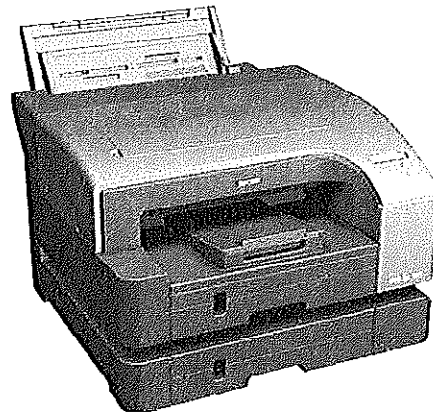
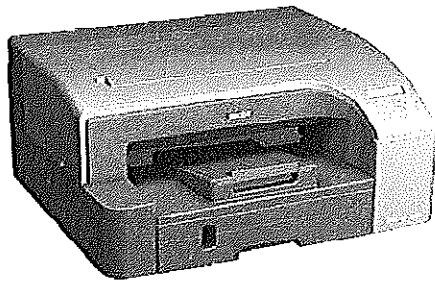




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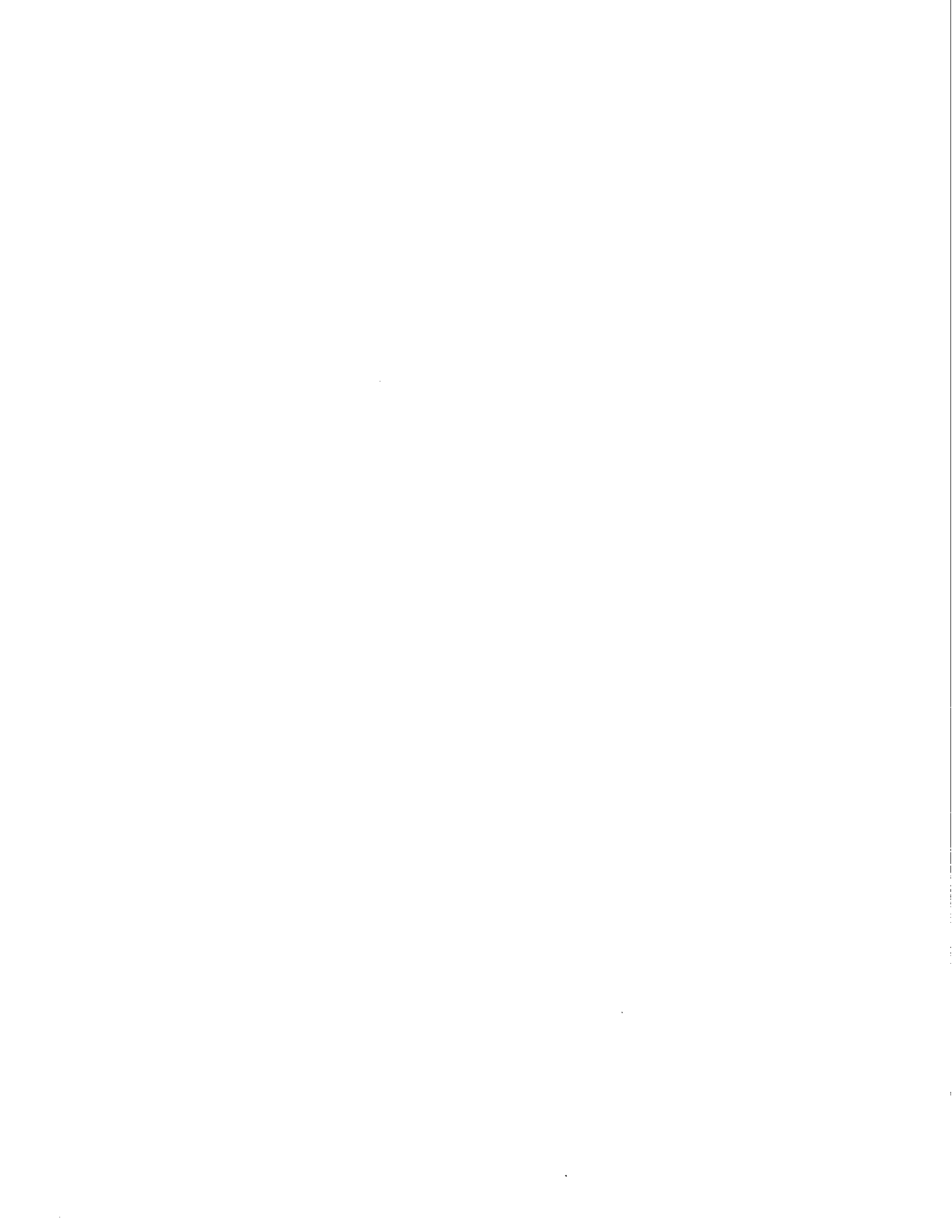
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LEGEND

PRODUCT CODE	COMPANY		
	LANIER	RICOH	SAVIN
J015	GX 2500	GX 2500	GX 2500
J016	GX 7000	GX 7000	GX 7000

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J015/J016

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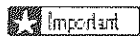
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Reference Material for Maintenance

Maintenance shall be done with the special tools and the procedures prescribed for maintenance of the machine described in the reference materials (service manuals, technical bulletins, operating instructions, and safety guidelines for customer engineers).



- Use only consumable supplies and replacement parts designed for use with the machine.

BEFORE INSTALLATION, MAINTENANCE

Shipping and Moving the Machine

CAUTION

- Work carefully when lifting or moving the machine. If the machine is heavy, two or more customer engineers may be required to prevent injuries (muscle strains, spinal injuries, etc.) or damage to the machine if it is dropped or tipped over.
- Personnel moving or working around the machine should always wear proper clothing and footwear. Never wear loose fitting clothing or accessories (neckties, loose sweaters, bracelets, etc.) or casual footwear (slippers, sandals, etc.) when lifting or moving the machine.
- Always unplug the power cord from the power source before you move the machine. Before you move the machine, arrange the power cord so it will not fall under the machine.

