

## Epson ES-C220

# Epson WorkForce ES-C220 Compact Desktop Document Scanner User Manual

Model: ES-C220 | Brand: Epson

## 1. INTRODUCTION

The Epson WorkForce ES-C220 is a compact and efficient desktop document scanner designed for both home and office environments. It offers advanced features to streamline document management, including high-speed two-sided scanning and versatile document handling.

### Key Features:

- **Ultra-Compact Design:** Saves significant desk space, making it suitable for various workspaces.
- **Quick Two-Sided Scanning:** Single-step technology captures both sides of a document in one pass, achieving speeds of up to 30 ppm/60 ipm.
- **Automatic Document Feeder (ADF):** A robust 20-page ADF allows for efficient batch scanning of multiple documents.
- **Versatile Document Handling:** Scans a wide range of document types, from standard paper to cards and passports, using a flexible scan path.
- **Intelligent Image Adjustments:** Features automatic cropping, blank page deletion, background removal, dirt detection, paper skew correction, and staple protection for optimal image quality.
- **Epson ScanSmart Software:** Intuitive software for easy scanning, previewing, emailing, and uploading scans, with automatic file name suggestion and OCR capabilities.



# STATISTICS

SERVICE TRADERS  
12.3

YEAR 2

36m

SIGNIFICANT GROWTH

Our second year figures proved that the spectacular first year was no accident. Despite this, we did not sit back and congratulate ourselves. On the contrary, we redoubled our efforts to underline the validity of our concept.

YEAR 3

58m

A MAJOR PLAYER

Our success continued with spectacular growth in terms of finances and participation. Research reported international interest and this became a reality with the initiation of projects in seven European countries.



## GLOBAL OPPORTUNITIES

The benefits and added security offered by a larger umbrella organisation are also proving attractive to foreign markets. In fact, our plans to open a European office are still on track.

We are also recruiting local experts to assess the potential of moving into the US and Asia and our Australian representative is due to present her findings soon. Of course, our overseas ambitions will never distract us from our commitment to our local partners. We expect it to offer new opportunities.



- Industry growth award
- New headquarters opens
- Move into profits
- 1 million website hits

- European expansion
- 1,000 partners reached
- Global markets targeted



Figure 1.1: The Epson WorkForce ES-C220 Compact Desktop Document Scanner in operation, feeding a document.

Saves **60%**  
of desk  
space\*



Figure 1.2: The compact design of the ES-C220 scanner, shown on a desk next to a laptop, highlighting its space-saving footprint.

## 2. WHAT'S INCLUDED

Verify that all items listed below are included in your package. If any items are missing or damaged, please contact Epson support.

- Epson WorkForce ES-C220 Compact Desktop Document Scanner
- AC Adapter and Power Cable
- USB Cable
- Start Here Poster (Quick Setup Guide)

# What's Included

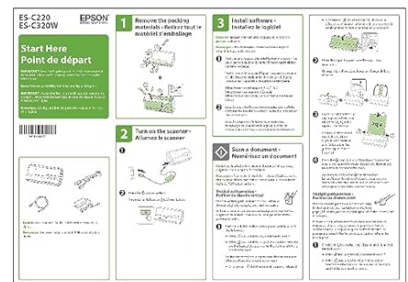
## WorkForce® ES-C220 Compact Desktop Document Scanner



AC Adapter and Power Cable



USB Cable



Start Here Poster

Figure 2.1: All components included with the Epson WorkForce ES-C220 scanner.

## 3. SETUP GUIDE

### 3.1 Physical Setup

1. **Unpack the Scanner:** Carefully remove the scanner and all accessories from the packaging.
2. **Choose a Location:** Place the scanner on a stable, flat surface near your computer and a power outlet. Ensure adequate space for document feeding and ejection.
3. **Connect Power:** Connect the AC adapter to the scanner's power port and then plug the power cable into a wall outlet.
4. **Connect to Computer:** Use the provided USB cable to connect the scanner to an available USB port on your computer.
5. **Open Document Feeder:** Lift the document feeder cover and extend the input and output trays as needed for your documents.

## 3.2 Software Installation

The Epson ScanSmart software is essential for operating your scanner and accessing its full features. An internet connection is required for download and installation.

1. **Download Software:** Visit the official Epson support website for the ES-C220 model. Locate and download the latest version of Epson ScanSmart software for your operating system (Windows PC or Mac).
2. **Run Installer:** Double-click the downloaded installer file and follow the on-screen prompts to complete the installation.
3. **Restart Computer:** It is recommended to restart your computer after installation to ensure all drivers and software components are properly loaded.
4. **Launch ScanSmart:** Once installed, launch the Epson ScanSmart application from your desktop or applications folder.



Figure 3.1: The scanner set up and connected to a laptop, illustrating a typical workspace configuration.

