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/wf3520sp (requiere una conexión a Internet).

1 Unpack

Unpack your product and remove all protective materials.

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

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 12h (AM/PM) or 24h and press OK.

7 Press the number keys to enter the time. Then select AM or PM.

8 Press OK.

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

4 Install ink cartridges

1 Lift the scanner unit.

2 Open the cartridge cover.

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

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. Press each cartridge down until it clicks.

6 Close the cartridge cover. Press down until it clicks. Then lower the scanner unit.

7 Ink priming begins. This takes about 6 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

For instructions on loading envelopes, photo paper, or legal-size paper, or using the rear feed slot, see the online User’s Guide.

1 Pull out the paper cassette.

2 Squeeze and slide out the edge guides.

3 Insert the paper with the glossy or printable side facedown.

Caution: Make sure the paper is loaded against the edge guides and not sticking out from the end of the cassette.

Note: The paper may slide forward slightly as you insert the cassette. This is normal.

6 Connect the fax line

To fax, connect the phone cord to a telephone wall jack and to the LINE port on 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.
1 Unpack

Unpack the printer, then follow these steps to prepare it for use:

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

1. Pull out the paper cassette.
2. Squeeze and slide out the edge guides.
3. Insert the paper with the glossy or printable side facedown.

Note: Make sure the paper is loaded against the edge guide and not sticking out from the end of the cassette.

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 12h (AM/PM) or 24h and press OK.
7. Press the number keys to enter the time. Then select AM or PM.
8. Press OK.

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

4 Install ink cartridges

1. Lift the scanner unit.
2. Open the cartridge cover.
3. Shake the ink cartridges gently 4 or 5 times, then unpack them.
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. Press each cartridge down until it clicks.

6 Close the cartridge cover. Press down until it clicks. Then lower the scanner unit.

7 Ink priming begins. This takes about 6 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.

8 Press OK.

5 Load paper

For instructions on loading envelopes, photo paper, or legal-size paper, or using the rear feed slot, see the online User’s Guide.

1. Pull out the paper cassette.
2. Squeeze and slide out the edge guides.
3. Insert the paper with the glossy or printable side facedown.

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To fax, connect the phone cord to a telephone wall jack and to the LINE port on 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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WF-3520

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

Caution: Do not connect to your computer yet.

3 Lift the scanner unit.
4 Open the cartridge cover.
5 Shake the ink cartridges gently 4 or 5 times, then unpack them.
6 Remove only the yellow tape from each cartridge.

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

4 Slide the edge guides against the paper, but not too tight. Make sure the paper is under the tabs on the edge guides.

5 Gently insert the paper cassette.

6 Extend the output tray and raise the stopper as shown.

Note: The paper may slide forward slightly as you insert the cassette. This is normal.
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 programs, 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 Run Setup.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 recommended 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 control panel 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. Use the function buttons to select uppercase (AB12), lowercase (ab12), symbols, or spaces, and to delete characters.

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.

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.

On-screen help with your software
Select Help or ? when you’re using your software.

Epson technical support
Visit epson.com/support (U.S.) or 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 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
ABBY® FineReader®
(408) 457-8777
www.abbyy.com
support@abbyyusa.com

Recycling
Epson offers a recycling program for end of life hardware and ink cartridges. 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 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 (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.

Presentation Paper Matte
Smooth, non-glare, instant-drying paper ideal for reports, newsletters, and graphical presentations.

Genuine EPSON inks
Look for the numbers below to find your cartridges. It’s as easy as remembering your number!

WF-3520 ink cartridges

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.

EPSON Connect™ is a trademark and EPSON® is a registered trademark of Seiko Epson Corporation; AirPrint is a trademark of Apple Inc.; and Google Cloud Print™ is a trademark of Google Inc.

Visit epson.com/connect for more information.

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Printed in XXXXXX
7 Install software

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Caution: Be sure to close your other programs, including any screen savers and virus protection programs, 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 Run Setup.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.

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Function buttons
Press ▲ ▼ ◀ ▶ on the printer to highlight a letter or function button.
Press OK to select it.
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.
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Days and hours of support are subject to change without notice. Toll or long distance charges may apply.

Software technical support
ABBYyy® FineReader®
(408) 457-8777
www.abbyy.com
support@abbyyusa.com

Recycling
Epson offers a recycling program for end of life hardware and ink cartridges. 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 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/ink (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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Presentation Paper Matte
Smooth, non-glare, instant-drying paper ideal for reports, newsletters, and graphical presentations.

Genuine EPSON inks
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WF-3520 ink cartridges

<table>
<thead>
<tr>
<th>Color</th>
<th>High-capacity</th>
<th>Extra High-capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>126</td>
<td>127</td>
</tr>
<tr>
<td>Cyan</td>
<td>126</td>
<td>127</td>
</tr>
<tr>
<td>Magenta</td>
<td>126</td>
<td>127</td>
</tr>
<tr>
<td>Yellow</td>
<td>126</td>
<td>127</td>
</tr>
</tbody>
</table>

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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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