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› Epson WorkForce Pro WF-3720 Wireless All-in-One Color Inkjet Printer, Copier, Scanner with Wi-Fi Direct, Amazon Dash Replenishment Ready

Epson WF-3720

Epson WorkForce Pro WF-3720 User Manual

Model: WF-3720

INTRODUCTION

The Epson WorkForce Pro WF-3720 is a versatile all-in-one color inkjet printer designed to enhance productivity in home and small office environments. Powered by PrecisionCore technology, it delivers high-quality prints with sharp text and vibrant colors, offering performance comparable to laser printers. This device integrates printing, copying, scanning, and faxing capabilities, making it a comprehensive solution for various document needs.

Key features include fast print speeds, a large 250-sheet paper capacity, a 2.7-inch color touchscreen for easy navigation, a 35-page automatic document feeder (ADF), and automatic two-sided printing. It also supports wireless connectivity, Wi-Fi Direct, NFC, and mobile printing, providing flexible options for connecting your devices.



Figure 1: The Epson WorkForce Pro WF-3720 All-in-One Printer.

SETUP GUIDE

Follow these steps to set up your Epson WorkForce Pro WF-3720 printer for the first time.

1. Unpacking and Initial Placement

- Carefully remove the printer from its packaging.
- Remove all protective materials, tapes, and plastic films from the exterior and interior of the printer. Refer to the included setup sheet for specific locations.
- Place the printer on a flat, stable surface with adequate space around it for ventilation and operation.

In the box



WorkForce® Pro WF-3720 All-in-One Printer



702 Series Genuine Epson® ink cartridges

*Printer designed for use exclusively with
Epson® ink cartridges*.*



Power cord
(USB cable
not included)



CD and
documentation

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Figure 2: What's included in the box.

2. Power Connection

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

3. Ink Cartridge Installation

- Open the ink cartridge cover.
- Unpack the included DURABrite Ultra Ink cartridges (1x Black, 1x Cyan, 1x Magenta, 1x Yellow).
- Insert each cartridge into its corresponding color slot until it clicks into place.
- Close the ink cartridge cover. The printer will begin initializing the ink system.

Epson® Genuine Ink Promise

Epson is committed to delivering the highest quality and most reliable inks for your printing experience. Epson's Promise is backed by our outstanding Service & Support and Warranty Programs.



This Epson printer is designed to work only with Epson Genuine Inks*.

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Figure 3: Epson recommends using genuine Epson ink cartridges for optimal performance.

4. Software Installation and Connectivity

- Insert the provided CD-ROM into your computer's drive to install the necessary drivers and software. If your computer does not have a CD-ROM drive, download the latest software from the official Epson support website.
- Follow the on-screen instructions to complete the software installation.
- During installation, you will be prompted to select your connection method:
 - **Wireless (Wi-Fi):** Connect the printer to your wireless network. This allows printing from multiple devices without physical cables.
 - **USB:** Connect the printer directly to your computer using a USB cable (not included).
 - **Ethernet:** Connect the printer to your network via an Ethernet cable for wired network printing.
- For mobile printing, ensure your smartphone or tablet is connected to the same Wi-Fi network as the printer. Download the Epson iPrint app or use Wi-Fi Direct/NFC for direct connections.

OPERATING INSTRUCTIONS

At a glance

Main features



Wireless



Print



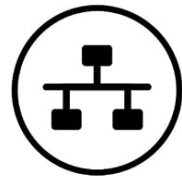
Copy



Scan



Fax



Ethernet

Additional features

- ✓ Powered by PrecisionCore®
- ✓ 20 ISO ppm black, 10 ISO ppm color*
- ✓ Up to 30% lower printing costs vs. color laser¹
- ✓ 250-sheet capacity tray
- ✓ Powerful and compact printer
- ✓ Print-shop-quality results
- ✓ 35-page ADF/auto 2-sided print
- ✓ 2.7" color touchscreen
- ✓ Wireless/Wi-Fi Direct®/NFC*
- ✓ Smartphone/tablet printing*



WF-3720

Ink cartridges



DURABrite
Ultra
INK

702 Series Genuine Epson® Ink cartridges

Printer designed for use exclusively with Epson ink cartridges.*

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¹ Up to 30 percent compared with best-selling, color laser multifunction printers priced at \$299 (USD) or less, as of August 2016. Calculation based on continuous printing with highest-capacity individual cartridges sold in retail. Actual savings will vary based on print task and use conditions.

Figure 4: At a glance: Main features of the WF-3720.

Printing

1. Load paper into the paper tray. The printer supports up to 250 sheets.
2. From your computer or mobile device, open the document or image you wish to print.
3. Select the print option from your application.
4. Choose "Epson WF-3720 Series" as your printer.
5. Adjust print settings such as paper size, type, color/monochrome, and two-sided printing as needed.
6. Click "Print".

Copying

1. Place your original document face-down on the scanner glass or face-up in the Automatic Document Feeder (ADF).
2. On the printer's touchscreen, select "Copy".
3. Adjust copy settings such as number of copies, paper size, and quality.
4. Press the "Start" button to begin copying.

Scanning

1. Place your original document on the scanner glass or in the ADF.
2. On the printer's touchscreen, select "Scan".
3. Choose your scan destination (e.g., computer, cloud, email).
4. Adjust scan settings such as resolution and file type.
5. Press the "Start" button to begin scanning.

Faxing

1. Connect a phone line to the printer's FAX port.
2. Place your document on the scanner glass or in the ADF.
3. On the printer's touchscreen, select "Fax".
4. Enter the recipient's fax number.
5. Press the "Start" button to send the fax.

