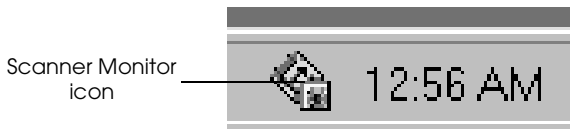
Once EPSON TWAIN is installed, EPSON Scanner Monitor is active and identifies EPSON SMART PANEL as the application that allows you to use the Scan Button feature. If you need to turn off Scanner Monitor, or select another application that supports the Scan Button feature, access Scanner Monitor as described below.

Note:

- ❑ *The number of applications other than EPSON SMART PANEL which support both EPSON Scanner Monitor and the Scan button feature may be limited.*
- ❑ *USB connections under Windows 98 support the Scan Button feature. As a result, the EPSON Scanner Monitor is not installed with USB connections.*

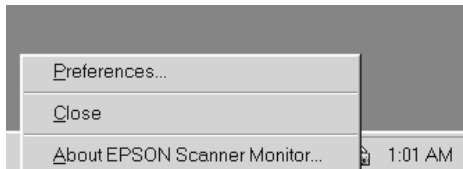
Windows 98 and 95 Users (excluding USB connection)

Click the Scanner Monitor icon located in the task bar on your desktop.



Turning off Scanner Monitor

If you want to turn off Scanner Monitor, select Close. This will disable the EPSON Stylus Scan's Scan Button feature.



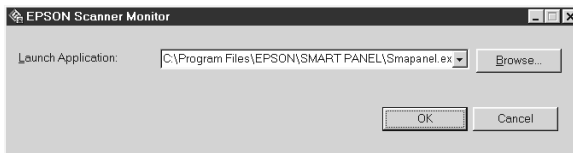
Note:

Scanner Monitor will turn back on automatically the next time you start Windows.

To activate Scanner Monitor, select Programs from the Start menu and click EPSON Stylus Scan; then select EPSON Scanner Monitor for Stylus Scan. The Scanner Monitor icon appears in your taskbar.

Assigning an application to Scanner Monitor

Select Preferences. The EPSON Scanner Monitor dialog box appears. You can select an application that supports the Scan button feature and EPSON Scanner Monitor, such as EPSON SMART PANEL.



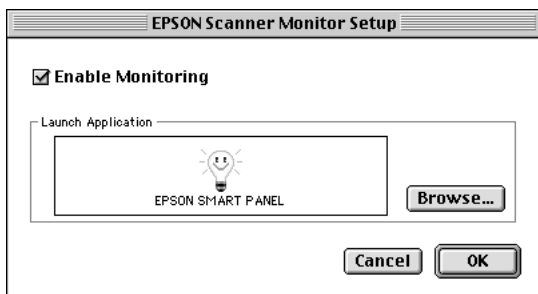
Macintosh users

Select EPSON Scanner Monitor Setup from the Apple menu.

- ❑ Turning off Scanner Monitor



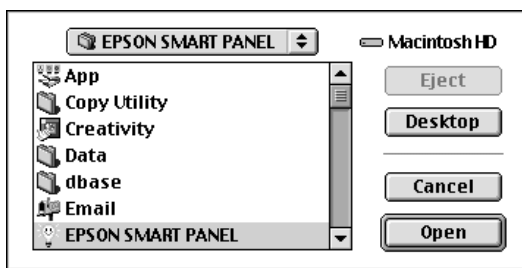
If you want to turn off Scanner Monitor, clear the Enable Monitoring check box. Please note that this will disable the Scan Button feature.




To re-activate Scanner Monitor, select the Enable Monitoring check box.

❑ Assigning an application to Scanner Monitor

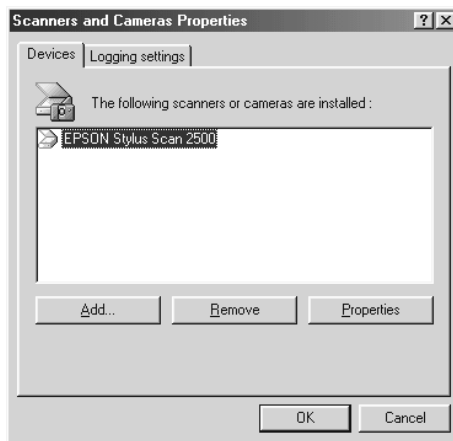
Click Browse. Select a folder and an application that supports the Scan Button feature and EPSON Scanner Monitor, such as EPSON SMART PANEL for EPSON.



Setting Up the Scan Button Feature for Windows 98

EPSON Scanner Monitor is not installed in Windows 98 systems with USB interface support installed. Because Windows 98 supports the Scan Button feature, EPSON Scanner Monitor is not needed to use the Scan Button to launch applications which support the Scan Button feature. When you press the  Scan button, you can have a scanned image automatically sent to EPSON SMART PANEL, or another supported application.

When the EPSON Stylus Scan Driver is installed via USB in Windows 98, the Scanner and Camera icons will appear in the control panel, and your Stylus Scan is listed in the Scanners and Cameras Properties dialog box as shown below.

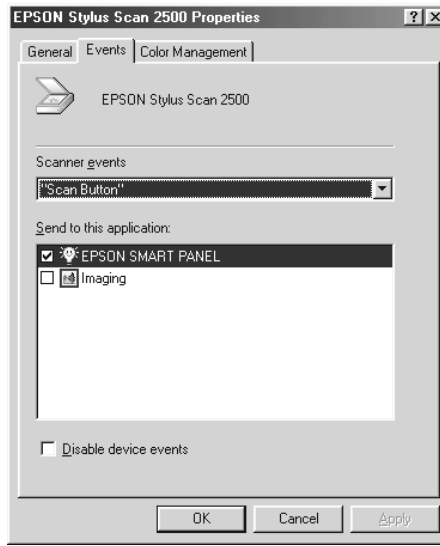



Assigning an application to the Scan button

When the EPSON Stylus Scan Driver is installed, EPSON SMART PANEL will automatically be assigned as the application handling Scanner events.

To change the application launched by the Scan button, use the following procedure.

1. Select your Stylus Scan from the installed scanners and cameras list in the Scanners and Cameras Properties dialog box. Click Properties, and then click the Events tab.




2. You can see the SCAN Button is listed as the scanner event. Make sure the check box of the application you want to assign to the  Scan button is selected and all other application check boxes are clear in the Send to this application list.

Note:

- If more than one application is selected, a dialog box appears prompting you to select an application when the SCAN button is pressed.
- Some applications do not support use of to scanners and digital cameras. Linkage is available only with the applications that appear in the Send to this application list.

3. Click the OK button to close the dialog box.

Disabling the Scan button

If you need to disable the Scan Button feature, select the Disable device event check box in the EPSON Stylus Scan 2500 Properties dialog box. Selecting this check box prevents Windows 98 from detecting when the  Scan button is pressed.

Copying

About the Copy Feature

The Stylus Scan can be used to copy documents and photographs, just like a standard copier, using the scanner and printer functions without even turning on the computer.

The following copy functions can be selected from the control panel. Refer to the section “Using the Control Panel” on page 103 for details.

