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> Epson WorkForce Pro WF-4720 Wireless All-in-One Color Inkjet Printer, Copier, Scanner with Wi-Fi Direct, Amazon Dash Replenishment Ready User Manual

Epson C11CF74201

Epson WorkForce Pro WF-4720

WIRELESS ALL-IN-ONE COLOR INKJET PRINTER INSTRUCTION MANUAL

INTRODUCTION

The Epson WorkForce Pro WF-4720 is a versatile all-in-one color inkjet printer designed for small work teams, offering high-speed printing, copying, scanning, and faxing capabilities. Powered by revolutionary PrecisionCore technology, it delivers performance beyond traditional laser printers with print-shop-quality color and laser-sharp text. This manual provides essential information to help you set up, operate, and maintain your printer efficiently.



Figure 1: Epson WorkForce Pro WF-4720 Wireless All-in-One Color Inkjet Printer.

SETUP

1. Unboxing and Initial Placement

Carefully remove the printer and all components from the packaging. Ensure you have the WorkForce Pro WF-4720 printer, instruction booklet, CD-ROM with drivers, power cord, and the four DURABrite Ultra Ink cartridges (1x Black, 1x Cyan, 1x Magenta, 1x Yellow).

2. Power Connection

Connect the power cord to the printer and then to a grounded electrical outlet. Press the power button to turn on the printer.

3. Software Installation

Insert the provided CD-ROM into your computer's drive and follow the on-screen instructions to install the necessary drivers and software. Alternatively, visit the official Epson support website to download the latest software for your operating system.

4. Network Setup

The WF-4720 offers multiple connectivity options:

- **Wi-Fi Direct:** For direct wireless connection from your devices without a router.
- **Ethernet:** Connect the printer to your network via an Ethernet cable for a stable wired connection.
- **NFC:** For quick tap-to-print functionality with compatible NFC-enabled devices.
- **USB 2.0:** Connect directly to a computer using a USB cable (sold separately).

Follow the on-screen prompts on the printer's 2.7-inch color touchscreen to configure your preferred network connection.

Video 1: Official product overview of the Epson WorkForce Pro WF-4720, highlighting its features and capabilities.

OPERATING

1. Loading Paper

The printer features a 250-sheet capacity paper tray. Pull out the paper cassette from the front of the printer, adjust the guides to fit your paper size (supports various sizes including Letter, Legal, A4, A6, Half Letter, and user-definable lengths), load the paper, and then push the cassette back into the printer.

2. Printing Documents

From your computer or mobile device, select the document or image you wish to print. Choose the Epson WorkForce Pro WF-4720 from your list of available printers. Adjust print settings such as color, black & white, paper type, and quality. The printer supports auto 2-sided printing for efficiency.

3. Copying Documents

Place your document on the scanner glass or in the 35-page auto document feeder (ADF). Use the printer's touchscreen to select the 'Copy' function. You can choose between black & white or color copies, adjust the number of copies, and other settings. The maximum copy speed for black & white is 20 ppm.

4. Scanning Documents

Place your document on the scanner glass or in the ADF. Select the 'Scan' function on the touchscreen. You can choose to scan to a computer, cloud service, or USB drive. Adjust scan settings like resolution and file format as needed.

5. Faxing Documents

Load your document into the ADF. Select the 'Fax' function on the touchscreen. Enter the recipient's fax number and follow the prompts to send your fax.

MAINTENANCE

1. Replacing Ink Cartridges

The WorkForce Pro WF-4720 uses 802 XL DURABrite Ultra Ink cartridges. When an ink cartridge is low or empty, the printer will notify you. To replace, open the printer cover to access the ink cartridge bay. Press the tab on the cartridge to release it, then insert the new cartridge until it clicks into place. Ensure you use genuine Epson-brand cartridges for optimal performance and to avoid potential damage not covered under warranty.

2. Cleaning the Printer

Regularly clean the exterior of the printer with a soft, damp cloth. For print quality issues, perform a nozzle check and head cleaning through the printer's maintenance menu on the touchscreen. Refer to the detailed user guide for specific cleaning procedures for different components.

TROUBLESHOOTING

If you encounter issues with your Epson WorkForce Pro WF-4720, refer to the following common troubleshooting tips:

- **Print Quality Issues:** If prints are faded, streaky, or have incorrect colors, perform a nozzle check and head cleaning. Ensure genuine Epson ink cartridges are installed and not expired.
- **Paper Jams:** Follow the on-screen instructions to clear any paper jams. Always remove jammed paper carefully to avoid tearing.
- **Connectivity Problems:** Verify your Wi-Fi or Ethernet connection. Restart your router, printer, and computer. For Wi-Fi Direct, ensure your device is connected to the printer's direct network.
- **Printer Not Responding:** Check power connections. Ensure the printer is not in an error state (indicated by lights or messages on the touchscreen). Restart the printer.

For more detailed troubleshooting steps, consult the comprehensive User Manual available on the Epson support website or the provided CD-ROM.

SPECIFICATIONS

Feature	Specification
Brand	Epson
Model Number	C11CF74201
Dimensions (L x W x H)	16.7 x 19.4 x 9.8 inches

Item Weight	20.1 pounds
Printing Technology	Inkjet (PrecisionCore)
Printer Output	Color
Max Print Resolution (Color/B&W)	4800 x 1200 Dots Per Inch
Max Print Speed (Color/Mono)	20 ISO ppm (Color/Black)
Max Copy Speed (B&W)	20 ppm
Scanner Type	Photo
Max Input Sheet Capacity	250 sheets
Connectivity Technology	USB 2.0, Wi-Fi Direct, Ethernet, NFC
Control Method	Voice, Touchscreen
Display Type	LCD (2.7" Touchscreen)
Included Components	Printer, Power Cord, 4x DURABrite Ultra Ink cartridges, Instruction Booklet, CD-ROM with drivers

WARRANTY & SUPPORT

The Epson WorkForce Pro WF-4720 comes with a**Limited Warranty**. For specific warranty terms and conditions, please refer to the documentation included with your product or visit the official Epson support website. For additional support, including detailed user guides, FAQs, and driver downloads, please visit the Epson support website or refer to the User Manual (PDF) and User Guide (PDF) documents provided with your purchase. You can also find these resources online:

- [User Manual \(PDF\)](#)
- [User Guide \(PDF\)](#)

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