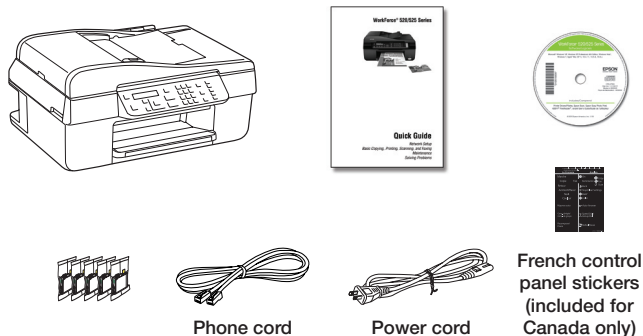


# WorkForce® 520/525 Series Start Here

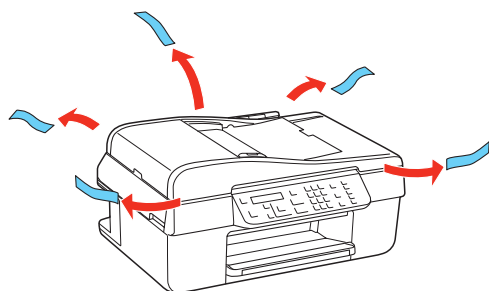
Read these instructions before using your product.

## 1 Unpack



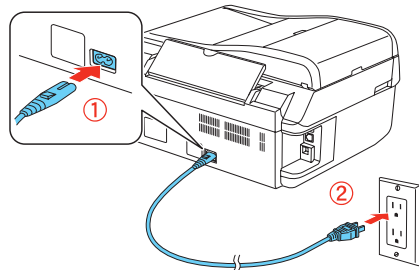
**Caution:** Do not open ink cartridge packages until you are ready to install the ink. Cartridges are vacuum packed to maintain reliability.

Remove all protective materials.



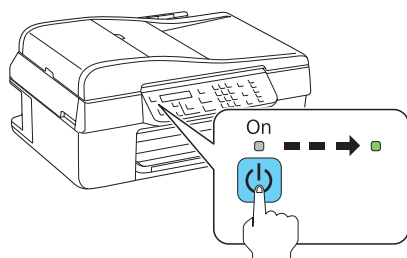
## 2 Turn on

- 1 Connect the power cable.



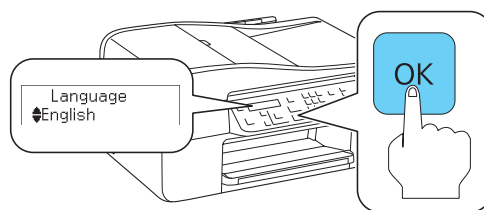
**Caution:** Do not connect to your computer yet.

- 2 Press the  **On** button.



## 3 Select settings

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



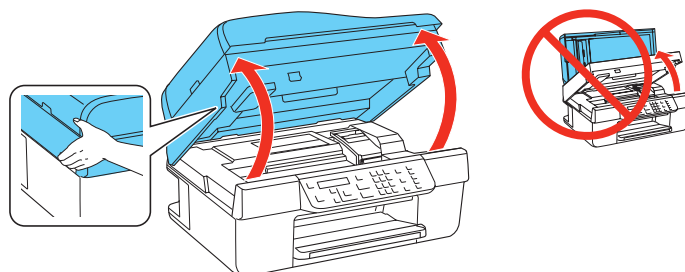
(If you want to change the language, press ▲ or ▼ to select it, then press **OK**.)

- 2 Select your **Country/Region** and press **OK**.
- 3 Select the current **Daylight Saving Time** setting (**Winter** or **Summer**) and 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**.

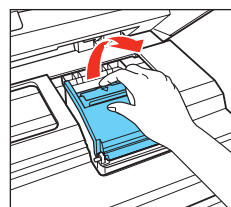
## 4 Install ink cartridges

**Note:** Do not load paper yet.

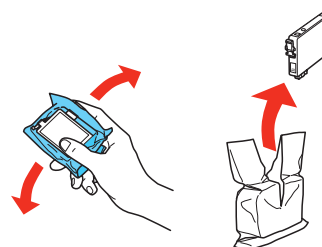
- 1 Lift up the scanner.



- 2 Open the cartridge cover.



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



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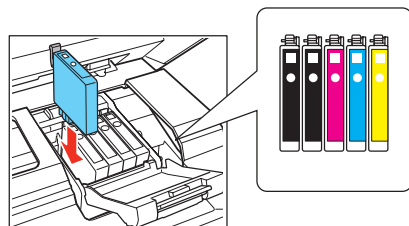
Download from [www.Somanuals.com](http://www.Somanuals.com). All Manuals Search And Download.