- Color and monochrome copies.
- Enlarged and reduced copies.
- Select the paper size. The following paper sizes can be used.
Metric: A4, B5, A6
US: Letter, Legal, Half Letter, 5 × 8”

Note:

If you are using Legal-sized paper, use the Automatic Document Feeder.

- Select how many copies to make at a time. Up to 20 copies can be made at once.
(When using the Automatic Document Feeder, only one copy of each original page can be made at a time.)
- Copy quality can be set to Normal, Fine, or Photo (color).
- Copy density can be adjusted.

Note:

If your computer is turned on, you can also use the Copier utility in EPSON SMART PANEL to make copies. For details, refer to “Using the Copy Utility (from EPSON SMART PANEL)” on page 109.

Loading the Paper

Load the paper to be used for copying into the Stylus Scan.

The following paper sizes and types can be used:

Paper size: Metric* A4, B5, A6
US* Letter, Legal, Half Letter, 5x8"

Note:

If you are using Legal-sized paper, use the Automatic Document Feeder.

* Select either Metric or US size in the Menu Mode (Control Panel Setting). For details, refer to "Changing the Control Panel Settings" on page 107.

Paper type: The following types of paper can be used depending on the Quality setting.

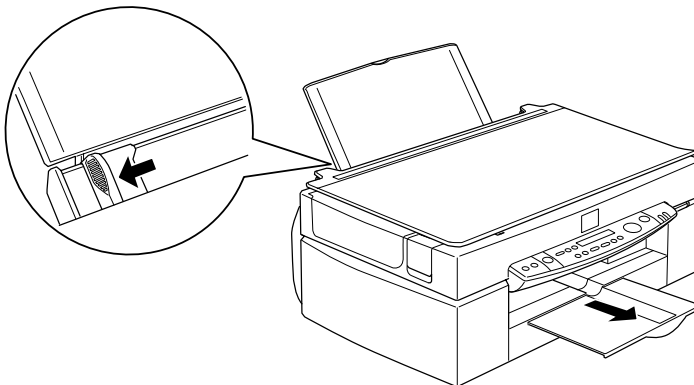
Normal: Plain paper

Fine: Plain paper

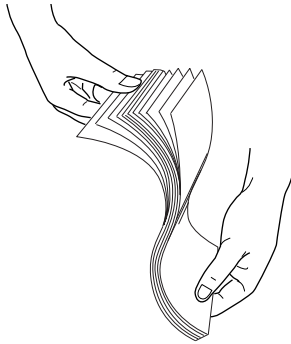
Photo: EPSON Photo Paper

Follow the steps below to load paper for copying.

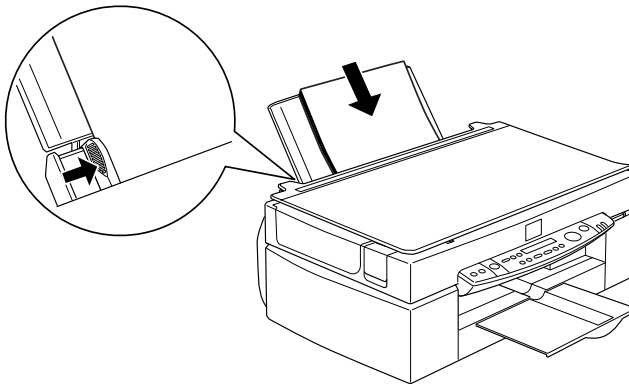
1. Extend the output tray and slide the left edge guide of the sheet feeder so that it is just wider than the width of your paper.



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



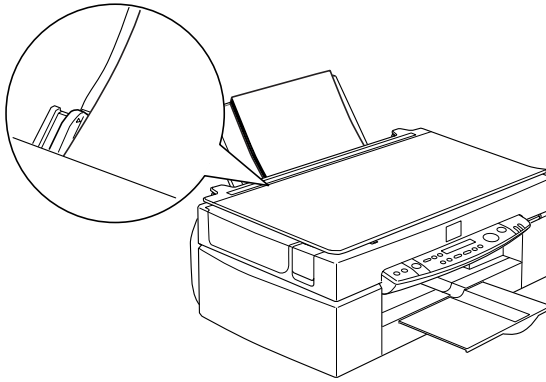
3. Load the stack of paper with the printable side up and the right edge of the paper resting against the right side of the sheet feeder. Then slide the left edge guide against the edge of the paper.



Note:

- ❑ *Always load paper into the sheet feeder short edge first.*

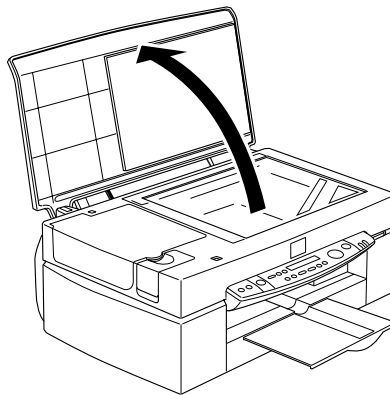
- ❑ *Make sure the paper stack fits under the arrow mark inside the edge guide.*



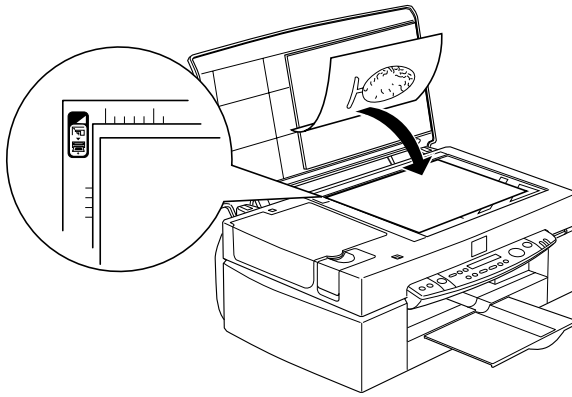
Placing a Document

Before copying a document, remember to respect the rights of copyright owners. Do not copy published text or images without first checking the copyright status.

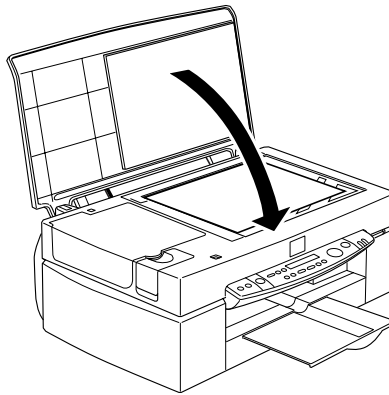
1. Open the document cover.



2. Place the original on the document table, with the side to be copied facing down. Make sure that the document is properly aligned.



3. Close the document cover gently so that the document does not move.




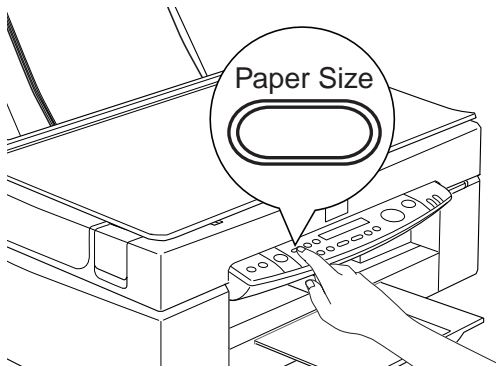
Note:

- ❑ *Make sure the document is flat against the glass surface, otherwise the image will be out of focus. Be sure to close the document cover to prevent interference from external light.*

- ❑ *Always keep the document table clean.*
- ❑ *Do not leave photographs on the document table for an extended period of time as they may stick to the glass.*
- ❑ *Do not place heavy objects on top of the Stylus Scan.*

How to Make Copies

1. Press the  power switch to turn on the power. The Operate light will flash as the system warms up.
2. Make sure that the Operate light has stopped flashing.
3. Make sure that paper is loaded in the sheet feeder.
4. Select the size of the paper with the Paper Size button on the control panel.



