ET-3930/ET-3940/ET-3950/ET-4950 Series

Start Here

IMPORTANT: Before using this product, make sure you read these instructions and the safety instructions in the online *User's Guide*.

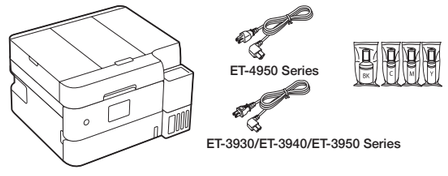
Important Safety Instructions (ET-4950 Series): When using telephone equipment, you should always follow basic safety precautions to reduce the risk of fire, electric shock, and personal injury, including the following:

- Do not use the Epson® product near water.
- Always keep this guide handy.
- Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone to report a gas leak in the vicinity of the leak.

Caution: To reduce the risk of fire, use only a No. 26 AWG or larger telecommunication line cord.

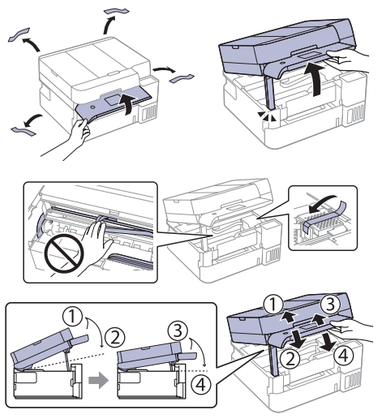
The illustrations show the ET-4950, but the steps are the same for the other models, unless otherwise specified.

1 Unpack



Note: Do not open the ink bottles until you are ready to fill the ink tanks. The ink bottles are vacuum packed to maintain reliability.

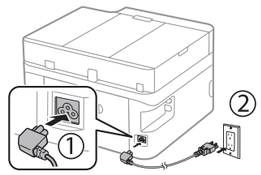
1 Remove all protective materials from the product.



Caution: Do not touch the flat white cable or the ink tubes and their translucent cover.

2 Connect the power cord to the back of the product and to an electrical outlet.

Caution: Do not connect to your computer yet.



2 Choose a setup method

The Epson Smart Panel® app can help you set up your printer through an interactive, step-by-step process using your smartphone or tablet. After setup, you'll be able to print and scan directly from the app.

Note: If you want to print and scan from your computer, you need to install the product's software. See the "Install software" section on the back of this sheet for instructions.

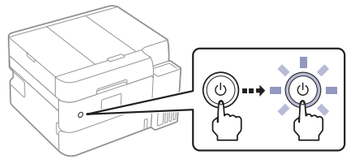
To use your mobile device for setup (recommended), continue to step 1.

OR

If you do not want to use a mobile device for setup, skip to the "Fill ink tanks" section.

1 Download the Epson Smart Panel app from your device's app store. Do not launch the app yet.

2 Press the ⏻ power button until it lights up to turn on the product.



Note: Do not connect your product to your computer yet.

3 Launch the app and follow its instructions to set up your product. If necessary, tap the **+** icon on the top right corner of the app's home screen and select the option to set up a new product.

For information on solving problems or reaching Epson support, see the back of this sheet.

3 Fill ink tanks

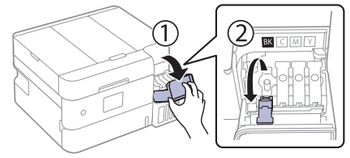
Warning: Keep the ink bottles out of the reach of children and do not drink the ink.

Caution: This product requires careful handling of ink. If ink spills, wipe it off immediately with a damp towel to avoid permanent stains. If ink gets on your clothes or belongings, it may not come off.

Note:

- Epson cannot guarantee the quality or reliability of third-party ink.
- Use the ink bottles included with the printer to set up the product. Part of the ink will be used to charge the printhead. These bottles may print fewer pages compared with replacement ink bottles.
- Epson strongly recommends the use of genuine ink to ensure optimal print quality and performance.

1 Open the ink tank cover, then open the cap for the black (BK) ink tank.



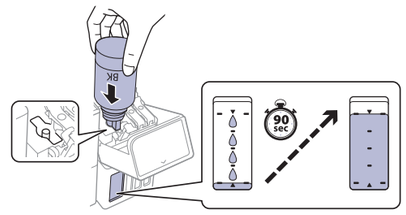
Note: Refer to the color-coded sticker to identify the color of each tank.

2 Unpack the black (BK) ink bottle. Hold the ink bottle upright and slowly turn the bottle cap to remove it.



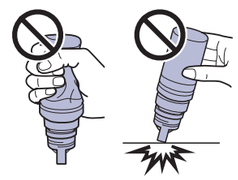
Caution: Do not shake or squeeze the ink bottle. Do not touch the top of the ink bottle after its cap is removed.

