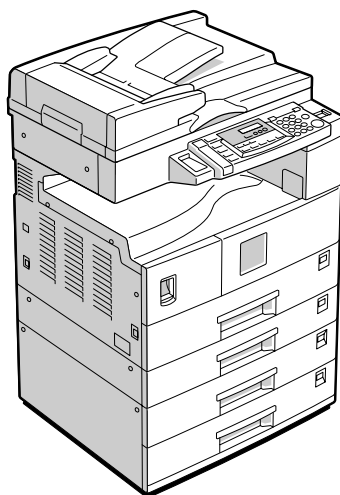


AficioTM

1015/1018/1018D

Operating Instructions Basic Guide



ZENH010E

Read this manual carefully before you use this product and keep it handy for future reference.

For safety, please follow the instructions in this manual.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Copy Reference before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes:

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Operator Safety:

This machine is considered a class I laser device, safe for office/EDP use. The machine contains a 5-milliwatt, 760 - 800 nanometer wavelength, GaAlAs laser diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

The following label is attached on the back side of the machine.



Laser Safety:

The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement of the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual.

- Type 1: Aficio 1015
- Type 2: Aficio 1018
- Type 3: Aficio 1018D

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts in your Ricoh office product.

Power Source:

220-240V, 50/60Hz, 7A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see "Power Connection" in the Copy Reference manual.

Safety Information

When using your equipment, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ WARNING:
Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ CAUTION:
Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

⚠ WARNING:

- **Connect the power cord directly into a wall outlet and never use an extension cord.**
- **Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.**
- **To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.**
- **Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exists:**
 - **You spill something into the equipment.**
 - **You suspect that your equipment needs service or repair.**
 - **Your equipment's cover has been damaged.**
- **Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.**
- **Disposal can take place at our authorized dealer or at appropriate collection sites.**
- **Dispose of the used toner cartridge in accordance with the local regulation.**

 **CAUTION:**

- *Protect the equipment from dampness or wet weather, such as rain, snow, and so on.*
- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the equipment.*
- *Keep toner (used or unused) and toner cartridge out of the reach of children.*
- *For environmental reasons, do not dispose of the equipment or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer or at appropriate collection sites.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the “hot surface”. Otherwise it could cause a personal burn.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

ENERGY STAR Program

ENERGY STAR®



As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

- Low Power mode

This product automatically lowers its power consumption 1 minute after the last copy or print job has finished. Fax reception and printing is still possible in Low Power mode, but if you wish to make copies press the operation switch first.

For details about how to change the default interval that the machine waits before entering Low Power mode, see “4.Energy Saver Timer” in the System Settings manual.

- Sleep mode (Fax or printer installed)

If the fax or printer features are installed, this product automatically lowers its power consumption even further 30 minutes after the last copy or print job has finished. Fax reception and printing is still possible in Sleep mode, but if you wish to make copies press the operation switch first.

For details about how to change the default interval that the machine waits before entering Sleep mode, see “6.Auto Off Timer” in the System Settings manual.

- Auto Off mode (Copier only)

To conserve energy, this product automatically turns off 30 minutes after the last copying or printing job has completed. If you wish to make copies when the machine is in Auto Off mode, press the main power switch.

For details about how to change the default interval that the machine waits before entering Auto Off mode, see “6.Auto Off Timer” in the System Settings manual.

- Duplex Priority (Type 3 only)

To conserve paper resources, the Duplex function (1-Sided→2-Sided) can be selected preferentially when you turn on the operation switch or the main power switch, press the **[Clear Modes]** key, or the machine resets itself automatically. To change Duplex Priority mode, see “10Duplex Priority” in the Copy Reference manual.

Specification

		Copier only	Fax or printer installed
Low Power mode	Power consumption	70 Wh	80 Wh
	Default interval	1 minute	1 minute
	Recovery time	Less than 25 seconds	Less than 25 seconds
Sleep mode	Power consumption	-	70 Wh
	Default interval	-	30 minutes
	Recovery time	-	25 seconds
Auto Off mode	Power consumption	Less than 1 Wh	-
	Default interval	30 minutes	-
	Recovery time	25 seconds	-

Duplex Priority (Type 3 only)	1 Sided → 1 Sided
-------------------------------	-------------------

Recycled Paper

In accordance with the ENERGY STAR Program, we recommend use of recycled paper which is environment friendly. Please contact your sales representative for recommended paper.

