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› Epson WorkForce WF-3520DWF Multifunction Printer User Manual

Epson C11CC33302

Epson WorkForce WF-3520DWF Multifunction Printer User Manual

Model: C11CC33302

Brand: Epson

1. INTRODUCTION

This manual provides detailed instructions for the setup, operation, maintenance, and troubleshooting of your Epson WorkForce WF-3520DWF multifunction color network printer. Please read this manual thoroughly before using the product to ensure proper and safe operation.



Figure 1.1: Top-down view of the Epson WorkForce WF-3520DWF printer.

2. SETUP

2.1 Unpacking and Initial Placement

Carefully remove the printer from its packaging. Ensure all protective tapes and packing materials are removed from the exterior and interior of the printer. Place the printer on a stable, flat surface with adequate space for ventilation and cable connections.

2.2 Power Connection

Connect the power cord to the printer's power input port located at the rear. Plug the other end into a grounded electrical outlet. Do not connect the printer to a power strip that is shared with other high-power devices.



Figure 2.1: Rear view of the printer, highlighting power and network connections.

2.3 Ink Cartridge Installation

Open the printer cover to access the ink cartridge compartment. Gently shake each new ink cartridge before unwrapping. Insert each cartridge into its corresponding color slot until it clicks into place. Close the printer cover.



Figure 2.2: Internal view showing the ink cartridge installation area.



Figure 2.3: Individual ink cartridges for the WF-3520DWF printer.

2.4 Paper Loading

Pull out the paper tray located at the front of the printer. Adjust the paper guides to fit the paper size. Load paper into the tray with the print side facing down. Ensure the paper stack does not exceed the maximum fill line. Gently push the paper tray back into the printer.



Figure 2.4: Front view of the printer with the paper tray.

2.5 Software and Network Setup

Turn on the printer. Follow the on-screen instructions on the printer's control panel to set the date, time, and language. For network connectivity, select either Wi-Fi or Ethernet setup. For Wi-Fi, select your network and enter the password. For Ethernet, connect a network cable to the printer's Ethernet port and your router/switch.

Install the printer drivers and software on your computer. Drivers are available for Windows, macOS, and Linux (Ubuntu). It is recommended to download the latest drivers from the official Epson support website for optimal performance and features.

3. OPERATING THE PRINTER

3.1 Printing Documents

To print, open the document on your computer and select "Print" from the application's menu. Choose the Epson WorkForce WF-3520DWF as your printer. Adjust print settings such as paper size, print quality, and duplex (two-sided) printing as needed. Confirm the print job.

The printer supports a maximum print speed of 38 pages per minute (ppm) for both color and monochrome documents.

3.2 Scanning Documents

The WF-3520DWF features both a flatbed scanner and an Automatic Document Feeder (ADF). For single pages or delicate items, use the flatbed. For multiple pages, load them into the ADF. The ADF supports duplex scanning, allowing both sides of a document to be scanned automatically.



Figure 3.1: Printer with the scanner lid open, revealing the flatbed scanner.

Initiate scanning from your computer using the Epson Scan software or directly from the printer's control panel to save to a USB drive, SD card, or send via email/cloud services.

3.3 Copying Documents

Place the document on the flatbed or in the ADF. Use the printer's control panel to select the "Copy" function. You can choose between color or black and white copies, adjust the number of copies, and enable duplex copying. The maximum copy speed for black and white is 38 ppm.

3.4 Fax Functionality

To send a fax, load the document into the ADF. Enter the recipient's fax number using the control panel. Follow the prompts to send the fax. Ensure the printer is connected to a telephone line for fax operations.

3.5 Mobile and Remote Printing

The printer supports Epson iPrint for printing from mobile devices. Download the Epson iPrint app from your device's app store. You can also utilize Epson's email print service, which allows you to print documents by sending them as email attachments to a unique printer email address.

Direct printing from USB drives and SD cards is also supported via the front panel ports.

4. MAINTENANCE

4.1 Replacing Ink Cartridges

When an ink cartridge is low or empty, a message will appear on the printer's display. Open the ink cartridge cover, press the tab on the empty cartridge to release it, and remove it. Insert a new genuine Epson cartridge firmly until it clicks. Close

the cover.

4.2 Cleaning the Printer

Regularly wipe the exterior of the printer with a soft, damp cloth. For print quality issues, perform a nozzle check and head cleaning using the printer's utility software or control panel. Clean the scanner glass periodically with a lint-free cloth and glass cleaner.

4.3 Replacing the Maintenance Box (Waste Ink Tank)

The printer has a replaceable maintenance box that collects waste ink. When the maintenance box is full, a message will appear. Refer to the printer's on-screen instructions or the full service manual for steps on how to replace it. This ensures the longevity and proper functioning of your printer.

5. TROUBLESHOOTING

5.1 Common Issues and Solutions

- **Printer Not Responding:** Check power connections, ensure the printer is turned on, and verify network connectivity (Wi-Fi or Ethernet). Restart both the printer and your computer.
- **Paper Jams:** Open all accessible covers and carefully remove any jammed paper. Refer to the printer's display for specific jam locations. Ensure paper is loaded correctly and not creased.
- **Poor Print Quality:** Perform a nozzle check and head cleaning. Ensure genuine Epson ink cartridges are used and are not expired. Check paper type settings in your print driver.
- **Error Codes:** If an error code appears on the display (e.g., 0xEA), note the code and consult the Epson support website or contact customer support for specific instructions.
- **Connectivity Problems:** For Wi-Fi, ensure the printer is within range of your router. For Ethernet, check the cable connection. Re-run the network setup wizard if necessary.

For more detailed troubleshooting steps, refer to the comprehensive online support resources provided by Epson.

6. SPECIFICATIONS

Feature	Detail
Brand	Epson
Model Number	C11CC33302
Product Dimensions	16.42 x 17.68 x 9.57 inches
Item Weight	19.84 pounds (9000 Grams)
Printer Output	Color
Max Print Speed (Color)	38 ppm
Max Print Speed (Monochrome)	38 ppm
Max Copy Speed (Black & White)	38 ppm
Dual-sided Printing	Yes
Max Input Sheet Capacity	250 sheets
Output Sheet Capacity	250 sheets

Print Media Supported	Envelopes, Plain Paper
Hardware Interface	Ethernet, USB
Control Method	Remote, On-device Panel
Wattage	17 watts
First Available Date	September 19, 2012

7. WARRANTY AND SUPPORT

7.1 Product Warranty

The Epson WorkForce WF-3520DWF printer typically comes with a standard manufacturer's warranty. Some regions or promotions may offer extended warranty periods, such as a three-year warranty. Please refer to your purchase documentation or the official Epson website for specific warranty terms and conditions applicable to your region.

7.2 Customer Support

For technical assistance, driver downloads, FAQs, and additional support resources, please visit the official Epson support website. You can also contact Epson customer service directly for personalized assistance with any issues or questions regarding your printer.



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