Power

WARNING

- Always turn the machine off and disconnect the power plug before doing any maintenance procedure. After turning the machine off, power is still supplied to the main machine and other devices. To prevent electrical shock, switch the machine off, wait for a few seconds, then unplug the machine from the power source.
- Before you do any checks or adjustments after turning the machine off, work carefully to avoid injury. After removing covers or opening the machine to do checks or adjustments, avoid touching electrical components or moving parts (gears, timing belts, etc.).

- After turning the machine on with any cover removed, keep your hands away from electrical components and moving parts. Never touch the cover of the fusing unit, gears, timing belts, etc.

Installation, Disassembly, and Adjustments

CAUTION

- After installation, maintenance, or adjustment, always check the operation of the machine to make sure that it is operating normally. This ensures that all shipping materials, protective materials, wires and tags, metal brackets, etc., (attached to protect the machine during shipping), have been removed and that no tools remain inside the machine.
- Never use your fingers to check moving parts that are causing spurious noise. Never use your fingers to lubricate moving parts while the machine is operating.

Special Tools

CAUTION

- Use only standard tools approved for machine maintenance.
- For special adjustments, use only the special tools and lubricants described in the service manual. Using tools incorrectly, or using tools that could damage parts, could damage the machine or cause injuries.

DURING MAINTENANCE

General

CAUTION

- Before you begin a maintenance procedure always switch the machine off.
- Disconnect the power plug from the power source.
- Allow the machine to cool for at least 10 minutes.
- Avoid touching the components inside the machine that are labeled as hot surfaces.

Safety Devices

WARNING

- Never remove any safety device (a fuse, thermistor, etc.) unless it requires replacement. Always replace a safety device immediately.
- Never do any procedure that defeats the function of any safety device. Modification or removal of a safety device (fuse, thermistor, etc.) could cause a fire and personal injury. After removal and replacement of any safety device, always test the operation of the machine to ensure that it is operating normally and safely.
- For replacement parts use only the correct fuses, thermistors, circuit breakers, etc. rated for use with the machine. Using replacement devices not designed for use with the machine could cause a fire and personal injuries.

Organic Cleaners

CAUTION

- During preventive maintenance, never use any organic cleaners (alcohol, etc.) other than those described in the service manual. (Refer the "2. Preventive Maintenance" in the Service Manual.)
- Make sure the room is well ventilated before using any organic cleaner. Always use organic solvents in small amounts to avoid breathing the fumes and becoming nauseous.
- Switch the machine off, unplug it, and allow it to cool before doing preventive maintenance. To avoid fire or explosion, never use an organic cleaner near any component that generates heat.
- Wash your hands thoroughly after cleaning parts with an organic cleaner to avoid contamination of food, drinks, etc. which could cause illness.

Power Plug and Power Cord

CAUTION

- Before servicing the machine (especially when responding to a service call), always make sure that the power plug has been inserted completely into the power source. A partially inserted plug could lead to heat generation (due to a power surge caused by high resistance) and cause a fire or other problems.
- Always check the power plug and make sure that it is free of dust and lint. Clean it if necessary. A dirty plug can generate heat and cause a fire.
- Inspect the entire length of the power cord for cuts or other damage. Replace the power cord if necessary. A frayed or otherwise damaged power cord can cause a short circuit which could lead to a fire or personal injury from electrical shock.
- Check the length of the power cord between the machine and power supply. Make sure the power cord is not coiled or wrapped around any object such as a table leg. Coiling the power cord can cause excessive heat to build up and could cause a fire.
- Make sure that the area around the power source is free of obstacles so the power cord can be removed quickly in case of an emergency.
- Make sure that the power cord is grounded (earthed) at the power source with the ground wire on the plug.
- Connect the power cord directly into the power source. Never use an extension cord.
- When you disconnect the power plug from the power source, always pull the plug, not the cable.

AFTER INSTALLATION SERVICING

Disposal of Used Items

WARNING

- Ink is flammable. Never attempt to incinerate empty ink cartridges.


CAUTION

- Always dispose of used items in accordance with the local laws and regulations regarding the disposal of such items.
- To protect the environment, never dispose of this product or any kind of waste from consumables at a household waste collection point. Dispose of these items at one of our dealers or at an authorized collection site.

Points to Confirm with Operators

At the end of installation or a service call, instruct the user about use of the machine. Emphasize the following points.

- Show operators how to remove jammed paper and troubleshoot other minor problems by following the procedures described in the operating instructions.
- Point out the parts inside the machine that they should never touch or attempt to remove.
- Confirm that operators know how to store and dispose of consumables such as ink cartridges, ammonia water, paper, etc..
- Make sure that all operators have access to an operating instruction manual for the machine.
- Confirm that operators have read and understand all the safety instructions described in the operating instructions.
- Demonstrate how to turn off the power and disconnect the power plug (by pulling the plug, not the cord) if any of the following events occur:
 1. Something has spilled into the product.
 2. Service or repair of the product is necessary.
 3. The product cover has been damaged.
- Caution operators about removing paper fasteners around the machine. They should never allow paper clips, staples, or any other small metallic objects to fall into the product.

 **Important**

- Make sure the operators understand the following points:
- The operator must lift the output tray to release the paper cassette before loading paper.
- Paper is loaded in the standard paper cassette without removing it from the printer.
- The operator should never attempt to remove the paper cassette from the printer.

SPECIAL SAFETY INSTRUCTIONS FOR INK CARTRIDGES

Accidental Exposure To Ink

CAUTION

- If ink gets on the skin, wash the affected area immediately with soap and cold running water.
- If ink gets into the eyes, immediately flush the eyes with cold running water. If there are signs of irritation or other problems, seek medical attention.
- If ink is swallowed, drink a strong solution of cold water and table salt to induce vomiting. Seek medical attention immediately.
- Ink is difficult to remove from fabric. Work carefully to avoid staining clothing when performing routine maintenance or replacing cartridges.

Handling and Storing Ink Cartridges

WARNING

- Ink is flammable. Never store ink cartridges in a location where they will be exposed to high temperature or an open flame.

CAUTION

- Always store ink cartridges out of the reach of children.
- Always store ink cartridges in a cool, dry location that is not exposed to direct sunlight.

