

ST-3000/ST-4000

Start Here

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

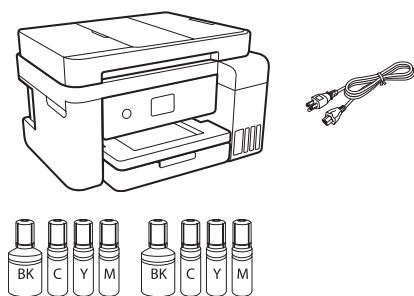
Important Safety Instructions: When using telephone equipment, you should always follow basic safety precautions to reduce the risk of fire, electric shock, and personal injury, including the following:

- 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.

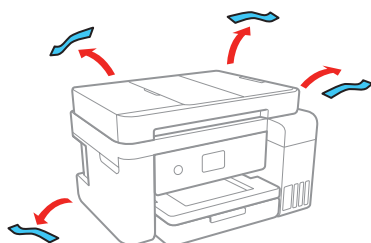
The illustrations show the ST-4000, but the steps are the same for all models, unless otherwise specified.

1 Unpack

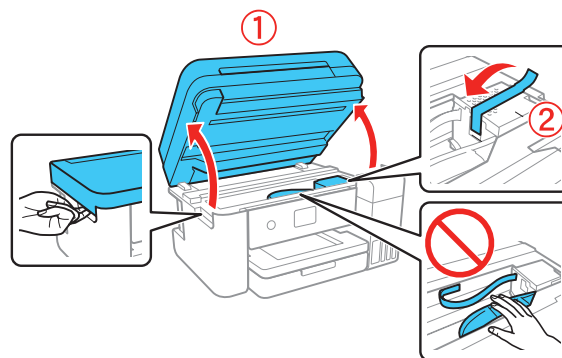


Note: Do not open the ink bottles until you are ready to fill the ink tanks. The ink bottles are vacuum packed to maintain reliability.

- 1 Remove all protective materials from the product.



- 2 Lift up the scanner unit. Remove all protective materials from inside the product.



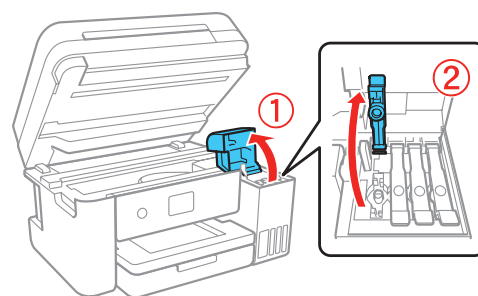
Caution: Do not touch the flat white cable or the ink tubes and their translucent cover.

2 Fill ink tanks

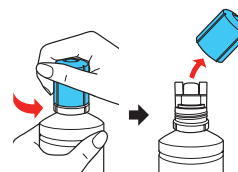
Note: This product requires careful handling of ink. If ink spills, wipe it off immediately with a damp towel to avoid permanent stains. If ink gets on your clothes or belongings, it may not come off.

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

- 1 Open the ink tank cover, then open the cap for the ink tank you are going to fill.

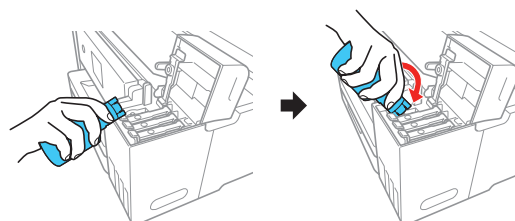


- 2 Unpack one of the ink bottles. Hold the ink bottle upright and slowly turn the bottle cap to remove it.



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

- 3 Position the top of the ink bottle along the slot in front of the filling port, then slowly stand the bottle up to insert it.



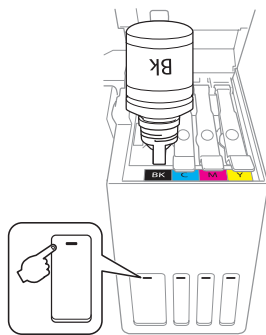
Note: Refer to the color-coded sticker to identify the color of each tank. Do not force the bottles into position; they are keyed for each color.