- 4 Remove only the yellow tape from each cartridge.

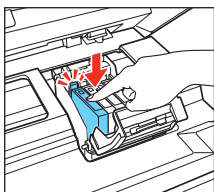


**Caution:** Don't remove any other seals or the cartridges may leak.

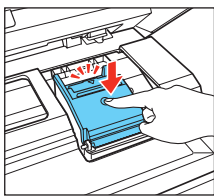
- 5 Insert the cartridges in the holder for each color.



- 6 Press each cartridge down until it clicks.



- 7 Close the cartridge cover. Press down until it clicks.



- 8 Lower the scanner.

- 9 Press the **OK** button to charge the ink.

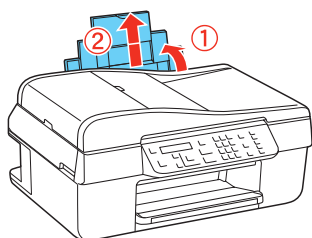
Priming takes about 2½ minutes.

**Note:** Your printer ships with full cartridges and part of the ink from the first cartridges is used for priming the printer.

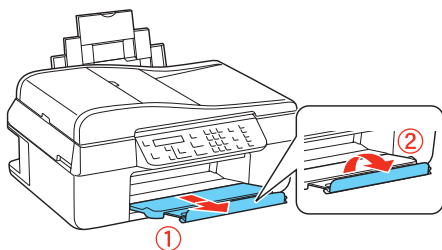
**Caution:** Don't turn off the printer while it is priming or you'll waste ink.

## 5 Load paper

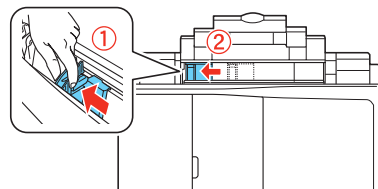
- 1 Open the paper support and pull up the extensions.



- 2 Pull out the output tray extensions and raise the stopper.

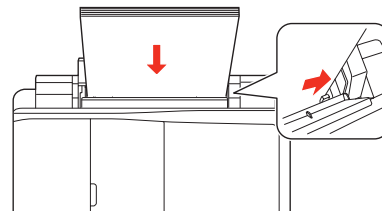


- 3 Squeeze the edge guide as you slide it all the way to the left.

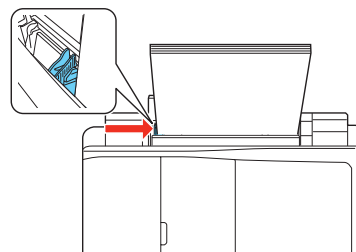


**Tip:** If the clear plastic feeder guard is in the way, flip it forward.

- 4 Load letter- or A4-size paper against the right edge and behind the tab, with the printable side face up.

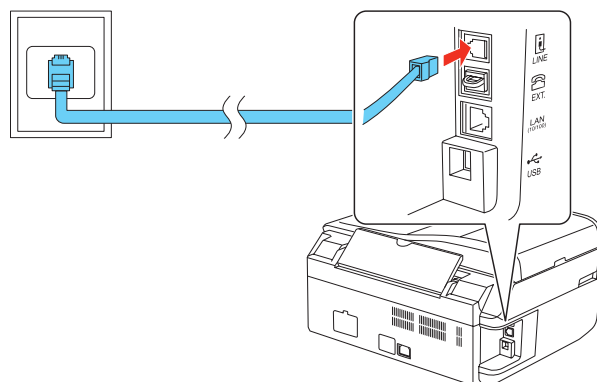


- 5 Slide the edge guide over.



## 6 Connect the phone cord

To fax, connect the included phone cord to a telephone wall jack and to the **LINE** port on your product. To connect a telephone or answering machine, see the *Quick Guide*.



**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. See your online *User's Guide* for ISDN wall jack and router connections.

## 7 Choose your connection

You can connect your printer to your existing network (wireless or wired) or directly to your computer using a USB cable (not included). See below for details on each connection method.

### Wireless Connection

You will need to install the software on every computer that will print to the printer. Temporary use of a USB cable (not included) is recommended for the first installation only. After the printer is connected to the network, you will be prompted to remove the USB cable.

If you're using Mac OS® X 10.6.x or don't have a USB cable, you can use the buttons on the printer to select wireless settings instead.

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.

