1. Unpack

2. Turn on

3. Select settings

4. Install ink cartridges

5. Load paper

6. Connect the fax line

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**Start Here**

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**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).

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**1 Unpack**

- Unpack the printer and accessories.
- Remove all protective materials, including from inside the printer.
- Do not open ink cartridge packages until you are ready to install the ink. Cartridges are vacuum packed to maintain reliability.

**2 Turn on**

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

**3 Select settings**

1. To select English as your language, 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.

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**4 Install ink cartridges**

1. Lift up the scanner unit.

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

3. Remove only the yellow tape from each cartridge.

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.

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**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.

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

6. Flip the feeder guard back.

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**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.

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

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

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**4 Install ink cartridges**

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

---

**5 Load paper**

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

---

**6 Connect the fax line**

6. Slide the edge guide against the left edge of the paper, but not too tightly.
Start Here

Read these instructions before using your product.

1 Unpack

- French control panel stickers (included for Canada only)
- 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

- Connect the power cord to the back of the printer and to an electrical outlet.
- Caution: Do not connect to your computer yet.
- Press the power button.

3 Select settings

- To select English as your language, press OK.
- If you want to change the language, press ▲ or ▼ to select it, then press OK.
- Select your country/region and press OK.
- Select Summer if Daylight Saving Time is in effect; otherwise, select Winter. Press OK.
- Select the date format and press OK.
- Press the number keys to enter the date and press OK.
- Select the time format (12h or 24h) and press OK.
- Press OK.
- 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.

4 Install ink cartridges

- Lift up the scanner unit.
- 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.
- Remove only the yellow tape from each cartridge.
- Caution: Don’t remove any other seals or the cartridges may leak.
- Insert the cartridges in the holder for each color, and press each cartridge down until it clicks.
- Lower the scanner unit.

5 Load paper

- Flip the feeder guard forward.
- Raise the paper support, pull out the output tray, then raise the paper stopper.
- Slide the edge guide to the left.

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.
**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.

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.

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

5. Click Install (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). You must install the software on every computer from which you want to print.

**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.

**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.
  - If you see a notice, 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 your 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.

**Any questions?**

**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).

**Genuine EPSON paper**

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

**Genuine EPSON ink**

Epson offers a variety of black, color, and specialty inkjet ink cartridges (U.S. sales) or ink tanks (Canada). For information on ordering, visit epson.com/support.

**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, documents, and more (requires an Internet connection).

**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.
Install software

1. Make sure the printer is NOT CONNECTED to your computer.
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.
4. Mac OS X: Double-click the EPSON icon.
5. Click Install (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.

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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). You must install the software on every computer from which you want to print.

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 (a123), symbols, or spaces, and to delete characters (Backspace).

When you’ve 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 your 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.

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

Genuine EPSON ink cartridges
WF-2540 ink cartridges

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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