3 Insert the ink bottle into the filling port.



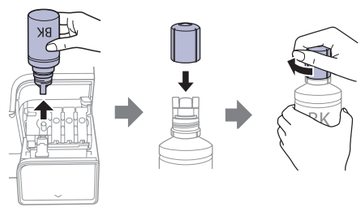
Note: Do not force the bottle into position; each bottle is keyed for each color.

4 Wait for the ink to fill the tank. Do not squeeze the bottle or allow it to contact any other surface.



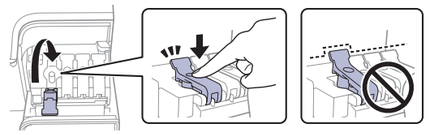
Note: Ink flows into the tank and stops automatically when the ink tank is filled to the upper line. If ink does not flow from the bottle, lift and reinsert the bottle.

5 When the ink tank is full, remove the ink bottle and securely close it with the bottle cap. If any ink remains in the bottle, store it for later use.

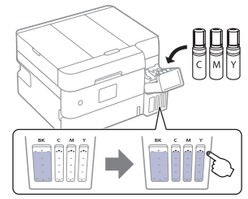


Note: Do not leave the ink bottle inserted; otherwise the bottle may be damaged or ink may leak.

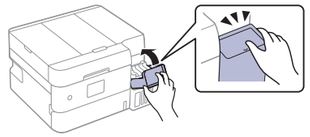
6 Securely close the black ink tank cap.



7 Repeat the previous steps for the other colors.



8 Close the ink tank cover.



9 Raise the control panel, then press the ⏻ power button to turn on the product. The ⏻ power light flashes.

Note: If an error code appears, turn off the product and check that no protective material has been left inside the product.

10 **ET-3930/ET-3940/ET-3950 Series:** Select your language.

ET-4950 Series: Select your language, country, date, and time settings.

Note: You can change these settings later using the product's control panel. For more information, see the online *User's Guide*.

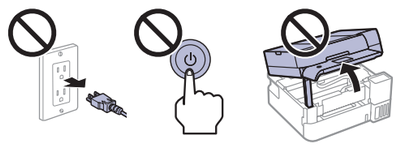
11 When an Epson Smart Panel setup message appears on the LCD screen, select the option to continue setup from the control panel.

12 When the message to see the *Start Here* sheet appears on the LCD screen, press and hold the ? help button for **5 seconds**.

13 Follow the on-screen instructions to start ink charging. Ink charging takes about **11 minutes**.

Note: When the ⏻ power light stops flashing, ink charging is complete. Once initial setup of the printer is complete, you can top off the ink tanks with any remaining ink. After some ink is used for charging, the rest is available for printing. See the online *User's Guide* for instructions.

Caution: Do not unplug or turn off the product, or raise the scanner unit while the product is charging or you'll waste ink.



14 **ET-3930/ET-3940/ET-3950 Series:** Press the **OK** button to proceed with initial setup.

ET-4950 Series: Select **To adjustment** to proceed with initial setup.

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15 Follow the on-screen instructions to adjust the print quality of your product.

Note:

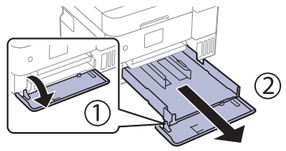
- You need to load paper before you can adjust the print quality. See "Load paper" on this sheet for details.
- Select **Adjust Later** if you want to adjust the print quality later. For more information, see the online *User's Guide*.

Caution: After setup, periodically inspect the ink levels to ensure they do not fall below the lowest lines on the tanks. Prolonged use when ink is below the lowest line could damage the product. See the online *User's Guide* for refilling instructions.

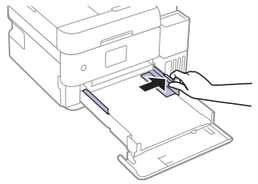
4 Load paper

See the online *User's Guide* for information about loading capacity, available paper types and sizes, using the ADF (ET-3940/ET-3950/ET-4950 Series), and loading envelopes.

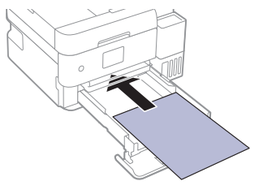
1 Make sure the product is not charging ink, and then open the front of the paper cassette and pull out the paper cassette.