Ink Cartridge Disposal








CAUTION

- Attach the caps to empty ink containers for temporary storage to avoid accidental spillage.
- Return empty ink cartridges to a local dealer who can accept such items for collection and recycling or disposal.
- If the customer decides to dispose of empty ink cartridges, make sure that they are disposed of in accordance with local laws and regulations.

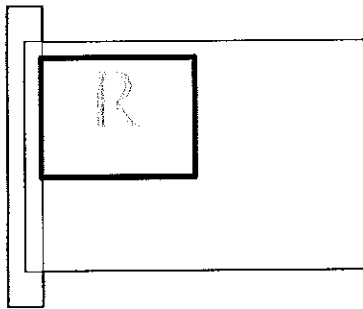
CONVENTIONS USED IN THIS MANUAL

Symbols and Abbreviations

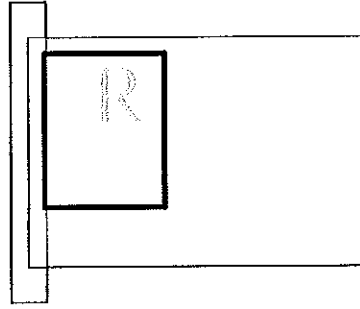
This manual uses several symbols.

Symbol	What It Means
	Screw
	Connector
	E-ring
	Clip ring
	Clamp
	Pawls (sensors)
	Spring

This manual uses the following abbreviations.



SEF



LEF

Throughout this service manual, "SEF" denotes "Short Edge Feed" and "LEF" denotes "Long Edge Feed."

Warnings, Cautions, Notes

In this manual, the following important symbols and notations are used.

WARNING

- A Warning indicates a potentially hazardous situation. Failure to obey a Warning could result in death or serious injury.

CAUTION

- A Caution indicates a potentially hazardous situation. Failure to obey a Caution could result in minor or moderate injury or damage to the machine or other property.

Important

- Obey these guidelines to avoid problems such as misfeeds, damage to originals, loss of valuable data and to prevent damage to the machine

Note

- This information provides tips and advice about how to best service the machine.

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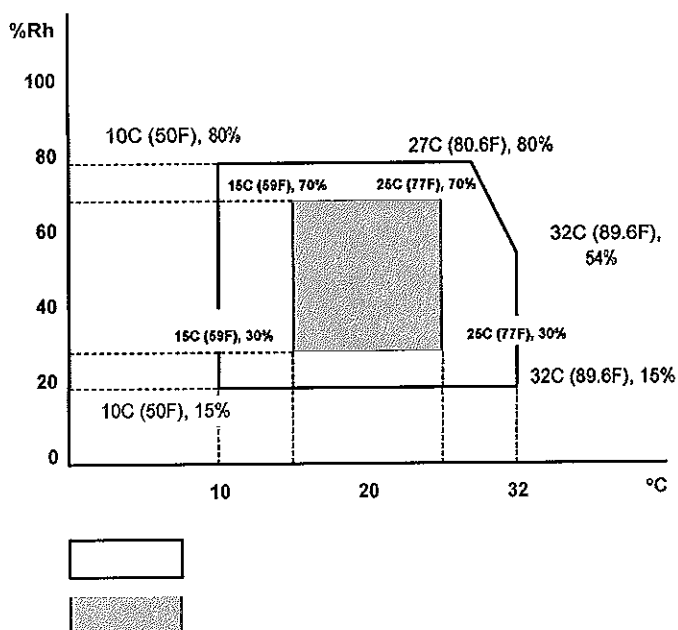
INSTALLATION

SECTION 1 INSTALLATION REVISION HISTORY		
Page	Date	Added/Updated/New
		None

1. INSTALLATION

1.1 PREPARATION

1.1.1 ENVIRONMENT



Set up the machine in a location that meets these minimum requirements:

Temperature Range:	10°C to 32°C (50°F to 89.6°F)
Humidity Range:	15% to 80% RH
Ambient Illumination:	Less than 1,500 Lux (never expose to direct sunlight).
Ventilation:	More than 30 m ³ /hr/person in the work area
Ambient Dust:	Less than 0.10 mg/m ³

Preparation

1.1.2 CHOOSING A LOCATION

1. Always install the machine:
 - On a sturdy, level surface.
 - Where it will not become damp.
2. Make sure the machine is never exposed to:
 - Extreme changes from low to high temperature or high to low temperature.
 - Cold or cool air directly from an air conditioner.
 - Heat from a space heater.
3. Never install the machine in areas near:
 - Dust, lint, or corrosive fumes.
 - Strong vibration.
4. Do not use the machine at any location higher than 2,000 m (6,500 ft) above sea level.
5. Set up and use the machine on a sturdy, level surface.
 - Place a carpenter's level on the machine front-to-back, and side-to-side and confirm that it is level.
 - variations between the front/back and left/right level readings should be less than 2 degrees.

Required Software Environment

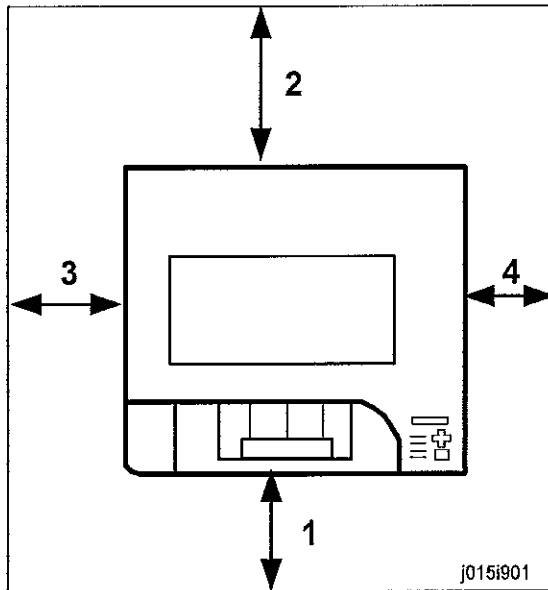
Software	Windows 98, Window Me, Windows 2000, Windows XP, Windows 2003, Window NT 4.0 or later
Hardware	80-100 MB of HDD space available

Limitations

These limitations apply to the use of this printer:

- Ver. 4.0 or later is required for Windows NT.
- Windows NT does not support a USB connection to the printer. Use a network connection.
- The USB connection is supported by Windows 98, Windows Me, Windows 2000, Windows XP, Windows Server 2000.
- USB connection with Windows 98 and Windows Me is limited to USB 1.1.

