

WorkForce® 545/645 Series Start Here

Read these instructions before using your product.

1 Unpack



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

Remove all protective materials.

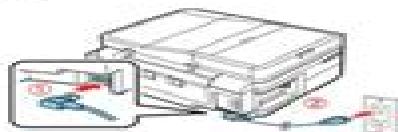


Caution: Do not remove the plastic strip shown below. It is part of the Automatic Document Feeder.



2 Turn on

- 1 Connect the power cord to the back of the printer and to an electrical outlet.



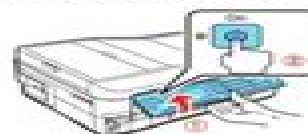
Caution: Do not connect to your computer yet.



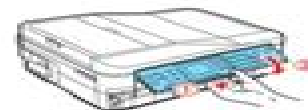
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- 2 Raise the control panel and press the  On button.



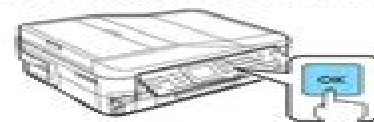
Note: If you want to lower the control panel, squeeze the release bar underneath.



Caution: To avoid damaging your product, always squeeze the release bar to lower the control panel.

3 Select settings

- 1 To select **English** as your language, press **OK**.



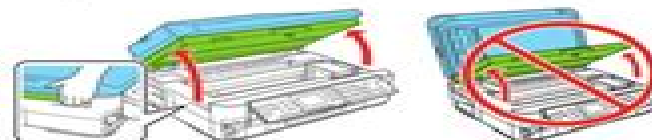
If you want to change the language, press **▲** or **▼** to select it, then press **OK**.

- 2 Select your country/region and press **OK**.
- 3 Select **Summer** if Daylight Saving Time is in effect (spring through summer); otherwise, select **Winter**. Press **OK**.
- 4 Select the date format and press **OK**.
- 5 Press the number keys to enter the date and press **OK**.
- 6 Select the time format (12h or 24h) and press **OK**.
- 7 Press the number keys to enter the time. Then press **▲** or **▼** to select **AM** or **PM**, if necessary.
- 8 Press **OK**.

Note: You can change the date and time settings using the product's control panel. For more information, see the online User's Guide.

4 Install ink cartridges

- 1 Lift up the scanner unit.



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