Note:

- ❑ *The following sizes can be selected:
Metric: A4, B5, A6
US: Letter, Legal, Half Letter, 5 × 8"*
- ❑ *If you are using Legal-sized paper, use the Automatic Document Feeder.*

- ❑ *Select either Metric or US size in the Menu Mode (Control Panel Setting). For details, refer to “Changing the Control Panel Settings” on page 107.*

5. Make sure the original is placed correctly on the document table.


Note:

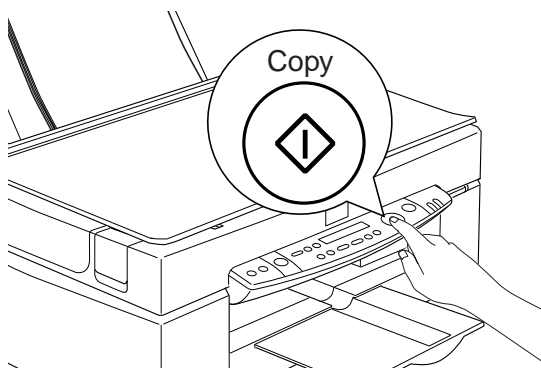
With the Automatic Document Feeder you can copy a stack of originals automatically in a single operation. For details, refer to “Using the Optional Automatic Document Feeder” on page 100.

6. Use the control panel buttons to select B&W or Color, Copy Quality, Copies, Reduce/Enlarge and Lighter/Darker. For details, refer to “Using the Control Panel” on page 103.


Note:

When you are using the Automatic Document Feeder, the number of Copies will be automatically set to one even if you have a multi-page original document. You cannot change this setting.

7. Press the  Copy button to start copying.



Note:

Press the  Stop button to halt copying in progress. The sheet being copied will be ejected.

Using the Optional Automatic Document Feeder

The optional Automatic Document Feeder can be used to make copies of multiple pages automatically. Even with the Automatic Document Feeder mounted, you can still make single copies using the Document table.

Loading paper into the Automatic Document Feeder

The Automatic Document Feeder can automatically load up to 20 sheets of the following paper sizes (based on a paper weight of 17lbs and stack thickness of 4.0 mm or less):

Checks	83 × 127 mm (3.5 × 5 inches)
B5	182 × 257 mm (7.17 × 10.1 inches)
A4	210 × 297 mm (8.27 × 11.69 inches)
Letter	215.9 × 279.4 mm (8.5 × 11 inches)
Legal	215.9 × 355.6 mm (8.5 × 14 inches)

Note:

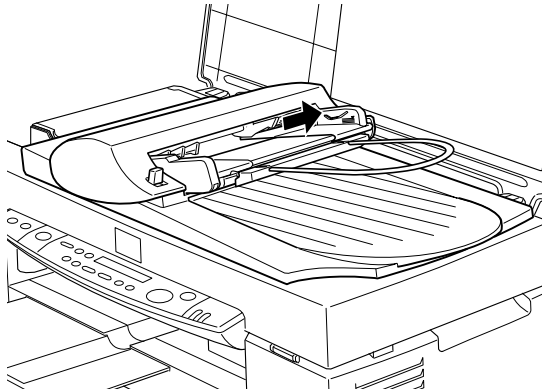
When you are using the Automatic Document Feeder, the number of Copies will be automatically set to one even if you have a multi-page original document. You cannot change the Copies setting.

Follow the steps below to load paper into the Automatic Document Feeder.

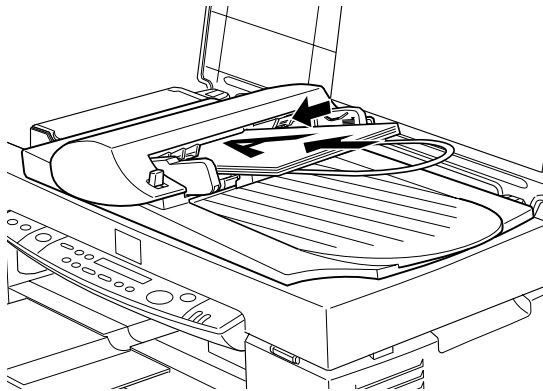
Note:

Make sure no dust is on the document table when using the Automatic Document Feeder. Dust on the document table near the scan carriage home position may result in vertical lines on copied images. Also make sure that there are no documents left on the Automatic Document Feeder.

1. Slide the right edge guide all the way to the right.



2. Insert the paper stack into the Automatic Document Feeder until it meets resistance. Make sure that the side you want to scan is facing up. Then move the right edge guide so it is flush with the right edge of your paper.



Documents are output to the lower tray after copying is finished.

Loading documents manually

You can load documents manually even when the Automatic Document Feeder is installed.

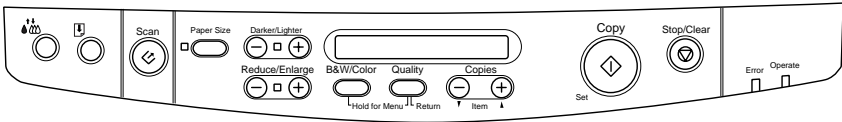
Lift the Automatic Document Feeder and place the document on the document table. Then lower the Automatic Document Feeder and scan the document.

Note:

- ❑ *Opening the Automatic Document Feeder or its cover while it is operating results in an option error and paper feeding will stop.*
- ❑ *Always close the Automatic Document Feeder and its cover before copying. If you are copying thick material or documents of more than 2cm in height, the Automatic Document Feeder can be left in the upright position.*
- ❑ *When copying thin documents, you may see an impression of the underside of the Automatic Document Feeder in your copies. If this happens, use the document cover.*

Using the Control Panel

You can control most copy functions from the Control Panel.



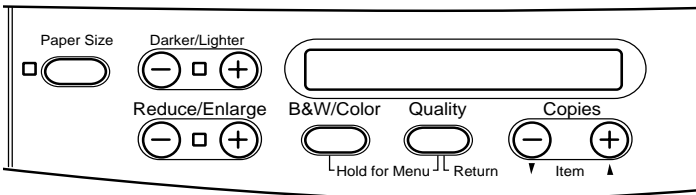
Note:

When you make a copy using the control panel function, a moiré (cross-hatch) pattern may appear on your printout. To eliminate the moiré, change the reduce/enlarge ratio or shift the position of the document.

This section describes the control panel LCD displays and button functions.

LCD panel

The LCD panel displays the current copy settings.



The LCD panel displays, from the left, the enlargement/reduction ratio, copy color, copy quality, and number of copies. The display will change to reflect any settings you change, so you can always check your current settings.