1.1.3 MINIMUM SPACE REQUIREMENTS



1	At least 300 mm (11.9 in.) for J015, 320 mm (12.6 in.) for J016
2	At least 120 mm (4.8 in.) for J015, 190 mm (7.5 in.) for J016 At least 290 mm (11.5 in.) with Multi-Bypass Tray (J016 only)
3	At least 100 mm (4.0 in.)
4	At least 30 mm (1.2 in.)

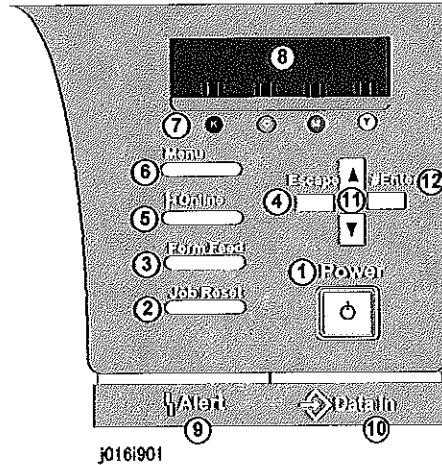
1.1.4 POWER SOURCE

North America	100-120 V, 50-60 Hz
Europe	220-240V 50-60 Hz

Using the Operation Panel

1.2 USING THE OPERATION PANEL

Here is a brief description of how to use the keys on the printer operation panel. This information is provided as a quick summary of important information described in the Operating Instructions.



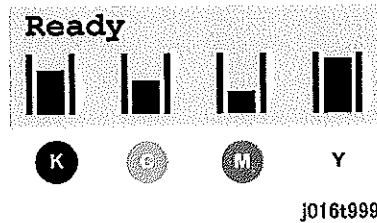
1.2.1 KEY SUMMARY TABLE

	Key/Indicator	What It Does
1	Power	Push to turn the printer on/off
2	Job Reset	Push to cancel the print job in progress.
3	Form Feed	When the printer is offline, push to print all the data in the printer buffer.
4	Escape	Push to restore the display to the previous condition.
5	Online	Push to toggle the printer between online/offline. When lit the printer is online, and when off the printer is offline.
6	Menu	Push to view the current printer settings.
7	Cartridge End LEDs	Indicate the statuses of the print cartridges.
8	Display	Shows the current printer status and error messages.
9	Alert	The symbol appears in the LCD when an error occurs. <ul style="list-style-type: none"> ▪ Red indicates an error that will stop printing. ▪ Yellow indicates and a potential error (follow the instruction that appears in the display).
10	Data-In	The symbol appears in the LCD when the printer is receiving data. Lights and stays on when data is in the printer buffer to be printed.
11	▲or▼	Push once to increment the display setting by 1 (up or down). Press and hold to increment the setting by 10.
12	#Enter	Push to execute the menu item on the display.

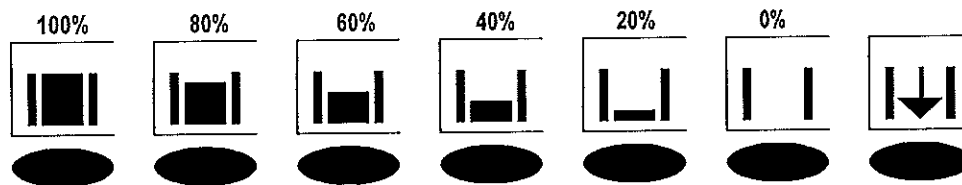
Using the Operation Panel

1.2.2 PRINTER DISPLAY SUMMARY

Operation Panel Ink Low/Ink End Indicator



The printer shows a 6-level dynamic display that keeps the operator informed about the status of the ink levels in the tanks. The example below for Black (K) shows the progression in the display from full on the left to completely empty on the right.



- At 100% the ink cartridge is completely full.
- The 0% display is the cartridge near end alert. Printing is still possible until the ink in the print head is gone.
- The arrow display is the ink cartridge end alert. The printer cannot be used until the ink cartridge has been replaced.

1.2.3 DISPLAY MENU SUMMARY

Here is a summary of the function menus. Items needed for printer maintenance or troubleshooting are marked with an asterisk (*).

Menu/Menu Item	Function
Counter	Displays or prints the number of pages printed in B&W and full color.
Show Counter	Displays the counters on the LCD ("Black", "Color")
Print Counter	Prints the "Page Counter" report that lists: <ul style="list-style-type: none"> ▪ Machine serial number ▪ Total Full Color (pages) ▪ Total Mono Color ▪ Total Duplex
Paper Input	
Tray Paper Size	Specifies size of paper loaded in the paper tray.
Paper Type	Specifies type of paper loaded in the paper tray.
Aut. Tray Select	Specifies whether to select automatically the tray according to paper size and type (Tray 1 or optional bypass tray).
Tray Priority	Specifies priority paper tray selection (Tray 1 or bypass tray). Default: Tray 1

Using the Operation Panel

Menu/Menu Item	Function	
List/Test Print		
Config.Page*	<p>Prints information that tells you the current configuration of the printer.</p> <ul style="list-style-type: none"> ▪ System Reference. Lists printer version, attached options, name of print language, amount of ink remaining for each ink cartridge. ▪ Paper Input. Lists the specified Tray Priority setting and the Paper Input menu settings. ▪ Host Interface, Interface Information. Lists the settings of the Host Interface menu 	
Maintenance		
Nozzle Check*	<p>Prints the cross-hatch test pattern so you can visually confirm whether inks are ejecting correctly from the print head.</p>	
Head-cleaning*	<p>Cleans the print head. Clean the print head when certain colors are missing or printing faintly. Head cleaning consumes ink.</p>	
Head-flushing*	<p>Cleans the print head more thoroughly than "Head-cleaning." Flushing consumes more ink. Use this function only after "Head-cleaning" fails to solve the problem.</p>	
Head Position*	<p>Adjusts the alignment of the print head if the Nozzle Check test pattern shows broken vertical lines, or if printed images are blurred.</p>	
Adj. Paper Feed*	<p>Adjusts the paper feed setting if the Nozzle Check test pattern shows horizontal misalignment, or if printed images appear uneven.</p>	
Registration	<p>Adjusts the print starting point for each paper tray. Use the Nozzle Check test pattern as reference.</p>	