## 4. OPERATING THE SCANNER

### 4.1 Loading Documents

1. **Prepare Documents:** Ensure documents are free of staples, paper clips, or any obstructions. Fan the edges to prevent misfeeds.
2. **Adjust Guides:** Adjust the paper guides in the Automatic Document Feeder (ADF) to fit the width of your documents.
3. **Load Documents:** Place up to 20 pages into the ADF, face-down and top-edge first. The scanner supports various sizes, from 2" x 2" to 8.5" x 120".

# At a Glance



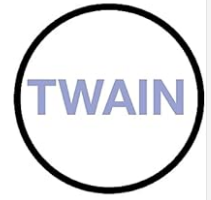
Documents



ADF



Auto 2-Sided



TWAIN

## Additional features

- ✓ Saves 60% of desk space\*
- ✓ Capture two sides in one pass
- ✓ Robust 20-page ADF scans in batches
- ✓ Accommodates most document types
- ✓ Amazing image quality
- ✓ Powerful Epson ScanSmart software\*
- ✓ Small, lightweight design
- ✓ From the #1 best-selling scanner brand at retail\*



\*SCROLL DOWN TO "FROM THE MANUFACTURER" TO LEARN MORE.

Figure 4.1: A document loaded into the Automatic Document Feeder (ADF) of the ES-C220 scanner, ready for scanning.

## 4.2 Initiating a Scan

You can initiate a scan directly from the scanner's control panel or through the Epson ScanSmart software.

- **From Scanner:** Press the Scan button on the scanner's control panel. The ScanSmart software will automatically launch on your connected computer and begin the scanning process.
- **From ScanSmart Software:** Open the Epson ScanSmart application on your computer. Select your desired scan settings (e.g., color, grayscale, resolution, single-sided/double-sided) and click the "Scan" button within the software interface.

## 4.3 Using Epson ScanSmart Software

Epson ScanSmart provides a user-friendly interface for managing your scanned documents.

- **Preview and Edit:** After scanning, you can preview the images, rotate, reorder, or delete pages as needed.
- **Save Options:** Save your scans to various formats (e.g., PDF, JPEG) and locations on your computer. The software can suggest automatic file names for streamlined management.
- **Cloud Integration:** Directly upload scanned documents to popular cloud services such as Google Drive, Dropbox, Evernote, and OneDrive.
- **OCR (Optical Character Recognition):** Convert scanned documents into searchable and editable text files.