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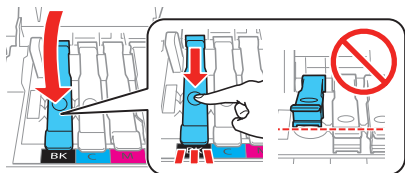
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- 4** Wait for the ink to fill the tank. **Do not squeeze the bottle.** Ink flows into the tank and stops automatically when the ink is filled to the upper line.



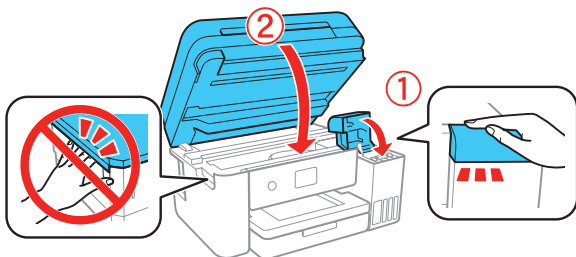
Note: If ink does not flow from the bottle, lift and reinsert the bottle.

- 5** When the ink tank is full, remove the ink bottle and securely close the ink tank cap. Place the remaining ink aside; you will need it later.

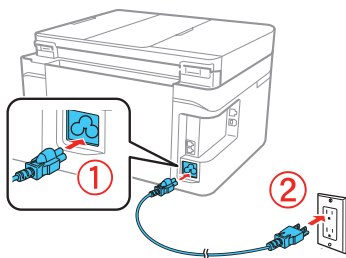


Note: Replace the bottle cap and tighten it.

- 6** Repeat the previous steps for the other colors.
7 Close the ink tank cover and then the scanner unit.

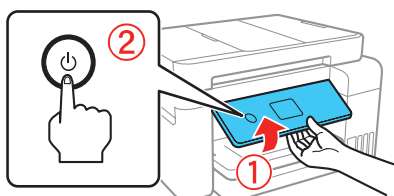


- 8** Connect the power cord to the back of the product and to an electrical outlet.



Caution: Do not connect to your computer yet.

- 9** Raise the control panel, then press the power button to turn on the product.



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

- 10 ST-3000:** Press ▲ or ▼ to select your language on the LCD screen, then press the **OK** button.

ST-4000: Select your language, country, and time.

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

Follow steps 11 and 12 to continue ink charging.

- 11** When the message to see the Start Here sheet appears on the LCD screen:

ST-3000: Press the **OK** button, then press and hold the ? help button for **3 seconds**.

ST-4000: Press and hold the ? help button for **3 seconds**.

- 12** When the ink confirmation message appears on the LCD screen, select **Done** to start charging the ink. Ink charging takes approximately 10 minutes. A message appears when ink charging is complete. Press the **OK** button to continue.

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



Note: The included ink bottles are designed for reliable printer setup and cannot be resold. After setup, the remaining ink is available for printing.

- 13** To complete filling the ink tanks, repeat steps 1 through 6 using the remaining ink in the bottles.

Note: Replace the bottle cap before disposing of the bottles.

- 14** Close the ink tank cover and scanner unit.

- 15** Select **Next** and follow the on-screen instructions to reset the ink levels.

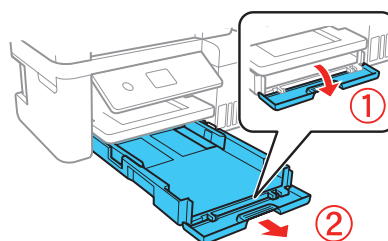
- 16** Follow the on-screen instructions to adjust the print quality. Press the **OK** button to continue.

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

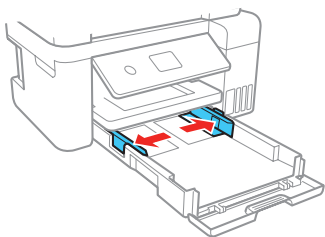
3 Load paper

See the online *User's Guide* for information about loading capacity and available paper types and sizes.

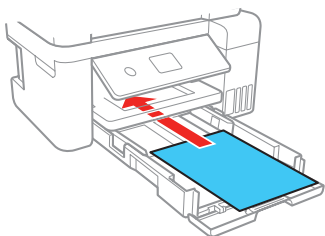
- 1** Make sure the product is not charging, and then open the front of the paper cassette and pull out the paper cassette.