Menu/Menu Item	Function
Key Repeat	Enables/disables repetition of a key pushed and held down on the operation panel.
Paper Feed Test*	Feeds and ejects 1 blank sheet of paper to remove moisture inside the machine.
De-condensation*	Feeds and ejects 3 blank sheets of paper to remove moisture inside the machine.
System	
Auto Continue	<p>Determines how the printer handles a print job when the specified paper size and type is not loaded in the tray.</p> <p>Off: The job does not print if the specified paper size/type is not loaded in the tray. The job will execute once the specified paper size/type is loaded.</p> <p>On: The job prints even if the specified paper size/type is not loaded in the tray.</p>
Sub Paper Size	<p>Determines whether to print on A4 paper if LT size paper is specified in the printer driver, and vice versa.</p> <p>Default: Off</p>
Energy Saver	<p>Switches the energy saving function on/off. When this function is on, the printer will automatically shut down some of its functions automatically after it remains idle for the prescribed amount of time.</p> <p>The "E. Saver Timer" can be set for 5, 15, 30, 35, 60 min.</p> <p>Once the printer enters the energy save mode, it will require some time to recover full operation once it receives a print job.</p>
Notify by Email*	<p>Determines whether a notification is sent to a specified email address when a printer error occurs. Be sure to cycle the printer off/on after doing this setting.</p>
Unit of Measure	<p>Determines the units of measure ("mm" or "in.") Default: mm</p>

Using the Operation Panel

Menu/Menu Item	Function	
Ink CU Replace*	Sets the ink storage counter after the ink collector unit is replaced.	
Env. Slctr Alert	<p>The direction of printing (uni- or bi-directional) is determined by the setting of the envelope selector.</p> <ul style="list-style-type: none"> ▪ When the selector is set to the rear, printing is uni-directional for envelopes ▪ When set forward printing is uni-directional or bi-directional depending on the paper type. <p>This feature menu item has two setting:</p> <ul style="list-style-type: none"> ▪ Display Alert (default). An alert is displayed if the envelope selector is back and set for envelope printing. ▪ No Alert & Print. No alert is displayed. A message prints to tell the operator that the envelope selector is set for envelope printing. 	
Host Interface		
I/O Timeout	Determines how long the printer waits for the interface to respond. After the specified time elapses, the printer can receive data from another interface. If the specified time is too short, a timeout might occur while a data transfer is in progress. If this occurs, the print job will be interrupted by a new job from another interface. Default: 15 sec.	
Network Setup	Use to do the network settings.	
	Setting	Default
	DHCP	On
	IP Address	0.0.0.0
	Subnet Mask	0.0.0.0
	Gateway Address	0.0.0.0

Menu/Menu Item	Function	
	Active Protocol	All Active
	Ethernet Speed	Auto Select
USB Setting	<p>Two settings are available: USB Speed.</p> <ul style="list-style-type: none"> ▪ Auto: 480 Mbps or 12 Mbps automatically adjusted ▪ Full Speed: 12 Mbps fixed <p>Default: Auto. Normally, this setting does not require changing.</p> <p>Port Setting. Specifies communication settings for a USB connection. On/Off Default: Off</p>	
Language	Determines the language used for all prompts and messages on the operation panel display.	
English	English, German, French, Italian, Dutch, Swedish, Norwegian, Danish, Spanish, Portuguese. Default: English	

1.2.4 OPERATION PANEL STATUS AND ERROR MESSAGES

Here is a summary of the status and error messages that appear on the display of the printer operation panel. A status message tells you the current status of the printer, and does indicate a problem. There is no reason to take any action, other than wait while the printer completes its task.

Message	Type	What It Means
Cannot use. High Temp. Power Off On	Error	The printer is overheated. Turn the printer off. Allow it to cool. Turn the printer on again.
Cannot use. Low Temp. Power Off On	Error	Temperature inside the printer is abnormally low. Cycle the printer off/on.
Change Setting Tray #	Error	The size of the paper in the selected tray does not match the paper size selected for the print job. Load the tray with the specified size, then on the operation panel change the paper size setting for the tray. Or you can load the other tray with the specified paper size, push [Form Feed], select the other tray, and push [#Enter].
Change Settings Tray #	Error	The type of paper in the selected tray does not match the specified paper type. Load the tray with the paper of the specified type, and then change the paper type setting for the tray. Or you can load the required paper in the other tray, push [Form Feed], select the other tray, and push [#Enter].
Close Duplex Unit Cover	Error	The duplex unit cover is open. Close it. (J016 only)
Close Top Cover or	Error	The top cover is open, or the duplex unit is

Message	Type	What It Means
reset Duplex Unit Correctly		not installed and locked in place. Close the top cover, or set the duplex unit correctly.
Dry Waiting	Status	Ink on a printed OHP transparency is drying. Please wait.
Energy Saver	Status	The printer is in the energy save mode. It will awaken from this mode after a key is pushed on the operation panel when the printer receives a print job.
Guide Board is open Close the Guide Board	Error	Close the guide board.
Hardware Problem Ethernet	Error	An error has occurred in the network interface board.
Ink Collector Full Replace Ink Collector Unit	Error	The ink collector unit is full. Replace the ink collector unit on the back of the printer.
Ink Collector Unit Almost Full	Error	The ink collector unit is almost full. Make sure that an replacement is available.
Ink Depleted	Error	Ink has run out in an ink cartridge. Change the indicated ink cartridge immediately. The printer cannot be used until the cartridge has been replaced.
Load Paper: Tray # or Form Feed	Error	The tray has run out of paper. Reload the tray. Or you can push [Form Feed], select the other tray, and push [#Enter].