Paper Size and Lighter/Darker settings are displayed when the corresponding button is depressed.

Copy button

Copying will start when the Copy button is pressed.

The default copy settings are:

Reduce/Enlarge:	100%
B&W/Color:	B&W
Quality:	Normal
Copies:	1

On the LCD Panel, the display will read "100% B&W Normal 1".

Stop/Clear button

Press the ⏹ Stop/Clear button to halt copying. The sheet being copied will be ejected.

When the ⏹ Stop/Clear button is pressed while the LCD panel is displaying copy settings ("100% B&W Normal 1"), the number of copies will be reset to one.

Note:

When you are using the Automatic Document Feeder, the number of Copies will be automatically set to one even if you have a multi-page original document. You cannot change the Copies setting.

If you press the ⏹ Stop/Clear button while changing either the Quality, Paper Size, Reduce/Enlarge, B&W/Color, or Copies setting, that setting will return to its default value.

Paper Size button

This is used to set the paper size. When the Paper Size button is pressed the LCD panel will show the Paper Size setting. Press the button again to select the desired Paper Size. After you select a Paper Size, the display will automatically return to its previous state.

The following paper sizes can be selected:

Metric: A4, B5, A6

US: Letter, Legal, Half Letter, 5x8"

Note:

- Select either Metric or US size in the Menu Mode (Control Panel Setting). For details, refer to "Changing the Control Panel Settings" on page 107.*
- If you are using Legal-sized paper, use the Automatic Document Feeder.*

B&W/Color button

This button is used to set the output color (grayscale or color). Press the B&W/Color button and the LCD panel display will change to the B&W/Color setting. Press again to select the desired setting. After you make a selection, the display will automatically return to its previous state.

Copies buttons

This button is used to set the number of copies. Press the "+" or "-" Copies button and the number of copies displayed on the LCD panel will begin to flash. Press the button again to change the number of copies to a number from 1 to 20.

Note:

When making a Color copy with Quality set to Photo, the LCD panel will display a message reading "Load Photo Paper". When Quality is set to Photo, we recommend using EPSON Photo Paper for best results.

Reduce/Enlarge button

This is used to set the enlargement/reduction ratio. Press the "+" or "-" Reduce/Enlarge button and the Reduce/Enlarge setting will be displayed on the LCD panel. Press again to select the desired setting. After you make a selection, the display will automatically return to its previous state.

The following ratios can be selected:

200%, 141%, 120%, 100%, 93%, 80%, 70%, 50%

The initial setting is 100%.

Quality button

This is used to set copy quality. Press the Quality button and the Quality setting will be displayed on the LCD panel. Press again to select the desired setting. When you make a selection, the display will automatically return to its prior state.

The following Quality settings can be selected:

B&W: Normal, Fine

Color: Normal, Fine, Photo

We recommend the following Quality settings for different originals.

Normal: Text, Line Art, Graphics

Fine: Photographs, plain paper

Photo: Photographs, EPSON Photo Paper

The initial setting for both B&W and Color is Normal.

Lighter/Darker button

This is used to set the copy printout density. Press the “+” or “-” Lighter/Darker button and the Lighter/Darker setting will be displayed on the LCD panel. Press again to select the desired setting. After you make a selection, the display will automatically return to its previous state.

The following print density settings can be selected:

-2, -1, 0, +1, +2

The initial setting is zero.


Changing the Control Panel Settings

Depress the Quality button and B&W/Color button for three seconds and the LCD panel display will change to the Menu Mode, making it possible to change the following settings. These settings will be saved, and remain effective even when the power is turned off, until they are changed again manually.


The following items can be set in the Menu Mode:

- Status Sheet Print
- Bottom Margin
- Paper Size
- Language
- Set Factory Default

In the Menu Mode, press the Copies “+” or “-” button to select the desired item.

There are two methods of quitting the Menu Mode. Press the Quality button to enable the settings and exit the Menu Mode, or press the  Stop/Clear button to restore the default settings.

Status Sheet Print

When Status Sheet Print is displayed on the LCD panel, press the  Copy button to print out a Status Sheet listing the current settings for the following items:

- Bottom Margin (3mm or 14mm)
- Paper Size category (Metric or US)
- Language used on panel display


Bottom Margin

This is used to set the paper Bottom Margin for copying to either 3 or 14 mm. The initial setting is 14 mm.

Note:

You can extend the minimum bottom margin to 3mm. However, copy quality may degrade in the expanded area.

Paper Size

This is used to set the paper size category for copying. Press the  Copy button to select Metric or US. In Metric, you will be able to use paper sizes A4, B5, and A6. In US, you will be able to use Letter, Legal, Half Letter, and 5x8".

Note:

If you are using Legal-sized paper, use the Automatic Document Feeder.

Language

This is used to set the language used on the LCD panel. Press the  Copy button to select the display language.

Set Factory Default

Returns Menu Mode settings (Bottom Margin, Paper Size, Language) to the factory defaults.

Using the Copy Utility (from EPSON SMART PANEL)

Copy Utility is a function within EPSON SMART PANEL. Before you can use it, you must install the EPSON Stylus Scan Software and EPSON SMART PANEL in the computer. Refer to the *Setup Guide* for details on installation.

Accessing the Copy Utility

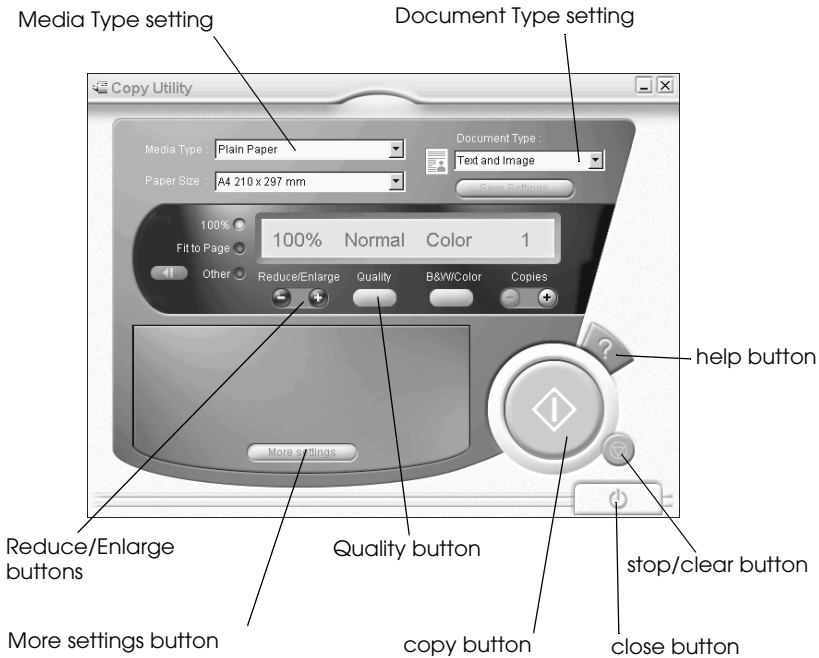
Follow these steps to access the Copy Utility.

1. For Windows:
Click Start, then select Programs, and EPSON SMART PANEL to open the EPSON SMART PANEL application.
For Macintosh:
Click the Apple menu, then select EPSON SMART PANEL to open the EPSON SMART PANEL application.
2. EPSON SMART PANEL appears. Click the copier icon to launch the Copy Utility. The Copy Utility dialog box appears.