## Export data to popular Cloud Services and more

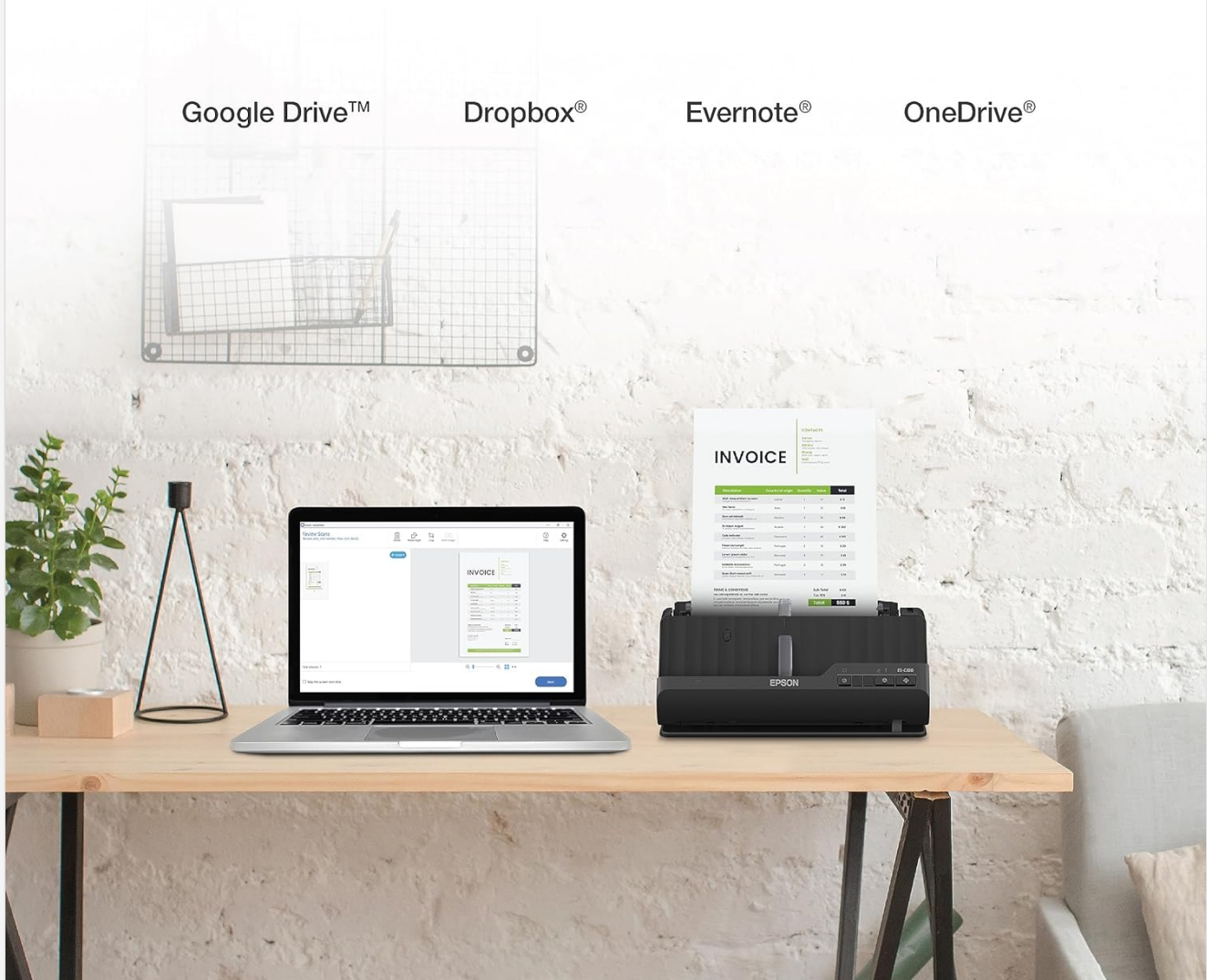


Figure 4.2: The Epson ScanSmart software interface demonstrating options for exporting scanned data to various cloud services.

## 5. MAINTENANCE

Regular maintenance ensures optimal performance and longevity of your scanner.

- **Cleaning the Scanner:**
  - Turn off the scanner and disconnect the power cable before cleaning.
  - Use a soft, lint-free cloth dampened with water or a mild, non-abrasive cleaner to wipe the exterior of the scanner.

- Gently wipe the glass scanning surface and rollers with a clean, dry, lint-free cloth. Avoid using alcohol or harsh solvents.
- **Firmware Updates:** Periodically check the Epson support website for any available firmware updates for your scanner. Keeping the firmware updated can improve performance and resolve potential issues.

## 6. TROUBLESHOOTING

This section addresses common issues you might encounter with your Epson WorkForce ES-C220 scanner.

Problem	Possible Cause	Solution
Scanner not detected by computer.	Loose USB connection, scanner in sleep mode, driver issue.	<p>Ensure USB cable is securely connected to both scanner and computer.</p> <p>Turn the scanner off and then on again to wake it from sleep mode.</p> <p>Verify that the Epson ScanSmart software and drivers are correctly installed. Reinstall if necessary.</p> <p>Try a different USB port on your computer.</p>
Scanned images are blurry or have lines.	Dirty scanning glass or rollers, incorrect resolution setting.	<p>Clean the scanner's glass surface and rollers as described in the Maintenance section.</p> <p>Adjust the resolution settings in the ScanSmart software to a higher DPI if needed.</p>
Documents are jamming in the ADF.	Documents not properly aligned, too many pages, paper too thick/thin.	<p>Ensure documents are aligned correctly with the paper guides.</p> <p>Do not exceed the 20-page capacity of the ADF.</p> <p>Check that the paper thickness is within the supported range (the scanner handles various types, but extremely thick or thin media may cause issues).</p> <p>Remove any staples or paper clips before feeding.</p>
Difficulty saving or naming files in ScanSmart.	Software configuration, operating system limitations.	<p>Ensure you are clicking the final "Save" or "Done" button within the ScanSmart interface after naming.</p> <p>Check your operating system's file naming conventions for any restricted characters.</p> <p>Update ScanSmart software to the latest version.</p>

For more detailed troubleshooting, refer to the comprehensive help section within the Epson ScanSmart software or visit the official Epson support website.

## 7. SPECIFICATIONS

Feature	Detail
Model Name	WorkForce ES-C220

Feature	Detail
Item Model Number	B11B272202
Scanner Type	Document Scanner (Compact Desktop)
Scanning Speed	Up to 30 ppm / 60 ipm (Black-and-White, Grayscale, Color Mode at 300 dpi)
Automatic Document Feeder (ADF) Capacity	20 pages
Maximum Document Size	8.5" x 120"
Minimum Document Size	2" x 2"
Optical Resolution	300 dpi
Connectivity	USB
Product Dimensions (D x W x H)	4.1" x 11.7" x 4.9"
Item Weight	3.85 pounds
Power Consumption	10 watts

## 8. WARRANTY AND SUPPORT

Epson provides comprehensive support for its products. For detailed warranty information, product registration, and technical assistance, please visit the official Epson support website.

You can typically find support resources, FAQs, driver downloads, and contact information [atepson.com/support](https://www.epson.com/support).