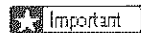
Using the Operation Panel

Message	Type	What It Means
Loading Ink	Status	The ink tanks inside the print head are filling with ink from the ink cartridges. Wait for the operation to finish.
Low ink.	Error	One or more of the ink cartridges is running low. Determine which cartridge is low and obtain a replacement. The printer can be used for a short time, but the cartridge should be replaced as soon as possible.
Maintenance in progress...	Status	The printer is busy cleaning or flushing the print head. Please wait.
Offline	Status	Printer is offline. Push [Online] to set the printer for printing.
Power Off/On Call Service if error reoccurs	Error	An error has occurred inside the printer.
Printing...	Status	A print job is printing.
Ready	Status	The printer is ready and able to print.
Remove Misfeed Bypass	Error	Paper has jammed feeding from the bypass tray Remove the jammed paper. (J016 only) Note: This is the result of a registration sensor late error or registration sensor lag error.
Remove Misfeed Duplex	Error	Paper has jammed in the duplex unit. Open the duplex unit and remove the jammed paper. (J016 only) Note: This is the result of 1) Trailing edge sensor lag error during either simplex or 2) Duplex printing, registration sensor late error during duplex printing.

Message	Type	What It Means
Remove Misfeed Output	Error	Paper has jammed at the output tray. Remove the jammed paper.
Remove Misfeed Top Cover	Error	Paper has jammed under the top cover. Open the top cover and remove the jammed paper.
Remove Misfeed Tray 1	Error	Paper has jammed feeding from Tray 1 (registration sensor late error). Remove the jammed paper.
Reset Duplex Unit correctly	Error	The duplex unit is not installed correctly. Remove it and install it again. (J016 only)
Reset the cartridge	Error	No ink cartridge is installed, or the ink cartridge is not installed properly.
Resetting job...	Status	The printer is re-initializing a print job. Please wait.
Right Front Cover is open Close Right Front Cover	Error	The right front cover is open. Close it.
Setting change...	Status	The printer is changing its settings. Please wait.
Temp. alert Please wait...	Error	The printer is overheated. Wait for the printer to cool. When you see "Ready" on the operation panel, the printer is ready to resume operation.
Waiting...	Status	The printer is busy. Please wait.

1.2.5 STATUS MONITOR MESSAGES

Here is a brief summary of the Status Monitor error messages. For more, please refer to the User Guide.



- At the time of writing the exact wording of the messages that show on the Status Monitor computer screen has not been decided. Therefore, the exact wording of these messages may change without prior notice.

If the Status Monitor Does Not Open...

The Status Monitor should open for every print job. If the Status Monitor does not open for the shared printer:

- Check the printer settings in Windows.
- Confirm whether the Web Browser supports Status Monitor. (Internet Explorer Ver. 4.0 or later supports the Status Monitor.)

Status Monitor Messages

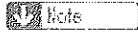
Status Monitor Message	What It Means
Cartridge End	<ul style="list-style-type: none">▪ One or more ink cartridges empty?▪ Check the operation panel display. You will see "LOW" displayed over the indicator of the cartridge that is almost empty. <p>Printing can continue for a short time but the ink cartridge should be replaced as soon as possible.</p>
Cartridge/Print head Tank Empty	<ul style="list-style-type: none">▪ One or more ink cartridges empty?▪ Check the operation panel display. You will see "Ink Depleted" displayed over the indicator of the cartridge that is almost empty. <p>Note: The ink cartridge and the ink tank inside the printer head are both empty. The printer cannot be used until the empty cartridge has been replaced.</p>

Status Monitor Message	What It Means
Cover Open	<ul style="list-style-type: none"> ▪ Top cover open? ▪ Duplex unit cover open? ▪ Duplex unit installed properly and locked in place? <p>If the covers are closed, open and close them</p>
Cover Open/Ink cartridge(s) Not Detected	<ul style="list-style-type: none"> ▪ Right front cover open? ▪ All ink cartridges installed (x4)? ▪ All ink cartridges installed correctly?
Duplex Unit Not Detected	<ul style="list-style-type: none"> ▪ Duplex unit attached correctly? ▪ Duplex locks lever down and locked? <p>Even if you do not used duplex printing, the duplex unit must always be attached.</p>
Ink Collector Unit Almost Full/Full	The ink collector unit is full and must be replaced.
Ink Collector Unit Not Detected	<ul style="list-style-type: none"> ▪ Ink collector unit attached correctly?
Network Interface Board Error	<ul style="list-style-type: none"> ▪ Network interface card installed properly?
No Paper/Tray Not Detected (Bypass Tray)	<ul style="list-style-type: none"> ▪ Bypass tray empty? ▪ Load bypass tray, press [#Enter]
No Paper/Tray Not Detected (Tray 1)	<ul style="list-style-type: none"> ▪ Tray 1 empty? ▪ Paper loaded correctly?
No Response From Printer	<ul style="list-style-type: none"> ▪ Printer turned on? ▪ Printer USB connection secure? ▪ "USB" selected on the "Ports" sheet of the printer driver?

Using the Operation Panel

Status Monitor Message	What It Means
Out of Printable Temperature Range	<ul style="list-style-type: none"> ▪ Printer located where the temperature range is 10 to 32°C (50 to 89.6°F)? ▪ Turn the printer off and allow it to cool. <p>If humidity is higher than 54%, the high end of the temperature range will be lower. The printer will not return to standby mode until it has acclimated to the room temperature. Wait for the Power lamp to stop flashing</p>
Paper Size Mismatch/Paper Type Mismatch (Auto Tray Select)	<p>Tray specified for automatic selection loaded with the paper size, paper type specified for the print job?</p> <p>Can print with [Form Feed]? Push [Form Feed]> Select Size/Type for Bypass> [#Enter]</p>
Paper Size Mismatch/Paper Type Mismatch (Bypass Tray)	<ul style="list-style-type: none"> ▪ Bypass tray loaded with paper size, paper type specified for the print job? ▪ Can print with [Form Feed]? Push [Form Feed]> Select Size/Type for Bypass> [#Enter]
Paper Size Mismatch/Paper Type Mismatch (Tray 1)	<ul style="list-style-type: none"> ▪ Tray 1 loaded with paper size, paper type specified for the print job? ▪ Can print with [Form Feed]? Push [Form Feed]> Select Size/Type for Tray 1> [#Enter]
Printer Error	<ul style="list-style-type: none"> ▪ An error has occurred in the printer. ▪ Cycle the printer off/on. ▪ If the printer has just been moved from a cold location to a warm room, wait at least 1 hour and try again.

