

WF-2540 Start Here

Read these instructions before using your product.

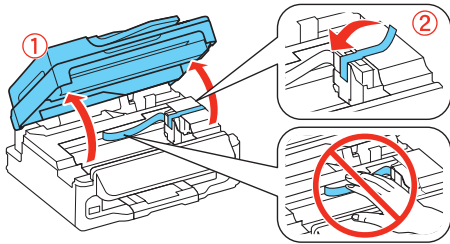
Note for Spanish speakers/Nota para hispanohablantes: Para obtener instrucciones de configuración en español, consulte la *Guía de instalación* en www.epson.com/support/wf2540sp (requiere una conexión a Internet).

1 Unpack



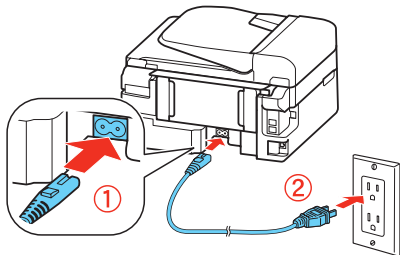
Caution: Do not open ink cartridge packages until you are ready to install the ink. Cartridges are vacuum packed to maintain reliability.

Remove all protective materials, including from inside the printer.



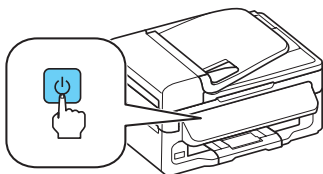
2 Turn on

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



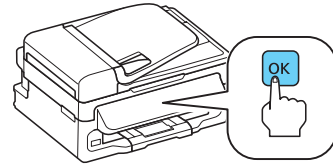
Caution: Do not connect to your computer yet.

2 Press the power button.



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; 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**.

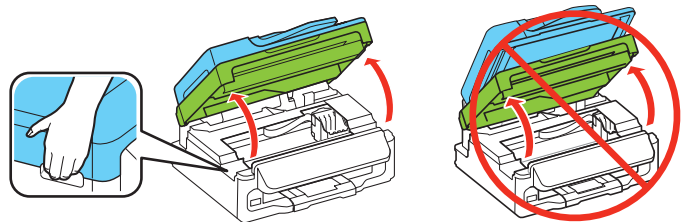
7 Press the number keys to enter the time. Then press **▲** or **▼** to select **AM** or **PM**, if necessary.

8 Press **OK**.

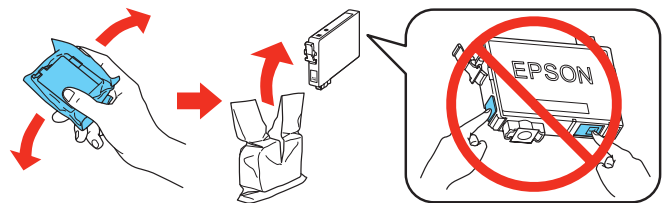
Note: You can change the date and time settings using the printer's control panel. For more information, see the online *User's Guide*.

4 Install ink cartridges

1 Lift up the scanner unit.

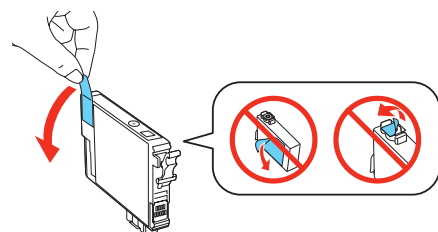


2 Shake the ink cartridges gently 4 or 5 times, then unpack them.



Caution: Don't touch the green chip or small window on any cartridge.

3 Remove only the yellow tape from each cartridge.



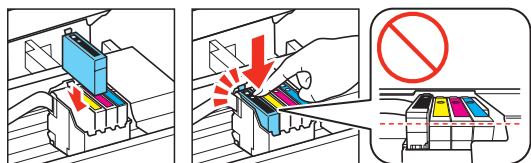
Caution: Don't remove any other seals or the cartridges may leak.



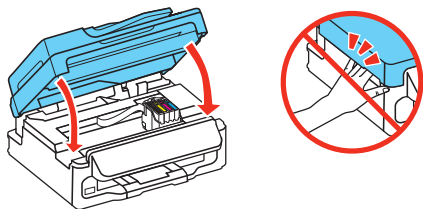
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- 4** Insert the cartridges in the holder for each color, and press each cartridge down until it clicks.



- 5** Lower the scanner unit.



- 6** Press **OK** to prime the ink delivery system. This takes about 4 minutes.