To make copy settings, see the next section.

Making Copy Settings in the Copy Utility

You can make copy settings in the Copy Utility dialog box.



See below to make your settings. If necessary, click the **More settings** button to make advanced and custom settings. After you finish making settings, click the **◆** copy button to begin copying.

Help button	Click for online help.
Stop/Clear button	Click to quit copying already in progress.
Copy button	Click to start copying.
Close button	Click to close the utility or the menus for custom settings.
More settings button	Click to make custom settings.

Making paper and document settings



Media Type

Select the type that matches the paper you have loaded into the paper feeder.

Paper Size

Select the size that matches the paper you have loaded into the paper feeder.

Document Type

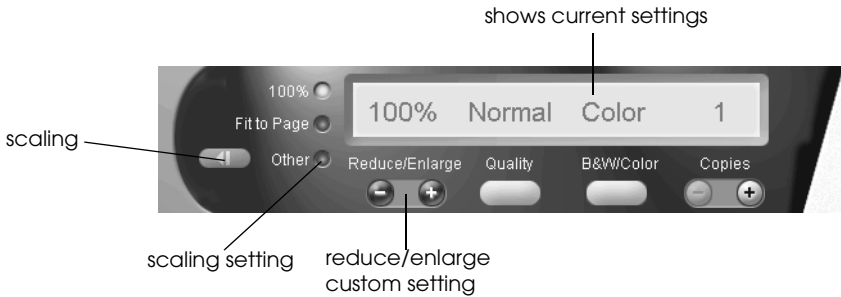
Select the type that matches the original document that you are copying.

Text	Use if your document contains text only.
Photo	Use if you are copying from a photograph.
Text and Image	Use if your document includes both text and illustrations.
Save Settings	Click this button to open a dialog box where you can save your settings.
Multi-page Document	Allows you to use the ADF (Auto Document Feeder) for multi-page copies. This selection appears only when the ADF is connected to your Stylus Scan.

Note:

Some document settings allow you to choose black + white or color options. Change the black + white or color option does not change the document setting.

Making other basic settings




Reduce/Enlarge

To set the reduce/enlarge ratio, do either of the following:

- ❑ To make a copy that is the same size as your document, select 100%.
- ❑ To automatically re-size the image to match the size of your paper size setting, select Fit to Page.

To set an arbitrary size, do either of the following:

- ❑ Select Other, then click the + or - button to adjust the setting.
- ❑ Click the  scaling button to open a dialog box where you can adjust the setting.

Quality

Click this button to select the quality for your copy.

Normal: Print quality is lower, but print speed is higher.

Fine: Provides high quality printout.

B&W/Color

Click to select between a black-and-white or color copy.

Copies

Use these buttons to select the number of copies you want to make. Press the + button to increase the number of copies, or the - button to reduce it.

Replacing Ink Cartridges

The Stylus Scan's Error light and panel message will inform you when it is time to get a replacement ink cartridge ready, and when it is time to replace the ink cartridges.

Note:

If an ink cartridge is damaged or old, you may need to replace it before it runs out of ink. For information, see “Replacing an Old or Damaged Ink Cartridge” in the online Reference Guide.

This table explains what the error lights and LCD panel messages on your Stylus Scan mean and what actions you need to take.

Error Light	Message	Action
Off	Black Ink Low	The black ink cartridge is running low. Have a new black ink cartridge ready. (You can replace the cartridge now, or you can wait until it is empty.)
Flashing	Black Ink Out	The black ink cartridge is empty. Replace it with a new black ink cartridge.
Off	Color Ink Low	The color ink cartridge is running low. Have a new color ink cartridge ready. (You can replace the cartridge now, or you can wait until it is empty.)
Flashing	Color Ink Out	The color ink cartridge is empty. Replace it with a new black ink cartridge.



Caution:


- ❑ *EPSON recommends the use of genuine EPSON ink cartridges. Products from other manufacturers may cause damage not covered under the EPSON warranty.*
- ❑ *Never remove a cartridge from the Stylus Scan until you have a new cartridge on hand to replace it. Leaving the Stylus Scan with a missing cartridge may cause ink in the print head nozzles to dry out.*
- ❑ *If you are using the Automatic Document Feeder and need to replace the ink cartridge, remove the Automatic Document Feeder from the Stylus Scan, but do not pull out the connector.*

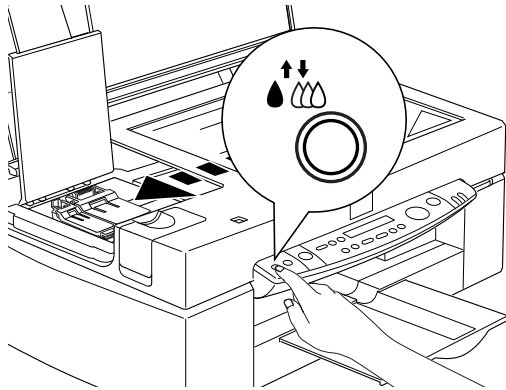
Note:

- ❑ *Once a cartridge becomes empty, you must replace it before continuing printing or performing a maintenance operation. The Stylus Scan cannot operate if either cartridge is empty.*
- ❑ *In addition to the ink used during document printing, ink is consumed during the print head cleaning operation and during the self cleaning cycle which is performed when the Stylus Scan is turned on.*

Before replacing ink cartridges, make sure the Stylus Scan is on. The operate light should be on and not flashing. Determine which ink cartridge needs to be replaced by referring to the LCD Panel on the control panel.

1. Make sure the Stylus Scan is on. The Operate light should be on.
2. Refer to the panel message to determine which cartridge is low or empty.
3. Open the document cover and maintenance cover.


4. Hold down the  cleaning button for three seconds until the print head moves to the cartridge replacement position. The Operate light begins flashing.



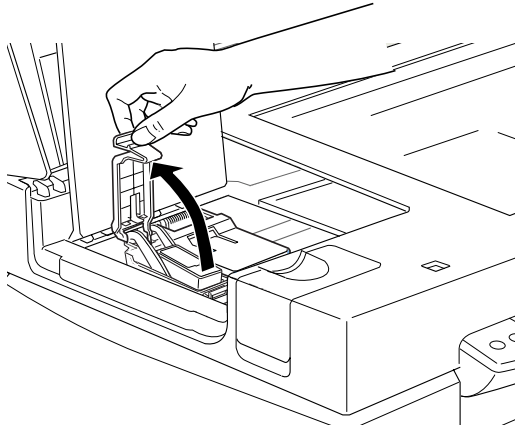
Caution:

Do not move the print head by hand, as doing so may damage the mechanism.

Note:

If you press the  cleaning button for three seconds when the black and color ink out lights are off, the Stylus Scan starts cleaning the print head.

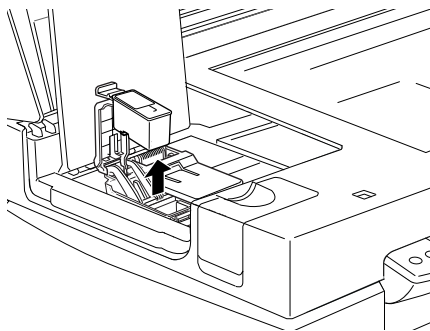
5. Lift up the clamp that holds the cartridge as far as it will go. The cartridge rises partly out of the cartridge holder.