### Direct USB Connection

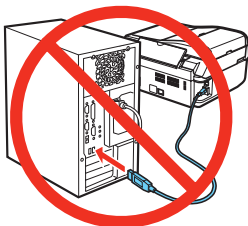
Make sure you have a USB cable (not included). Do not connect the printer to your computer until you're instructed to do so.

### Wired Ethernet® Connection

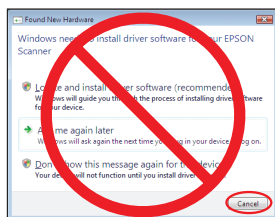
Make sure you have an Ethernet network cable (not included). You must install the software on every computer that will print to the printer.

## 8 Install software

- 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.



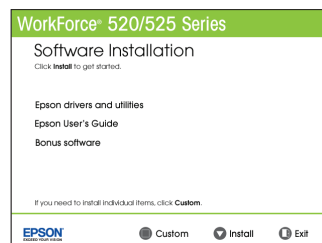
- 2 Insert the your product CD.



**Windows:** If you see the AutoPlay window, click **Run Setup.exe**. If you see the User Account Control screen, click **Yes** or **Continue**.

- 3 **Macintosh®:** Double-click the  **Epson** icon.

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



## Any questions?

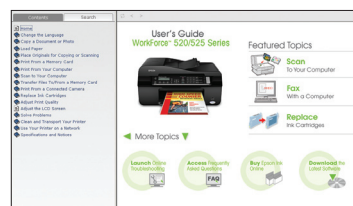
### Quick Guide

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



### User's Guide

Click the desktop shortcut to access the online *User's Guide*, software downloads, Epson Supplies Central<sup>SM</sup>, and more (requires an internet connection).



### On-screen help with your software

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

### Epson Technical Support

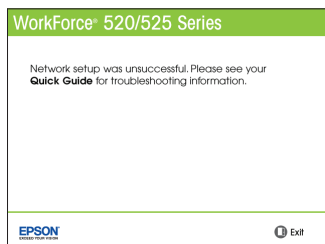
Visit [epson.com/support](http://epson.com/support) (U.S.) or [epson.ca/support](http://epson.ca/support) (Canada) where you can download drivers, view manuals, get FAQs, or e-mail Epson.

You may also speak with a support specialist by calling (562) 276-4382 (U.S.) or (905) 709-3839 (Canada), 6 AM to 6 PM, Pacific Time, Monday through Friday. Days and hours of support are subject to change without notice. Toll or long distance charges may apply.

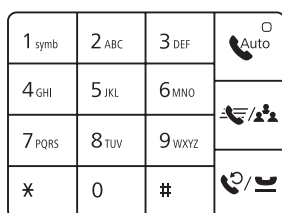
## Any problems?

If you experience problems during setup, see below:

### Network setup was unsuccessful.



- Make sure you select the right network name.
- If your network has security enabled, make sure you enter your network password (WEP key or WPA passphrase) correctly. If it has uppercase (**ABC**) or lowercase (**abc**) letters, make sure you enter them correctly.



Press the numeric keypad buttons as necessary to select uppercase letters (**ABC**), lowercase letters (**abc**), or numbers and symbols (**123**).

Press ► to move to the next character.

Press ◀ to delete.

Press the **OK** button when you're finished entering your password.

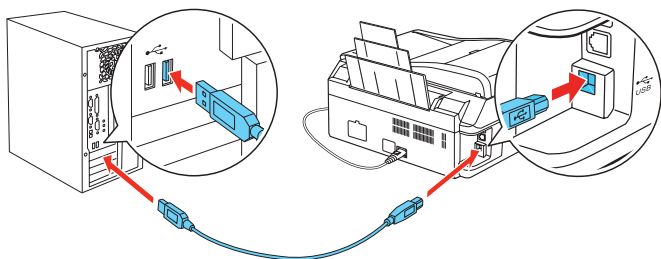
- If you see a firewall alert message, click **Unblock** or **Allow** to let setup continue.

### You see error messages on the printer's LCD display screen.

See your *Quick Guide* for troubleshooting information.

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

Make sure it is securely connected as shown:



## Need paper and ink?

Try Epson paper with DURABrite® Ultra Ink for professional results. For the right supplies at the right time, you can purchase them at Epson Supplies Central at [www.epson.com/ink3](http://www.epson.com/ink3) (U.S. sales) or [www.epson.ca](http://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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### Genuine Epson Inks



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



### WorkForce 520/525 Series Ink Cartridges

Color	Standard-capacity	High-capacity
● Black (2)	125	126
● Cyan	125	126
● Magenta	125	126
● Yellow	125	126

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