Note: The cartridges included with the printer are designed for printer set up and not for resale. After some ink is used for priming, the rest is available for printing.

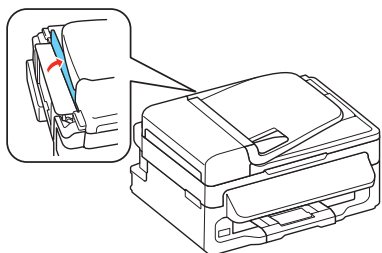
Caution: Don't turn off the printer while it is priming or you'll waste ink.

Do not press the  **Wi-Fi Setup** button unless prompted during software installation.

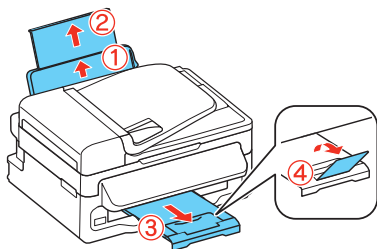


5 Load paper

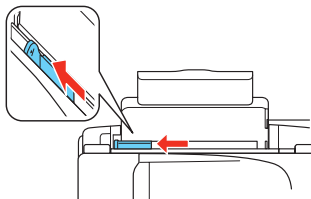
- 1** Flip the feeder guard forward.



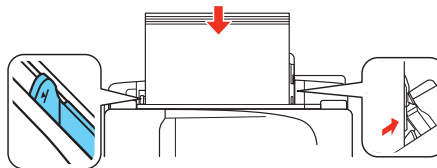
- 2** Raise the paper support, pull out the output tray, then raise the paper stopper.



- 3** Slide the edge guide to the left.



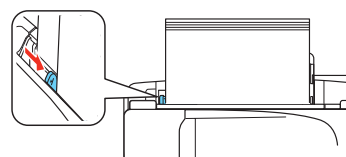
- 4** Load paper against the right edge guide and behind the tab line on the left edge guide, with the printable side faceup.



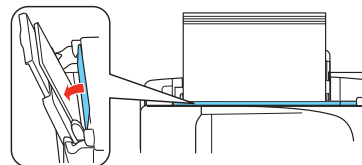
Caution: Don't load the paper sideways; always load it short edge first.



- 5** Slide the edge guide against the left edge of the paper, but not too tightly.

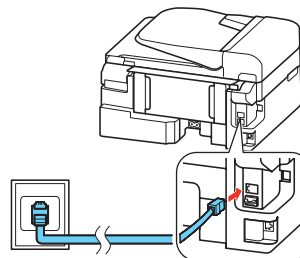


- 6** Flip the feeder guard back.



6 Connect the fax line

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



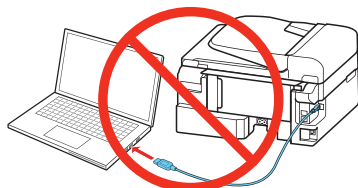
Note: If you're connecting to a DSL phone line, you must use a DSL filter or you won't be able to fax. Contact your DSL provider for the necessary filter.

7 Install software

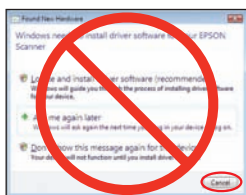
Note: If your computer does not have a CD/DVD drive, you can download the software from the Epson website (see "Epson technical support").

Caution: Be sure to close your other programs, including any screen savers and virus protection software, before beginning this software installation.

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



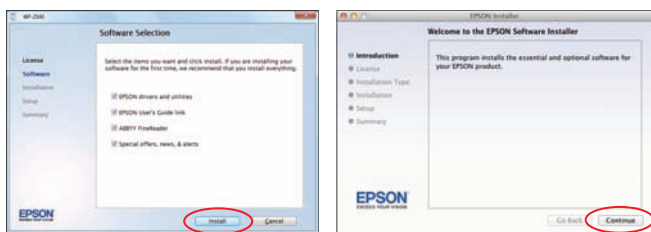
Windows®: If you see a Found New Hardware screen, click **Cancel** and disconnect the USB cable. You can't install your software that way.



- 2 Insert your product CD.
- 3 **Windows:** If you see the AutoPlay window, click **RunSetup.exe**. If you see the User Account Control screen, click **Yes** or **Continue**.