1.2.6 COMMON IMPORTANT PROCEDURES



- In the procedures below, "select" means push ▼ or ▲ on the printer operation panel until you see the item in the display on the printer operation panel.

To turn the printer on and off

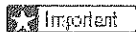
1. To turn the printer on, press and hold the [Power] key for at least 1 sec. The [Power] key flashes and continues flashing until the printer warms up. When the printer is ready for operation, the [Power] key lights and remains on. At this time the printer is in standby mode and ready to print.
2. Press the [Power] key once to turn the printer off. The power LED flashes slowly for a few moments. Then it goes off.

To print the System Summary

1. Push [Menu] and select "List/Test Print."
2. Push [#Enter], select "Config. Page" then push [#Enter].
3. Push [Online] to return to standby mode.

To clean all the printheads

1. First, clean the print head:
 - Push [Menu], select "Maintenance", push [#Enter].
 - Select "Head-cleaning" and push [#Enter].
 - Push [Online] to return to standby mode.
2. If this does not solve the problem, flush the printhead:
 - Push [Menu], select "Maintenance" and push [#Enter].
 - Select "Head-flushing" and push [#Enter].
 - Push [Online] to return to standby mode.



- These procedures consume ink.
- Flushing consumes more ink than cleaning.
- Flush the print head nozzles only if the cleaning (the first procedure) does not solve the problem.

Using the Operation Panel

To print a Nozzle Check Pattern

1. Push [Menu], select "Maintenance", and push [#Enter].
2. Select "Nozzle Check" and push [#Enter]
3. Push [Online] to return to standby mode.

For more about how to use the Nozzle Check pattern to diagnose and correct problems, see Section "4 Troubleshooting."

To restart an interrupted print job

Press the [Form Feed] key to start a print job again after you remove the cause of an error (paper jam, for example). The [Job Reset] key flashes or lights and stays in this condition for errors. For more, see Section "4. Troubleshooting."

To feed a sheet manually

1. Set a sheet of paper in the bypass tray.
2. Press the [Form Feed] key when the software application prompts you to do so.

To feed 1 blank sheet (cleaning):

1. Push [Menu], select "Maintenance", and push [#Enter].
2. Select "Paper Feed Test" and push [#Enter]
3. Push [Online] to return to standby mode.

To feed 3 blank sheets (cleaning):

1. Push [Menu], select "Maintenance", and push [#Enter].
2. Select "De-condensation" and push [#Enter]
3. Push [Online] to return to standby mode.

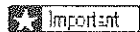
1.3 INSTALLATION

1.3.1 ACCESSORY CHECK

Check the accessories and their quantities against this list:

	Description	Quantity
1	Barcode Sticker	1
2	CD-ROM (Printer driver, Utilities, Manuals)	1
3	Contact Information Sheet	1
4	Help Desk Contact Information	1
5	Ink Cartridges	1
6	▪ Starter Cartridge - Yellow	1
7	▪ Starter Cartridge - Cyan	1
8	▪ Starter Cartridge - Magenta	1
9	▪ Starter Cartridge - Black	1
10	Output Tray	1
11	Paper Cassette	1
12	Power Cord	1
13	Quick Installation Guide (7 Languages)	1
14	Safety Information (English, 7 Languages)	1
15	Setup Guide (15 Languages)	1
16	USB Cable	1
17	User Registration Postcard	1
18	Warranty Statement	1

Installation

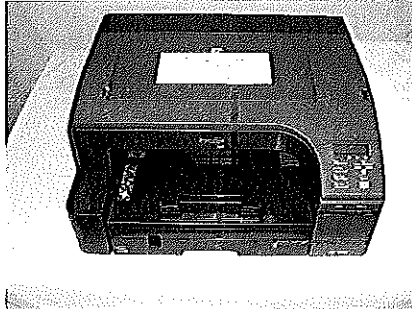


- The ink collector unit (3) is pre-installed in the back of the printer.
- The power cord is attached to the NA model. The power cord is provided as a separate item for the EU model only.
- A USB cable and LAN cable are not provided and must be purchased separately.

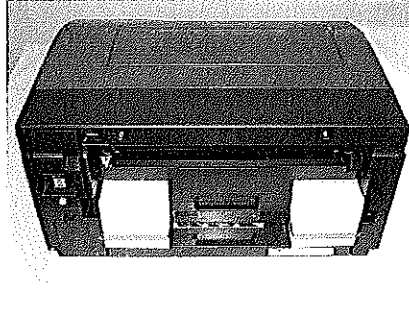
CAUTION

- Before you do any of the procedures in this manual, make sure the printer is turned off and unplugged from the power source. Do not turn the printer on until you instructed to do so.

