Epson WF-3820

Epson WorkForce Pro WF-3820 All-in-One Printer User Manual

Model: WF-3820

1. INTRODUCTION

This manual provides essential information for setting up, operating, and maintaining your Epson WorkForce Pro WF-3820 All-in-One Printer. The WF-3820 is designed for efficient printing, scanning, copying, and faxing, featuring wireless connectivity, automatic 2-sided printing, a 35-page Automatic Document Feeder (ADF), a 250-sheet paper tray, and a 2.7-inch color touchscreen. It incorporates Epson's PrecisionCore Heat-Free Technology for reliable performance.

Image 1.1: Front view of the Epson WorkForce Pro WF-3820 printer, showing the control panel and paper tray.

2. WHAT'S IN THE BOX

Verify that all components are present in the package before proceeding with setup.

- Epson WorkForce Pro WF-3820 Printer
- Quick Setup Guide
- CD-ROM with Drivers and Documentation
- Power Cord
- 4x DURABrite Ultra Ink Cartridges (1x Black, 1x Cyan, 1x Magenta, 1x Yellow)

Image 2.1: Contents of the printer box, including the printer, ink cartridges, power cord, and setup materials.

3. SETUP

3.1 Unpacking and Initial Placement

Remove all protective materials and tape from the printer. Place the printer on a stable, flat surface with adequate space for ventilation and paper handling.

3.2 Power Connection

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

3.3 Ink Cartridge Installation

Open the ink cartridge cover. Unpack the DURABrite Ultra ink cartridges and insert them into their corresponding color slots until they click into place. Close the cover.

Image 3.1: Epson DURABrite Ultra Ink Cartridges, showing individual colors.

3.4 Software and Driver Installation

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

3.5 Network Connection

The WF-3820 supports wireless (Wi-Fi), Wi-Fi Direct, Bluetooth Low Energy (BLE), and Ethernet connectivity.

- **Wireless Setup:** Use the 2.7-inch color touchscreen to navigate to the Wi-Fi setup menu and connect to your wireless network.
- **Epson Smart Panel App:** Download the Epson Smart Panel app on your smartphone or mobile device for guided wireless setup and enhanced connectivity.
- **Ethernet:** Connect an Ethernet cable from the printer to your router or network hub.

1. 21 ISO ppm black, 11 ISO ppm color*

2. 2-sided printing; 35-page ADF

3. 250-sheet paper capacity

4. 2.7" color touchscreen

5. Tablet/smartphone printing* plus Epson Smart Panel™ App[2]

6. Low energy consumption[1]

Mobile device not included.

*SCROLL DOWN TO "FROM THE MANUFACTURER" TO LEARN MORE.

1 Based on comparing manufacturers' reported TEC values of the best-selling, similarly featured color laser printers priced about $999 (USD) or less with print speeds of 40 ppm or less as of February 2020.

2 Requires Epson Smart Panel app download and a compatible smart device. Data usage fees may apply. For more information, please visit Epson.com/support

Image 3.2: Epson WF-3820 printer highlighting key features including the 2.7-inch color touchscreen and paper tray.

4. OPERATION

4.1 Loading Paper

Open the paper tray and adjust the paper guides to fit the paper size. Load up to 250 sheets of plain paper. For the Automatic Document Feeder (ADF), place documents face up in the ADF tray.

4.2 Printing

From your computer or mobile device, select the print function in your application. Choose the Epson WF-3820 as your printer. Adjust print settings such as paper size, print quality, and enable auto 2-sided printing if desired. The printer delivers speeds up to 21 ISO ppm (black) and 11 ISO ppm (color).

4.3 Scanning

Place your document on the scanner glass or in the ADF. Use the Epson ScanSmart software on your computer or the scan function on the printer's touchscreen to initiate scanning. You can scan to a computer, cloud services, or email.

In the box

822 Series Genuine Epson® Initial Ink Cartridges
This product uses only genuine Epson-brand cartridges.*

Power Cord
(USB cable not included)

CD-ROM and documentation for product setup

*SCROLL DOWN TO "FROM THE MANUFACTURER" TO LEARN MORE.

Image 4.1: Epson WF-3820 printer with the Automatic Document Feeder (ADF) open, ready for scanning or copying multiple pages.

4.4 Copying

Place the document on the scanner glass or in the ADF. On the printer's 2.7-inch color touchscreen, select the 'Copy' option. Adjust settings like number of copies, color/black & white, and 2-sided copying, then press 'Start'.

