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 tape and protective materials, including the foam and plastic 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, select it and press OK.

2 Select your country 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 Use the numeric keypad to set the date and press OK.

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

7 Use the numeric keypad to set the time and press OK.

Note: You can change the date and time settings by pressing Setup, selecting Printer Setup, then selecting Date/Time.

4 Install ink cartridges

1 Open the front cover.

2 Unpack the four ink cartridges.

3 Shake each cartridge as shown for about 5 seconds.

4 Install each cartridge in the correct slot for its color. Push each cartridge in until it clicks.

5 Close the front cover.

The printer starts priming the ink. This takes about 12 minutes. When you see a confirmation message on the product’s LCD screen, priming is complete.

Note: The included cartridges prime the printer and print about 1000 black pages/900 color pages. Actual page count will vary.

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

5 Load paper in the cassette

You can load letter-, A4-, or legal-size plain paper in the cassette. For instructions on loading envelopes and special paper in the rear MP tray, see the online User’s Guide.

1 Pull out the paper cassette.

2 Slide the edge guides outward, and position them for the size of paper you are using.

3 Insert the paper with the printable side facedown.

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

Note: If you are loading legal-size paper, extend the cassette as shown.

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 online User’s 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.
Start Here

Read these instructions before using your product.

1 Unpack

- Unpack the four ink cartridges.
- Shake each cartridge as shown for about 5 seconds.
- Install each cartridge in the correct slot for its color. Push each cartridge in until it clicks.

2 Turn on

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

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

Remove all tape and protective materials, including the foam and plastic inside the printer.

3 Select settings

- To select English as your language, press OK.
  If you want to change the language, select it and press OK.
- Select your country and press OK.
- Select Summer if Daylight Saving Time is in effect (spring through summer); otherwise, select Winter. Press OK.
- Select the date format and press OK.
- Use the numeric keypad to set the date and press OK.
- Select 12h (AM/PM) or 24h and press OK.
- Use the numeric keypad to set the time and press OK.

Note: You can change the date and time settings by pressing Setup, selecting Printer Setup, then selecting Date/Time.

4 Install ink cartridges

- Open the front cover.

5 Load paper in the cassette

You can load letter-, A4-, or legal-size plain paper in the cassette. For instructions on loading envelopes and special paper in the rear MP tray, see the online User’s Guide.

- Pull out the paper cassette.
  - Slide the edge guides outward, and position them for the size of paper you are using.

Note: If you are loading legal-size paper, extend the cassette as shown.

- Insert the paper with the printable side facedown.

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

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 online User’s Guide for more details.

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

Note: The included cartridges prime the printer and print about 1000 black pages/900 color pages. Actual page count will vary.

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

- Gently insert the paper cassette at the bottom of the printer.

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

- Extend the output tray and raise the paper stopper as shown. (Do not raise the paper stopper for legal-size paper.)

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.

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.

Any problems?

The printer makes a loud noise and you see an error message when you turn it on.

Make sure you remove the protective foam and plastic from inside the printer.

Network setup was unsuccessful.

• To print a network status sheet, press the Setup button, select Network Settings, then select Confirm Network Settings. Press the B W or Color button.
• When using TOP/IP, make sure your network’s DHCP option is enabled.
• If you have assigned a static IP address, make sure it is not being used by another device.
• Try changing the network cable and/or the network port connection to your router.
• Disable the firewall temporarily to see if that may be causing the problem. Contact your firewall manufacturer for assistance.

The printer’s screen is dark.

Press any 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:

Printing problems

Printing stops when an ink cartridge is expended. If a cartridge is expended, you must replace it to continue printing.

Print quality problems

• Make sure your paper is loaded printable side down in the cassette (usually the white, brighter, or glossy side).
• If you notice light or dark bands across your printouts or they are too faint, run a nozzle check to see if the print head needs cleaning. See the online User’s Guide for more information.
• The ink cartridges may be low on ink. Check your cartridge levels and replace cartridges, if necessary. See the online User’s Guide for more information.

Any questions?

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, 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, get FAQs, or e-mail Epson.

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

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

Software technical support

ABBY® FineReader®
(408) 457-4777
www.abbyyusa.com
support@abbyusa.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 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 800-65-EPSON (800-463-7766).

Genuine Epson paper

Epson offers a wide variety of business and photo 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!