TABLE OF CONTENTS

Manuals for This Machine.....	1
-------------------------------	---

1. Modes

Changing Modes.....	3
Copy Mode	4
Changing to Copy Mode	4



2. User Tools (System Settings)

Accessing the User Tools (System Settings)	5
Exiting from the User Tools	5
User Tools Menu (System Settings)	6

3. Copying

What You Can Do with This Machine	8
Turning on the Power.....	10
Turning on the Main Power	10
Starting the Machine	11
Shutting Down the Machine	11
Turning Off the Main Power	11
Basic Procedure	12
Setting Originals	12
Basic Functions.....	14
Adjusting Copy Image Density	14
Selecting an Original Type	14
Auto Reduce/Enlarge	15
Auto Start	16
Preset Reduce/Enlarge	17
Duplex (Type 3 only)	18
1 Sided→ 2 Sided	18
2 Sided→2 Sided	18
Combine	20

4. Troubleshooting

 Changing the Toner Cartridge.....	23
 Clearing Misfeeds	25
Changing the Paper Size	28
Changing the Paper Size in the Paper Tray.....	28
Changing the Paper Size in the Optional Paper tray unit.....	30

5. User Tools (Copier Features)

Accessing the User Tools (Copier Features).....	33
Exiting the User Tools	33
User Tools Menu (Copier Features).....	34

6. Remarks

Do's and Don'ts	35
Where to Put Your Machine.....	36
Machine Environment	36
Power Connection.....	37
Access to Machine	38

7. Specification

Mainframe.....	39
INDEX.....	40

Manuals for This Machine

This is a multi-functional machine combining copier, printer and fax functions. A separate manual is provided for each function. Please consult the manual that suits your needs.

❖ System Settings

Provides an overview of the machine. This manual introduces the functions of the machine. It also introduces the options allowing you to use additional functions and describes how to access the system user tools to make the machine easier to use.

Each language version is in an appropriate folder on the CD-ROM in PDF format. Please open the folder and choose the language version of your preference. Adobe Acrobat Reader is required in order to read these files. If Adobe Acrobat Reader is not installed on your computer, install it from the CD-ROM containing the System Settings and Copy Reference manual.

Note

- ☐ A PDF file might not be displayed or printed properly depending on the environment or language you use.

❖ Copy Reference

Describes the various copying functions from basic copying to more advanced functions such as reducing/enlarging copies or combining originals into one copy.

Each language version is in an appropriate folder on the CD-ROM in PDF format. Please open the folder and choose the language version of your preference. Adobe Acrobat Reader is required in order to read these files. If Adobe Acrobat Reader is not installed on your computer, install it from the CD-ROM containing the System Settings and Copy Reference manual.

Note

- ☐ A PDF file might not be displayed or printed properly depending on the environment or language you use.

❖ Basic Guide

Explains the most frequently used copy functions and troubleshooting.

❖ Facsimile Basic Features (Option)

Explains the most frequently used facsimile functions and operations.

❖ Facsimile Advanced Features (Option)

Describes more advanced facsimile functions and also explains settings for key operations.

❖ Printer Reference 1 (Option)

Describes the system settings, procedures and functions for using this machine as a printer.

❖ **Printer Reference 2 (Option)**

Describes the procedures and provides necessary information about using this machine as a printer.

❖ **Network Interface Board Quick Configuration Guide (Option)**

Describes the procedures and provides necessary information about setting up and using the printer under the network environment.

❖ **PS Level 2 Emulation Type 2 Operating Instructions Supplement (Option)**

Describes the menus and features you can set using the PostScript printer driver.

❖ **Network Interface Board Type 2 Owner's Manual (Option)**

Describes the procedures and provides necessary information about setting up and using the printer under the network environment.

❖ **Unix Supplement (Option)**

Provides information about setting up and using the printer in a UNIX environment.