Caution:

Once you open the ink cartridge clamp, the ink cartridge becomes unusable and cannot be reinstalled, even if ink remains.

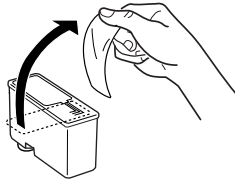
6. Lift the cartridge out of the Stylus Scan and dispose of it properly. Do not take the used cartridge apart or try to refill it.



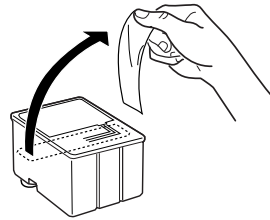


Warning:

- ❑ *If ink gets on your hands, wash them thoroughly with soap and water. If ink gets into your eyes, flush them immediately with water. If discomfort or vision problems remain after a thorough flushing, see a doctor immediately.*
 - ❑ *Keep ink cartridges out of the reach of children. Do not allow children to drink the ink or otherwise handle the cartridges.*
7. Remove the new ink cartridge from its protective bag. Next, remove only the yellow tape seal from the cartridge.



black ink cartridge (S020189)



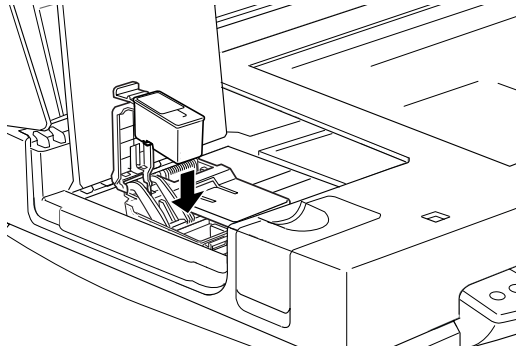
color ink cartridge (S020191)



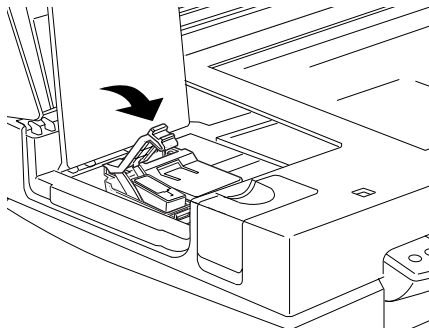
Caution:

- ❑ *You must remove the yellow tape seal from the cartridge before installing it. The cartridge will be permanently damaged if installed with the yellow tape attached.*
- ❑ *Do not remove the blue portion of the tape seal from the top of the cartridge; otherwise, the print head may become clogged and unable to print.*
- ❑ *Do not remove the tape seal from the bottom of the cartridge; otherwise, ink will leak.*

8. Place the ink cartridge gently into the cartridge holder with the label on the cartridge facing up. Do not press down on the cartridge.




9. Press the ink cartridge clamp down until it locks in place.



Caution:

Once you install the ink cartridges, do not open their clamps again until you are ready to replace the cartridges. Lifting the clamps makes the cartridges unusable.

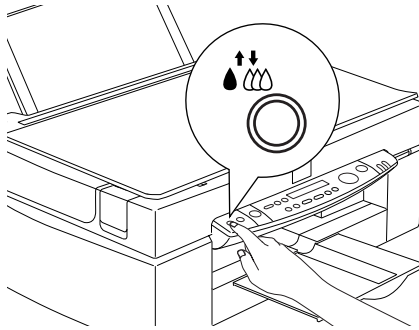
10. Close the maintenance cover and the document cover.

11. Press the  cleaning button. The Stylus Scan moves the print head and begins charging the ink delivery system. The Operate light flashes during ink charging. This process takes about one minute to complete. When the ink charging process is finished, the Stylus Scan returns the print head to the home position and the Operate light stops flashing.



Caution:

Never turn off the Stylus Scan while the Operate light is flashing. Doing so can result in incomplete charging of ink.



Maintenance

Checking the Print Head Nozzles

If you find that your printouts and copies are unexpectedly faint or that there are gaps (missing dots) in the printed image, you may be able to identify the problem by checking the print head nozzles.

You can check the print head nozzles from your computer or from the control panel. To check from your computer, use the Nozzle Check utility in the printer software window. Both methods are described below.

Using the Nozzle Check utility

Note:

Do not start the Nozzle Check utility while printing is in progress. Doing so may mar your printout.

For Windows users




1. Make sure A4 or Letter size paper is loaded in the sheet feeder.
2. Access the printer software window. If you need instructions, see “Accessing the printer software” on page 53.
3. Click the Utility tab in the printer window, then click the Nozzle Check button.
4. Follow the messages on your screen.

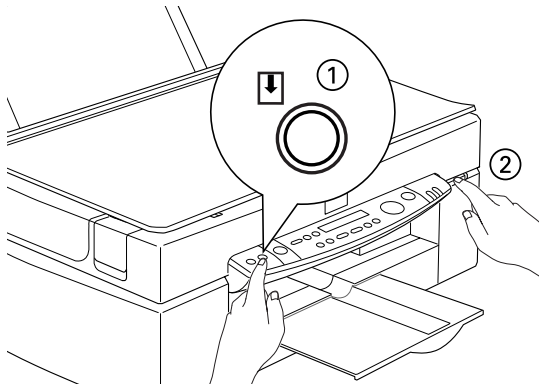
For Macintosh users

1. Make sure A4 or Letter size paper is loaded in the sheet feeder.
2. Access the Print or Page Setup dialog box.

3. Click the Utility icon button in the Print or Page Setup dialog box, then click the Nozzle Check button.
4. Follow the messages on your screen.

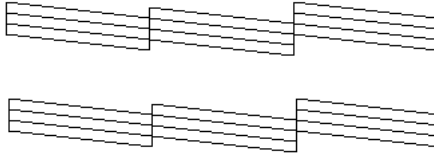
Using the control panel buttons

1. Make sure that A4 or Letter size paper is loaded in the paper bin.
2. If the Stylus Scan is on, press the  power button once to turn it off.
3. Hold down the  load/eject button (① in the illustration below) while pressing the  power button (② in the illustration below) to turn on the Stylus Scan. Then release both buttons.

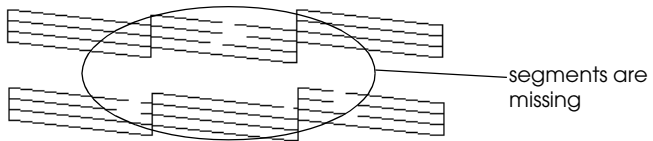


The Stylus Scan prints out ROM version information, ink counter codes, and a nozzle check pattern. Here are sample printouts.

Good sample



Print head needs to be cleaned



The above sample is in black and white, but the actual test prints in color (CMYK).

If the quality is not satisfactory (for example, if a line segment is missing), it is likely that a nozzle is clogged or that the print head is out of alignment. For information about how to clean the print head, see the next section. For information about how to realign the print head, see "Aligning the Print Head" on page 130.