WorkForce Pro WP-4520 Series ink cartridges

<table>
<thead>
<tr>
<th>Color</th>
<th>High-capacity</th>
<th>Super High-capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>676XL</td>
<td>711XL</td>
</tr>
<tr>
<td>Cyan</td>
<td>676XL</td>
<td>711XL</td>
</tr>
<tr>
<td>Magenta</td>
<td>676XL</td>
<td>711XL</td>
</tr>
<tr>
<td>Yellow</td>
<td>676XL</td>
<td>711XL</td>
</tr>
</tbody>
</table>

Epson Connect

Get instant, wireless printing of photos and attachments right from smartphones, iPads, tablets, and other popular mobile devices. See www.epson.com/connect for details.
**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.

   **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.

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

**Any problems?**

The printer makes a loud noise and you see an error message when you turn it on.

- Make sure you remove the protective foam and plastic from inside the printer.

Network setup was unsuccessful.

- To print a network status sheet, press the **Setup** button, select **Network Settings,** then select **Confirm Network Settings.** Press the **OK** or **Color** button.
- When using TCP/IP, make sure your network’s DHCP option is enabled.
- If you have assigned a static IP address, make sure it is not being used by another device.
- Try changing the network cable and/or the network port connection to your router.
- Disable the firewall temporarily to see if that may be causing the problem. Contact your firewall manufacturer for assistance.

The printer’s screen is dark.

Press any 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:

**Printing problems**

Printing stops when an ink cartridge is expended. If a cartridge is expended, you must replace it to continue printing.

**Print quality problems**

- Make sure your paper is loaded printable side down in the cassette (usually the white, brighter, or glossy side).
- If you notice light or dark bands across your printouts or they are too faint, run a nozzle check to see if the print head needs cleaning. See the online User’s Guide for more information.
- The ink cartridges may be low on ink. Check your cartridge levels and replace cartridges, if necessary. See the online User’s Guide for more information.

Any questions?

**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, 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, get FAQs, or e-mail Epson.

You may also speak with a support specialist by calling:

- **U.S.:** (562) 276-4882, 6 AM to 8 PM, Pacific Time, Monday through Friday, and 7 AM to 4 PM, Saturday
- **Canada:** (905) 709-3839, 6 AM to 8 PM, Pacific Time, Monday through Friday

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.abbyyusa.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 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 ink cartridges

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

Genuine Epson paper

Epson offers a wide variety of business and photo 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!

**WorkForce Pro WP-4520 Series ink cartridges**

<table>
<thead>
<tr>
<th>Color</th>
<th>High-capacity</th>
<th>Super High-capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>676XL</td>
<td>711XX</td>
</tr>
<tr>
<td>Cyan</td>
<td>676XL</td>
<td>711XX</td>
</tr>
<tr>
<td>Magenta</td>
<td>676XL</td>
<td>711XX</td>
</tr>
<tr>
<td>Yellow</td>
<td>676XL</td>
<td>711XX</td>
</tr>
</tbody>
</table>

**Epson Connect**

Get instant, wireless printing of photos and attachments right from smartphones, iPads, tablets, and other popular mobile devices. See www.epson.com/connect for details.

**FAQs**

For the latest FAQ information, visit epson.com/support. If you’re not connected to the Internet, call 800-GO-EPSON (800-463-7766).

**Present your receipt**

Bring your Epson receipt to present for future reference or support.

**Epson Connect**

See www.epsonconnect.com for details.

**Reporting problems**

If you have a print problem, Epson offers free telephone support for 90 days from your Epson product’s purchase date. For more information, see the User’s Guide.

**Epson America, Inc.**

*Copyright © 2011 Epson America, Inc.*

All rights reserved. Except as expressly provided herein, neither this manual nor any parts thereof may be reproduced in any form without the express written permission of Epson America, Inc.

**Trademark**

WorkForce, Epson, Supplies Central, and DURABrite are registered trademarks and Epson Escel Your Vision is a registered trademark of Seiko Epson Corporation. Designed for Excellence is a trademark of Epson America, Inc.

**General Notice:** Other product names used herein are for identification purposes only and may be trademarks of their respective owners. Epson disclaims any and all rights in those marks.

This information is subject to change without notice.

© 2011 Epson America, Inc. 11/11

CPE-28115

Printed in XXXXXX