2 Slide the edge guides all the way out.

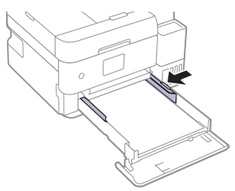


3 Insert paper with the glossy or printable side down.



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

4 Slide the side edge guides against the paper, but not too tightly.



5 Keep the cassette flat as you insert it all the way.

6 Close the front of the paper cassette.

7 Select the paper settings on the product's control panel.

5 Connect fax line (ET-4950 Series)

1 Connect a phone cord to a telephone wall jack and to the **LINE** port on your product. See the online *User's Guide* for more information.

2 Select **Proceed** on the LCD screen to set up the fax, or select **Set Up Later** to set it up later.

6 Install software

Note:

- An Internet connection is required to obtain the product software.
- To print from a Chromebook™, go to **http://epson.com/support/chromebookprint** (U.S.) or **http://epson.ca/support/chromebookprint** (Canada) for instructions.

1 Make sure the product is **NOT CONNECTED** to your computer.

Windows®: If you see a Found New Hardware screen, click **Cancel** and disconnect the USB cable.

2 Download and run your product's software package. For the latest software, visit: **http://epson.com/support** (U.S.) or **http://epson.ca/support** (Canada) and search for your product.

3 Follow the instructions on the computer screen to run the setup program.

4 When you see the Select Your Connection screen, select one of the following and follow the on-screen instructions:

- **Wireless connection**

  In most cases, the software installer automatically attempts to set up your wireless connection. If setup is unsuccessful, you may need to enter your network name (SSID) and password.

- **Direct USB connection**

  Make sure you have a USB cable (not included).

- **Wired network connection**

  Make sure you have an Ethernet cable (not included).

Mobile printing

- Turn your mobile device into an intuitive, easy-to-use printing and scanning control center with Epson Smart Panel. Download the app from your mobile device's app store.
- Print directly from your Android™ (v4.4 or later) device*. Simply connect your printer and device to the same network and tap the menu icon to select the print option.
- Print from wherever you are, next to your printer or remotely, with Epson Connect™. Learn more at **http://epson.com/connect** (U.S.) or **http://epson.ca/connect** (Canada).

* May require the Epson Print Enabler or Mopria® Print Service app from Google Play™.

Any problems?

Network setup was unsuccessful.

- Make sure you select the right network name (SSID).
- Restart your router (turn it off and then on), then try to connect to it again.
- If you see a firewall alert message, click **Unblock** or **Allow** to let setup continue.
- If your network has security enabled, make sure you enter your network password (WEP key or WPA passphrase) correctly. Be sure to enter your password in the correct case.
- Print a network connection report to identify network problems and solutions. See your online *User's Guide* for instructions.

There are lines or incorrect colors in my printouts.

Run a nozzle check to see if there are any gaps in the printout. Then clean the printhead, if necessary. See the online *User's Guide* for more information.

The product's screen is dark.

Make sure your product is turned on, and press any button (ET-3930/ET-3940/ET-3950 Series) or touch the screen (ET-4950 Series) to wake it from sleep mode.

Setup is unable to find my product after connecting it with a USB cable.

Make sure your product is on and the USB cable is securely connected.

Any questions?

User's Guide

Windows: Click the icon on your desktop or Apps screen to access the online *User's Guide*.

Mac: Click the icon in Applications/Epson Software/Guide to access the online *User's Guide.*

If you don't have a User's Guide icon, go to the Epson website, as described in "Technical support."

Technical support

Visit **http://epson.com/support** (U.S.) or **http://epson.ca/support** (Canada) and search for your product to download drivers, view videos and manuals, get FAQs, or contact Epson.

Call (562) 276-4382 (U.S.) or (905) 709-3839 (Canada), 7 a.m. to 4 p.m., Pacific Time, Monday through Friday. Days and hours of support are subject to change without notice. Toll or long distance charges may apply.

Recycling

Epson offers a recycling program for end-of-life hardware and ink bottles. Please go to **http://epson.com/recycle** (U.S.) or **http://epson.ca/recycle** (Canada) for information on how to return your products for proper disposal.

Need paper and ink?

Ensure brilliant results with Epson specialty and plain papers, engineered specifically for Epson printers. Find Epson papers and Epson Genuine Ink at **http://epson.com** (U.S. sales) or **http://epson.ca** (Canadian sales) and at Epson authorized resellers. Call 800-GO-EPSON (800-463-7766).

DESIGNED for EXCELLENCE™
Epson printers, ink and specialty papers.

ET-3930/ET-3940/ET-3950/ET-4950 Series replacement inks

Black	Cyan	Magenta	Yellow
502120	502220	502320	502420



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