Cleaning the Print Head

If you find that printouts and copies are unexpectedly faint or that there are gaps (missing dots) in the printed image, you may be able to solve the problem by cleaning the print head. Cleaning the print head ensures that nozzles are delivering ink properly.

You can carry out cleaning either from your computer or from the control panel. To run a cleaning cycle from your computer, use the Head Cleaning utility. Both methods are described below.

Note:

- ❑ *Print head cleaning uses both color and black ink. To avoid wasting ink, clean the print head only if print quality declines.*
- ❑ *Use the Nozzle Check utility to check if the print head needs to be cleaned. This saves ink.*
- ❑ *When the Black or Color Ink Out light is flashing or on, you cannot clean the print head. Replace the appropriate ink cartridge first.*
- ❑ *Do not start the Head Cleaning or the Nozzle Check utility while printing is in progress; otherwise your printout may be marred.*

Using the Head Cleaning utility

For Windows users

1. Make sure that an ink out message is not displayed on the LCD panel.

Note:

If the ink out message is displayed, you cannot clean the print head. Replace the appropriate ink cartridge first.

2. Access the printer software window. If you need instructions, see “Accessing the printer software” on page 53.
3. Click the Utility tab in the printer window, then click the Head Cleaning button.
4. Follow the messages on your screen.

The Operate light flashes while the Stylus Scan performs a cleaning cycle. The cycle takes about one minute to complete.



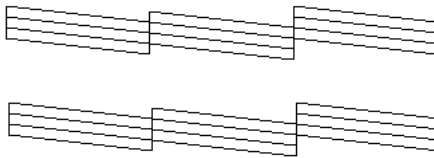
Caution:

Never turn off the Stylus Scan while the Operate light is flashing. Doing so may damage the device.

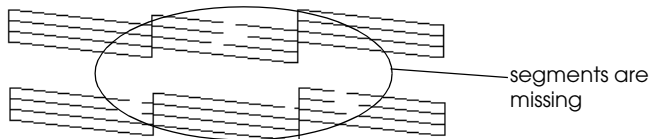
5. When the Operate light stops flashing, click Print nozzle check pattern in the Head Cleaning dialog box to confirm that the head is clean and to reset the cleaning cycle.

Nozzle check patterns:

Good sample



Print head needs to be cleaned



The above sample is in black and white, but the actual check pattern prints in color.

If you find that any segments are missing from the test lines in the check pattern, you may need to repeat the head cleaning and print the check pattern again.

If quality hasn't improved after repeating this procedure four or five times, turn the Stylus Scan off and leave it off overnight. Then try head cleaning again.

If the print quality still does not improve, one or both of your ink cartridges may be old or damaged and may need to be replaced. To replace an ink cartridge before it is empty, see “Replacing an Old or Damaged Ink Cartridge” in the online *Reference Guide*.

If print quality remains a problem after replacing the ink cartridges, contact your dealer.

Note:

To maintain print quality, we recommend turning on the Stylus Scan for at least one minute every month.

For Macintosh users

1. Make sure that the Stylus Scan is on, and the LCD panel is not displaying an ink out message.
2. Click the Utility icon button in the Print or Page Setup dialog box, then click the Head Cleaning button.
3. Follow the on-screen messages.

The Operate light flashes while the Stylus Scan performs a cleaning cycle. A cycle takes about one minute to complete.



Caution:

Never turn off the Stylus Scan while the Operate light is flashing. Doing so may damage the device.

4. When the Operate light stops flashing, click the Confirmation button in the Head Cleaning dialog box to print a nozzle check pattern and to reset the cleaning cycle. Use the check pattern to confirm that the head is clean.

If print quality hasn't improved after repeating this procedure four or five times, turn the Stylus Scan off and leave it off overnight. Then try head cleaning again.


If the print quality still has not improved, one or both of your ink cartridges may be old or damaged and may need to be replaced. To replace an ink cartridge before it is empty, see “Replacing an Old or Damaged Ink Cartridge” in the online *Reference Guide*.

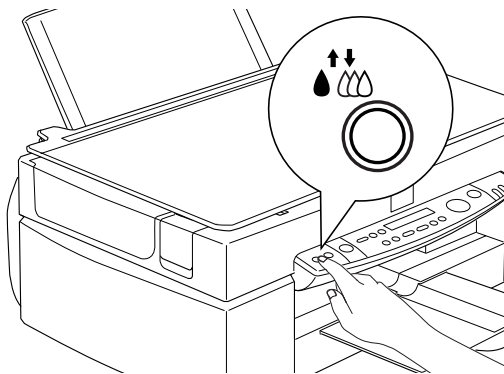
If print quality remains a problem after replacing the ink cartridges, contact your dealer.

Note:

To maintain print quality, we recommend turning on the Stylus Scan for at least one minute every month.

Using the control panel buttons

1. Make sure that the Operate light is on and that an ink out or ink low message is not displayed.
2. Hold down the  cleaning button for three seconds.




The Stylus Scan starts cleaning the print head and the Operate light begins flashing. Print head cleaning takes about one minute to complete.



Caution:

Never turn off the Stylus Scan while the Operate light is flashing. Doing so may damage the device.

Note:

If an ink out or ink low message is displayed, press the Cleaning button to start the ink cartridge replacement procedure. If you do not want to replace an ink cartridge at this time, press the  cleaning button again to return the print head to its home position.

3. When the Operate light stops flashing, print a short document to confirm that the head is clean and to reset the cleaning cycle.

If print quality hasn't improved after repeating this procedure four or five times, turn the Stylus Scan off and leave it off overnight. Then try head cleaning again.

If the print quality still has not improved, one or both of your ink cartridges may be old or damaged and may need to be replaced. To replace an ink cartridge before it is empty, see "Replacing an Old or Damaged Ink Cartridge" in the online *Reference Guide*.

If print quality remains a problem after replacing the ink cartridges, contact your dealer.

Note:

To maintain print quality, we recommend turning on the Stylus Scan for at least one minute every month.

Aligning the Print Head

If you notice a misalignment of vertical lines, you may be able to solve this problem from your computer using the Print Head Alignment utility.


Note:

Do not start the Print Head Alignment utility while printing is in progress; doing so may mar your printout.

For Windows users

1. Make sure A4 or Letter size plain paper is loaded in the sheet feeder.
2. Access the printer software window. If you need instructions, see “Accessing the printer software” on page 53.
3. Click the Utility tab in the printer window, then click the Print Head Alignment button.
4. Follow the messages on your screen to align the print head.

For Macintosh users



1. Make sure A4 or Letter size plain paper is loaded in the sheet feeder.
2. Access the Print or Page Setup dialog box.
3. Click the  Utility icon button in the Print or Page Setup dialog box, then click the Print Head Alignment button.
4. Follow the messages on your screen to align the print head.

Troubleshooting

Error Messages

You can identify many common problems by looking at the Error light and LCD panel on the control panel. If the Stylus Scan stops working and the Error light is on or flashing, use the following table to help diagnose and solve the problem.