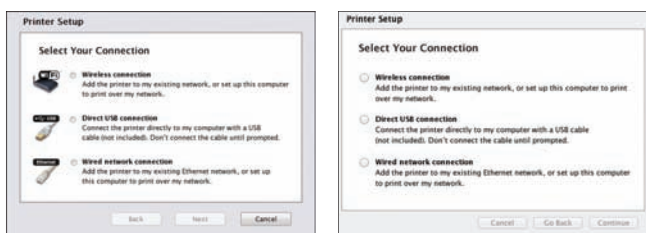
Mac OS X: Double-click the  **EPSON** icon.

- 4 Click **Install** (Windows) or **Continue** (Mac OS X) and follow the instructions on your computer screen.



- 5 When you see the Select Your Connection screen, check the "Connection options" section on this sheet for more information.

Choose your connection. Then click **Next** (Windows) or **Continue** (Mac OS X) and follow the instructions on your computer screen.



Connection options

Wireless connection

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

If you're using Mac OS X 10.6, 10.7, or 10.8, or you don't have a USB cable, you will need to use the buttons on the printer to select wireless settings. Follow the instructions on your computer screen during software installation; they will explain how to connect the printer wirelessly this way.

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

- Network name _____
- Network password _____

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

To view how-to videos on setting up your printer's wireless connection, go to epson.com/support (U.S.) or epson.ca/support (Canada).

Direct USB connection

Make sure you have a USB cable (not included).

Wired network connection

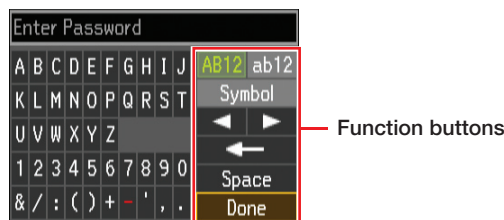
Make sure you have an Ethernet® network cable (not included). You must install the software on every computer from which you want to print.

Any problems?

If you experience problems during setup, see below:

Network setup was unsuccessful.

- Make sure you select the right network name (SSID).
- If you see a firewall alert message, click **Unblock** or **Allow** to let setup continue.
- If your network has security enabled, make sure you enter your network password (WEP key or WPA passphrase) correctly. Passwords must be entered in the correct case.



Press ▲, ▼, ◀, or ▶ on the control panel to highlight a letter or function button on the screen. Then press **OK** to select it.

Use the function buttons to select uppercase (**AB12**), lowercase (**ab12**), symbols, or spaces, and to delete characters (◀).

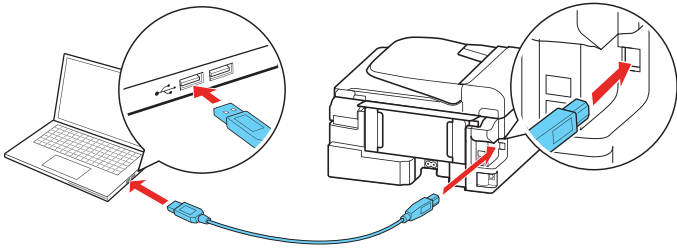
When you're finished, highlight **Done** and press **OK**.

The printer's screen is dark.

Press a button to wake the printer from sleep mode.

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

Make sure it is securely connected as shown:



Any questions?

Quick Guide


Basic instructions for printing, copying, scanning, and faxing.



On-screen help with your software

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

User's Guide

Click the  icon on your desktop (or in the **Applications/Epson Software/Guide** folder in Mac OS X) to access the online *User's Guide*, how-to videos, software downloads, EPSON® Supplies Central®, and more (requires an Internet connection). If you don't have a User's Guide icon, you can install it from the CD or go to the Epson website, as described below.



Epson technical support

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

You may also speak with a support specialist by calling (562) 276-4382 (U.S.) or (905) 709-3839 (Canada), 6 AM to 8 PM, Pacific Time, Monday through Friday, and 7 AM to 4 PM, Pacific Time, Saturday.

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

Software technical support

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

Recycling

Epson offers a recycling program for end of life products. Please go to www.epson.com/recycle for information on how to return your products for proper disposal.

Need paper and ink?

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

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EXCELLENCE™
EPSON printers, ink and specialty papers.

Genuine EPSON paper

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



Presentation Paper Matte

Smooth, non-glare, instant-drying paper for home, school, and business projects.

Genuine EPSON inks



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



WF-2540 ink cartridges

Color	Standard-capacity	High-capacity
● Black	200	200XL
● Cyan	200	200XL
● Magenta	200	200XL
● Yellow	200	200XL

Mobile printing and scanning



EPSON Connect™ Solutions, AirPrint, and Google Cloud Print™: Print and scan from anywhere. Use your smartphone or tablet to print photos or documents while on the go. Learn more at www.epson.com/connect.



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