Mobile and Voice Control

- **Epson iPrint App:** Download the free Epson iPrint app to print directly from your iOS or Android devices.
- **Wi-Fi Direct:** Connect your mobile device directly to the printer without a router.
- **NFC (Near Field Communication):** For compatible devices, simply touch your device to the NFC tag on the printer to connect and print.
- **Voice Control:** The printer is compatible with Amazon Alexa, allowing for voice-activated printing commands.

Up to 30% lower printing costs vs. color laser¹

2.7" color touchscreen

35-page ADF/auto 2-sided print

EPSON

WorkForce Pro WF-3720

Wireless/Wi-Fi Direct®*/NFC*

20 ISO ppm black, 10 ISO ppm color*

Smartphone/tablet printing*

Smartphone sold separately.

¹ Up to 30 percent compared with best-selling, color laser multifunction printers priced at \$299 (USD) or less, as of August 2016. Calculation based on continuous printing with highest-capacity individual cartridges sold in retail. Actual savings will vary based on print task and use conditions.

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JUST ASK amazon alexa

Figure 5: Wireless connectivity and mobile printing capabilities.

MAINTENANCE

Regular maintenance ensures optimal performance and longevity of your Epson WorkForce Pro WF-3720 printer.

Ink Cartridge Replacement

- The printer will notify you when an ink cartridge is low or empty.
- Open the ink cartridge cover and press the tab on the empty cartridge to remove it.
- Unpack a new genuine Epson DURABrite Ultra Ink cartridge and insert it firmly into the correct slot until it clicks.
- Close the cover. The printer will automatically detect the new cartridge.
- Consider activating Amazon Dash Replenishment to automatically order ink when levels are low.

Cleaning the Printer

- **Exterior:** Wipe the exterior of the printer with a soft, damp cloth. Avoid using strong chemical cleaners.

- **Scanner Glass:** Clean the scanner glass with a soft, lint-free cloth moistened with a small amount of glass cleaner.
- **Print Head Cleaning:** If print quality declines (e.g., streaks, faded colors), perform a print head cleaning from the printer's maintenance menu or through the printer software on your computer.
- **Nozzle Check:** Run a nozzle check pattern to identify clogged nozzles before performing a print head cleaning.

TROUBLESHOOTING

This section provides solutions to common issues you might encounter with your WF-3720 printer.

Printer Not Responding/Offline

- Ensure the printer is powered on and connected to the network (Wi-Fi or Ethernet) or computer (USB).
- Check network connectivity: Restart your router and the printer.
- Verify printer status on your computer: Go to printer settings and ensure it's not set to "Offline" or "Pause Printing".
- Update printer drivers to the latest version from the Epson website.

Poor Print Quality (Streaks, Faded Colors, Missing Lines)

- Perform a nozzle check to identify clogged nozzles.
- Run a print head cleaning cycle from the printer's maintenance menu. You may need to run it multiple times.
- Ensure you are using genuine Epson ink cartridges. Non-genuine inks can cause print quality issues and may void your warranty.
- Check ink levels and replace any empty or low cartridges.

Paper Jams

- Turn off the printer and unplug it.
- Carefully open all covers and remove any jammed paper, pulling gently to avoid tearing.
- Check the paper input tray, output tray, and the rear access cover for any obstructions.
- Ensure paper is loaded correctly and not overfilled.
- Close all covers, plug in the printer, and turn it back on.

Error Messages on LCD Screen

- Note the exact error code or message displayed.
- Consult the full user manual (link provided in the Warranty & Support section) or the Epson support website for specific solutions related to the error code.
- Often, turning the printer off, waiting a few minutes, and turning it back on can resolve temporary errors.

SPECIFICATIONS

Feature	Detail
Model Name	WF-3720
Product Dimensions (D x W x H)	16.7" x 19.4" x 9.8"
Item Weight	19.9 pounds
Printing Technology	Inkjet (PrecisionCore)
Printer Output	Color

Max Print Speed (Black)	20 ppm (ISO)
Max Print Speed (Color)	10 ppm (ISO)
Max Print Resolution (Color)	5760 x 1440 optimized dpi
Max Print Resolution (Black & White)	4800 x 1200 dpi
Max Input Sheet Capacity	250 sheets
Maximum Media Size	8.5 x 14 inch (Legal)
Dual-sided Printing	Automatic
Scanner Type	Photo (Flatbed and ADF)
Display Type	2.7" Color LCD Touchscreen
Connectivity Technology	Wi-Fi, Wi-Fi Direct, Ethernet, USB, NFC
Compatible Operating Systems	Windows (10, 8/8.1, 7, Vista, XP), Mac OS X (10.6.8 – 10.12.x)
Power Consumption (On-mode)	15 Watts

WARRANTY AND SUPPORT

Limited Warranty

The Epson WorkForce Pro WF-3720 comes with a limited warranty. Please refer to the warranty documentation included with your product for specific terms, conditions, and duration. This warranty typically covers defects in materials and workmanship under normal use.

Note: Use of non-genuine Epson ink cartridges may cause damage not covered under the printer's limited warranty.

Customer Support

For further assistance, technical support, or to download the latest drivers and software, please visit the official Epson support website. You can also find detailed FAQs and troubleshooting guides there.

Official User Manual (PDF): [Download Here](#)

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ASK A QUESTION ABOUT THIS MANUAL

Ask about setup, troubleshooting, compatibility, parts, safety, or missing instructions. Manuals+ will review the question and use this page's manual context to help answer it.

Name

Anonymous

Email

you@example.com

After a successful submission, we securely hash the supplied account or form email before sending it to Microsoft Advertising for

conversion attribution. [Privacy details](#).

Question

Example: How do I reset this device or fix this error?

Details

Model number, symptoms, what you tried, or the section of the manual you are using.

Submit question