Error light	Error message Problem and Solution	
On	Printer Error	
	An unknown printer error has occurred.	Turn off the Stylus Scan and contact your dealer.
On	Call Service	
	The used ink tank is full.	Turn off the Stylus Scan and contact your dealer.
On	Scanner Error	
	One of the following scanner errors has occurred: The transportation lock has not been released, the fluorescent lamp needs to be replaced, or the EPSON Stylus Scan is broken.	Make sure that the transportation lock is in the unlocked position; then turn the Stylus can off and back on. If the Stylus Scan still does not operate properly, or if this error occurs repeatedly, consult your dealer.
On	ADF Jam	
	No paper is loaded, or paper has jammed in the Automatic Document Feeder.	Load paper in the Automatic Document Feeder, or turn off and remove the jammed paper from the Automatic Document Feeder.

Flashing	ADF Cover Open	
	The cover of the optional Automatic Document Feeder is open, or the paper feed unit is slightly open.	Make sure that the cover of optional Automatic Document Feeder is closed and/or push the paper feed unit down until it clicks into place.
Flashing	Printer Jam	
	Paper is jammed in the Stylus Scan.	Press the  load/eject button. The Stylus Scan should eject the jammed paper and resume printing. If the jammed paper does not clear, refer to "Paper feed or paper jam problems" in the online Reference Guide for more instructions.
Flashing	Printer Paper Out	
	No paper loaded in the sheet feeder.	Load paper into the sheet feeder. Then press the  load/eject button. The Stylus Scan will resume printing or copying.
Flashing	Black Ink Out	
	The black ink cartridge is empty.	Replace the black ink cartridge with a new one. See "Replacing Ink Cartridges" on page 115 for details.
Flashing	Color Ink Out	
	The color ink cartridge is empty.	Replace the color ink cartridge with a new one. See "Replacing Ink Cartridges" on page 115 for details.
Off (Operate light flashing)	Maint. Cover Open	
	The maintenance cover is open.	The Stylus Scan will not operate unless the maintenance cover is closed. Close the cover.
Off	Black Ink Low	
	The black ink cartridge is nearly empty.	Prepare a new black ink cartridge.

Off	Color Ink Low	
	The color ink cartridge is nearly empty.	Prepare a new color ink cartridge.

Typical Problems and Solutions

Most printer problems have simple solutions. Determine the nature of the problem from the descriptions below, and apply the recommended solutions. For more information, see “Troubleshooting” on page 133.

Print quality problems

If you are having print quality problems, try the solutions offered here.

Horizontal banding

- Make sure the printable side of the paper is face up in the sheet feeder.
- Run the Head Cleaning utility to clear any clogged ink nozzles.

Vertical misalignment

- Make sure the printable side of the paper is face up in the sheet feeder.
- Run the Print Head Alignment utility.
- Turn off the High Speed setting in your printer driver. For instructions, see the printer driver’s online help for Windows. For Macintosh, see “Using the Advanced settings” in the online *Reference Guide*.

Color gaps


- ❑ Make sure your paper is not damaged, dirty, or old.
- ❑ Run the Head Cleaning utility to clear any clogged ink nozzles.
- ❑ Check the error light and LCD panel message. If error light is on and the LCD panel displays an Ink Out message, replace the ink cartridge. See “Replacing Ink Cartridges” on page 115.

Blurry or smeared printout

Try one or more of these solutions.

- ❑ Make sure the printable side of the paper is face up in the sheet feeder.
- ❑ Make sure your paper is not damaged, dirty, or old.
- ❑ Set the adjust lever to the “+” position, and make sure the Media Type setting is set correctly in your printer driver.

Paper feed or paper jam problems

If the printer doesn't feed paper, feeds multiple pages, or paper is jammed, remove and reload the stack of paper, then press the  load/eject button. If the jammed paper does not clear, follow the steps below.

1. Click the EPSON Stylus Scan 2500 button on the task bar.
2. Select all print jobs and click the Cancel button.
3. Open the maintenance cover and turn off the Stylus Scan.
4. Remove all the paper inside, including any torn pieces.
5. Close the cover, turn the Stylus Scan on, and load the paper again.

Also check the following:

- The paper isn't old or creased.
- Paper isn't loaded above the arrow on the left edge guide.
- The edge guides are set correctly.
- The paper isn't too thin or rough. Use paper that meets the requirements for this printer. See the online *Reference Guide* for paper specifications.

Options and Consumable Products

Options

The following options are available for your Stylus Scan.

Film Adapter

The Film Adapter (B81313*) is a special device developed to enable the scanning of negative film strips and slides by simply installing the unit on your Stylus Scan. The Film Adapter is compact so it can be attached or removed easily when you alternate scanning between transparent materials and normal reflective (paper) documents.

Note:

The Film Adapter cannot be used with the copy function.

Automatic Document Feeder

The Automatic Document Feeder (B81314*) allows you to automatically load multiple-page documents into your Stylus Scan. This document feeder is particularly useful for OCR (optical character recognition) scanning, or for creating an image database.

Interface cables

EPSON supplies several types of interface cables. You can use any interface cable that meets the following specifications. See your computer manual for any additional requirements.

Parallel Interface Cable (shielded) C83602* from D-SUB 25-pin (computer) to 36-pin Amphenol 57 Series (printer)

Note:

- *The asterisk (*) is a substitute for the last digit of the product number, which varies by location.*

- ❑ *To connect the printer to your PC or Macintosh you must purchase an USB conversion cable.*



Caution:

Use only the interface cables listed above. Using other cables not covered by EPSON warranties may cause the printer to malfunction.

Consumable products

The following ink cartridges and EPSON special media are available for your Stylus Scan.

Ink cartridges

You can use the following cartridges with your printer.

Black ink cartridge	S020189
Color ink cartridge	S020191

Note:

The product numbers of ink cartridges vary by location.

EPSON special media

EPSON offers specifically designed media for ink jet printers to meet most high-quality printing needs.

EPSON 360 dpi Ink Jet Paper (A4)	S041059
EPSON Premium Ink Jet Plain Paper (A4)	S041214
EPSON Photo Quality Ink Jet Paper (A4)	S041061
EPSON Photo Quality Ink Jet Card (A6)	S041054
EPSON Photo Quality Ink Jet Card (5 × 8")	S041121
EPSON Photo Quality Ink Jet Card (8 × 10")	S041122
EPSON Photo Quality Self Adhesive Sheet (A4)	S041106

EPSON Ink Jet Note Cards A6 (with envelopes)	S041147
EPSON Ink Jet Greeting Cards 5 × 8" (with envelopes)	S041148
EPSON Ink Jet Greeting Cards 8 × 10" (with envelopes)	S041149
EPSON Photo Quality Glossy Film (A4)	S041071
EPSON Photo Quality Glossy Film (A6)	S041107
EPSON Ink Jet Transparencies (A4)	S041063
EPSON Photo Paper (A4)	S041140
EPSON Photo Paper (Letter)	S041141
EPSON Photo Paper (4 × 6")	S041134
EPSON Photo Paper Cards (A4)	S041177
EPSON Photo Stickers 16 (A6)	S041144
EPSON Photo Stickers 4 (A6)	S041176
EPSON Panoramic Photo Paper (210 × 594 mm)	S041145
EPSON Iron-On Cool Peel Transfer Paper (A4)	S041154
EPSON Matte Paper-Heavyweight (A4)	S041259

Note:

The availability of special media varies by location.