4.5 Mobile Printing and Smart Features

Utilize the Epson Smart Panel App for printing directly from your mobile device. The printer also supports voice-activated printing commands through Alexa-enabled devices.

5. MAINTENANCE

5.1 Replacing Ink Cartridges

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

Image 5.1: Close-up view of the Epson WF-3820 printer's ink cartridge slots with cartridges installed.

5.2 Cleaning the Printer

- **Exterior:** Wipe the exterior of the printer with a soft, damp cloth.
- **Scanner Glass:** Clean the scanner glass with a soft, lint-free cloth and a mild glass cleaner.
- **Print Head:** If print quality declines, perform a print head cleaning or nozzle check from the printer's maintenance menu on the touchscreen or through the printer software on your computer.

6. TROUBLESHOOTING

This section addresses common issues you might encounter with your Epson WF-3820 printer.

- **Printer Not Responding:** Ensure the printer is powered on and connected to the network or computer. Check for error messages on the touchscreen.
- **Paper Jams:** Follow the on-screen instructions or refer to the quick setup guide to clear any jammed paper from the paper tray, ADF, or internal areas.
- **Poor Print Quality:** Perform a nozzle check and print head cleaning. Ensure genuine Epson ink cartridges are used and not expired.
- **Network Connectivity Issues:** Restart your router and printer. Re-run the wireless setup from the touchscreen or Epson Smart Panel app. Verify network settings.

For more detailed troubleshooting steps, refer to the comprehensive documentation on the CD-ROM or visit the official Epson support website.

7. SPECIFICATIONS

Feature	Specification

Product Dimensions (D x W x H)	16.7" x 19.4" x 9.8"
Item Weight	19.4 pounds
Printing Technology	Inkjet (PrecisionCore Heat-Free)
Maximum Print Speed (Black)	21 ppm (ISO)
Maximum Print Speed (Color)	11 ppm (ISO)
Maximum Print Resolution	4800 x 1200 dpi
Scanner Type	Flatbed
Automatic Document Feeder (ADF)	35-page capacity
Paper Capacity	250 sheets
Display	2.7" Color Touchscreen
Connectivity Technology	Wireless (Wi-Fi), Wi-Fi Direct, Bluetooth, Ethernet
Duplex Printing	Automatic (2-sided)
Ink Type	DURABrite Ultra Pigment Ink
Model Number	C11CJ07201

8. WARRANTY AND SUPPORT
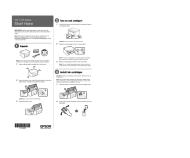
8.1 Warranty Information

The Epson WorkForce Pro WF-3820 printer comes with a Limited Warranty. For specific terms, conditions, and duration of your warranty, please refer to the warranty documentation included with your product or visit the official Epson website.

8.2 Customer Support

For technical assistance, driver downloads, FAQs, and additional support resources, please visit the official Epson support website. You can also find contact information for customer service there.

Related Documents - WF-3820

	Epson WorkForce WF-3720/WF-4720/WF-4730/WF-4740 Series Installation Guide Concise installation guide for Epson WorkForce WF-3720, WF-4720, WF-4730, and WF-4740 series printers. Covers unpacking, setup, ink installation, paper loading, software installation, and mobile printing.
	Epson WorkForce Pro WF-7310: Quick Start and Setup Guide Step-by-step instructions for setting up your Epson WorkForce Pro WF-7310 printer. Learn how to unpack, install ink, load paper, install software, and utilize mobile printing features.

	Epson WorkForce Pro WF-M4119/WF-M4619 Quick Start Guide & Setup Get started with your Epson WorkForce Pro WF-M4119 or WF-M4619 printer. This guide covers unpacking, setup, ink installation, paper loading, software installation, and troubleshooting.
	Epson WorkForce WF-7710/WF-7720 User's Guide Comprehensive user guide for Epson WorkForce WF-7710 and WF-7720 printers. Covers setup, printing, scanning, faxing, maintenance, and troubleshooting.
	EPSON L4160 Inkjet Special Paper Printing Parameters A guide on how to set printing parameters for EPSON L4160 inkjet special paper, covering steps from accessing printer settings to adjusting color correction for optimal results.
	Epson WorkForce WF-100 User's Guide Comprehensive user guide for the Epson WorkForce WF-100 mobile inkjet printer, covering setup, operation, connectivity, maintenance, and troubleshooting.