1.3.2 REMOVE THE SHIPPING MATERIAL

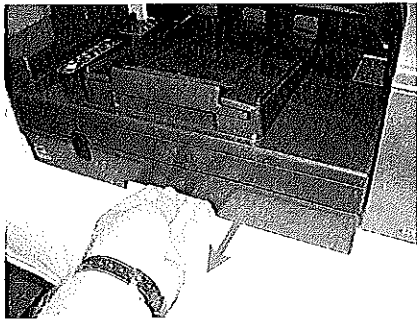


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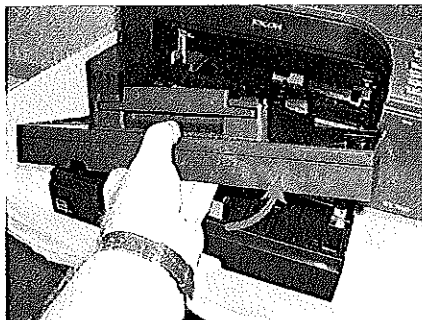
j016i916b

1. Remove the plastic shrink-wrap covering the printer.
2. Remove all the orange tape and shipping material from the front and back of the printer.



j016i920a

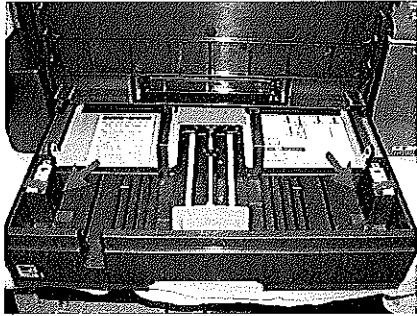
3. Pull the paper cassette out until it stops.



j016i935b

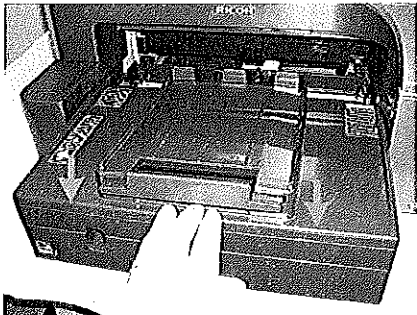
4. Remove the paper cassette cover.

Installation



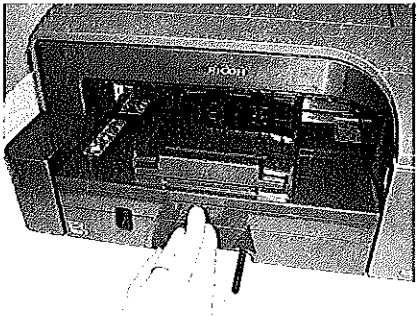
j016i920b

5. Remove the tapes inside the paper cassette.



j016i920c

6. Reattach the cassette tray cover.



j016i920d

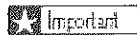
7. Push the paper cassette into the printer.

1.3.3 CARRYING THE PRINTER



j016i925

Hold the printer on both sides with the hands under the location indicated above.

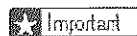


- To prevent damage to the printer, never lift it with your hands under the front and back of the printer. Always lift and hold the printer by its sides.

1.3.4 INSTALL THE PRINT CARTRIDGES

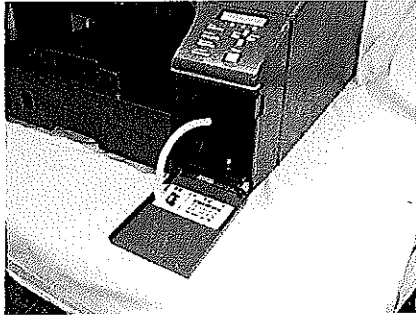
CAUTION

- If ink gets on the skin, wash the affected area immediately with soap and cold running water.
 - If ink gets into the eyes, immediately flush the eyes with cold running water. If there are signs of irritation or other problems, seek medical attention immediately.
 - If ink is swallowed, drink a strong solution of cold water and table salt to induce vomiting. Seek medical attention immediately.
 - Ink is difficult to remove from fabric. Work carefully to avoid staining clothing when performing routine maintenance or replacing cartridges.
 - Always store ink cartridges out of the reach of children.
1. Unpack the four cartridges provided with the printer.



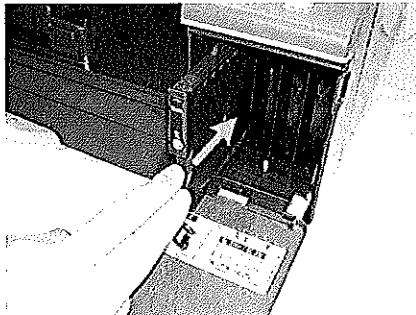
- The "Starter" ink cartridges provided for installation contain a limited supply of ink. Make sure that customer has a full set of ink cartridges available for replacement.
 - Use only Ricoh Print Cartridges designed for use with this printer.
2. Open the right front cover.

Installation



j016i930a

3. Remove the Black Print cartridge from its package.



j016i930b

4. Hold the black cartridge as shown.

Important

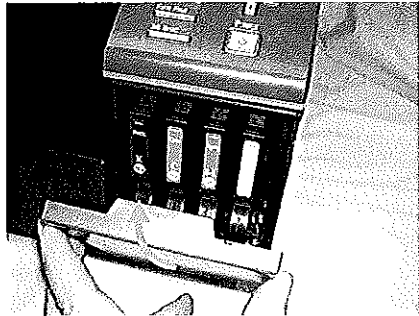
- Never touch the metal contact plate on the rear side.

5. Insert the black ink cartridge in the first slot on the left.
6. Press on the area marked "PUSH" to insert the cartridge completely.
7. Insert the other cartridges in the same way.

Note

- Each cartridge is marked with a color label.
- The Cartridge End LED marks below the display show you the order of insertion from left to right (K (Black), C (Cyan), M (Magenta), Y (Yellow)).

8. Make sure that the four cartridges are inserted in this order, from left to right:
 - K (Black)
 - C (Cyan)
 - M (Magenta)
 - Y (Yellow)



j016i930c

9. Close the right front door.

Installation

1.3.5 LOAD PAPER



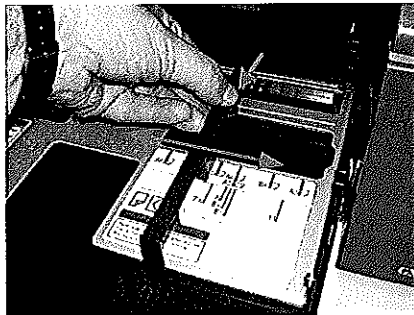
J016i935a

1. Pull out the paper tray from the printer.



J016i936

2. Remove the paper tray cover.



J016i935e

3. Squeeze the paper guide release and slide the side fences to a position slightly wider than the paper size.