- 2 Slide the side edge guides all the way out.

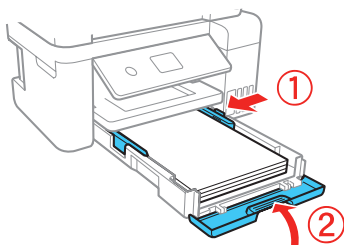


- 3 Insert paper with the glossy or printable side down.



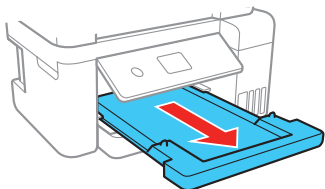
Note: Make sure the paper is loaded against the front edge guide and not sticking out from the end of the cassette.

- 4 Slide the side edge guides against the paper, but not too tightly. Close the front of the cassette.



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

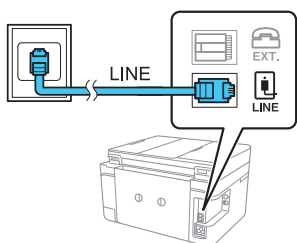
- 6 Pull out the output tray.



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

4 Connect the fax line (ST-4000)

- 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.



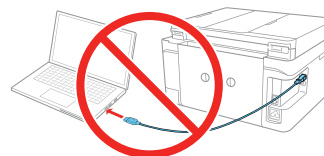
- 2 Select **Proceed** to set up the fax, or select **Set Up Later** to set it up later.

5 Install software

Note: An Internet connection is required to obtain the product software.

To print from a Chromebook™, go to www.epson.com/support/gcp (U.S.) or www.epson.ca/support/gcp (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:

ST-3000

www.epson.com/support/st3000 (U.S.)
www.epson.ca/support/st3000 (Canada)

ST-4000

www.epson.com/support/st4000 (U.S.)
www.epson.ca/support/st4000 (Canada)

- 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:

- **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

Connect wirelessly from your smartphone, tablet, or computer. Print documents and photos from across the room or around the world:

- Print directly from your iOS device. Simply connect your printer and device to the same network and tap the action icon to select the print option.
- Use Epson Print Enabler (free from Google Play™) with Android devices (v4.4 or later). Then connect your printer and device to the same network and tap the menu icon to print.

- Print remotely with Epson Connect™ and Google Cloud Print™. See the online *User's Guide* for instructions or learn more at www.epson.com/connect (U.S.) or www.epson.ca/connect (Canada).

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.
- The printer can only connect to a network that supports 2.4 GHz connections. If your router offers both 2.4 GHz and 5 GHz connections, make sure 2.4 GHz is enabled.
- 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.

There are lines or incorrect colors in my printouts.

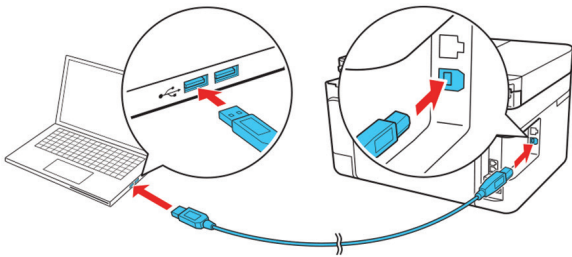
Run a nozzle check to see if any of the nozzles are clogged. Then clean the print head, if necessary. See the online *User's Guide* for more information.

The product's screen is dark.

Make sure your product is turned on, and press any button (ST-3000) or touch the screen (ST-4000) 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 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 below.

Technical support

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

Call (562) 276-4382 (U.S.) or (905) 709-3839 (Canada), 6 AM to 8 PM Pacific Time, Monday through Friday, and 7 AM to 4 PM, Pacific Time, Saturday. 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 www.epson.com/recycle (U.S.) or www.epson.ca/recycle (Canada) for information on how to return your products for proper disposal.





Need paper and ink?

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

ST-3000/ST-4000 replacement inks

Color	Part number
 Black	502
 Cyan	502
 Magenta	502
 Yellow	502



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