System Requirements

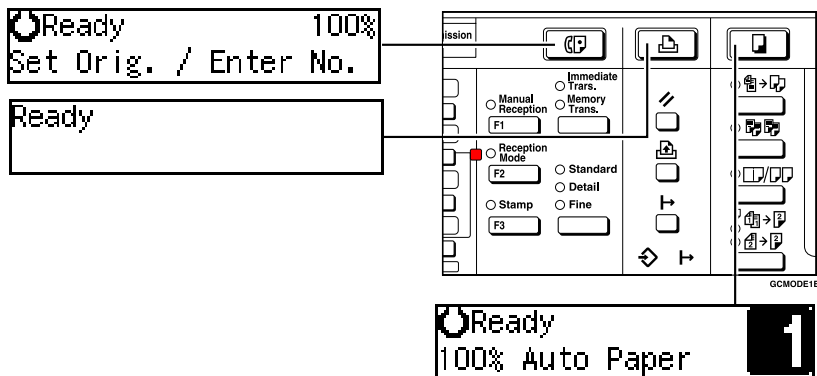
To run the CD-ROM manual, you need the following:

System: Windows 95, Windows 98, Windows Me, Windows NT4.0, Windows 2000 or Macintosh Computer

However, operation cannot be assured under all circumstances. Please be aware that the manual may not run with certain computers and / or operating system versions.

Changing Modes

Press the **[Copy]**, **[Facsimile]** or **[Printer]** key to switch to copy, fax or printer mode respectively.



! Limitation

□ You cannot switch modes in any of the following cases:

- When scanning in a fax message for transmission.
- During immediate transmission.
- When accessing the user tools.
- During on hook dialing for fax transmission.
- During Energy Saver mode.

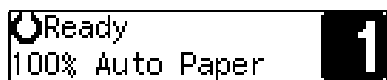
Copy Mode

1 Changing to Copy Mode

You can always make a copy when the machine is not printing or scanning a fax data.

1 Press the **[Copy]** key.

The copy display appears on the panel display.

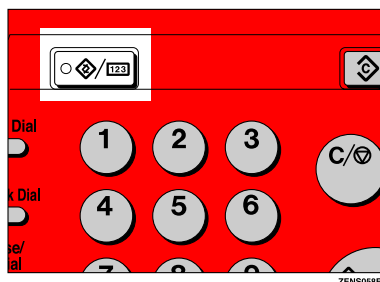


2. User Tools (System Settings)

Accessing the User Tools (System Settings)

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

- 1** Press the **[User Tools/Counter]** key.



- 2** Press the **⏮** or **⏭** key until "2.System Settings" is displayed, then press the **[OK]** key.

User Tools:
2.System Settings ◀▶

- 3** Press the **⏮** or **⏭** key until your desired menu is displayed, and then press the **[OK]** Key.

System Settings:
1.Function Priority ◀▶

System Settings:
2.CopyCount Display ◀▶

System Settings:
3.System Reset ◀▶

System Settings:
4.Energy Saver Timer◀▶

System Settings:
5.Energy Saver Level◀▶

System Settings:
6.Auto Off Timer ◀▶

System Settings:
7.AOF(Keep it on.) ◀▶

System Settings:
8.Special Paper Size◀▶

System Settings:
9.Pap.Tray Priority ◀▶

System Settings:
10Auto Tray Switch ◀▶

System Settings:
11Print Priority ◀▶

System Settings:
12Display Contrast ◀▶

System Settings:
13Key Op. Tools ◀▶

- 4** Change the settings by following the instructions on the panel display. Then press the **[OK]** key.

Exiting from the User Tools

- 1** After changing the user tools settings, press the **[User Tools/Counter]** key.



3. Copying

What You Can Do with This Machine

Reference

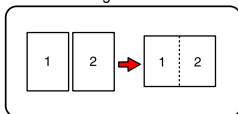
See the Copy Reference manual.

^{*2}
Combine

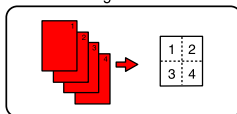
Combine ⇒ Page42

Type1 Type2 Type3

1 Sided 2 Pages → Combine 1 Side

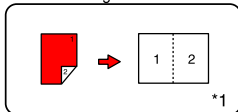


1 Sided 4 Pages → Combine 1 Side

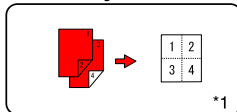


Type3 only

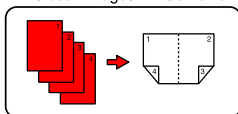
2 Sided 2 Pages → Combine 1 Side



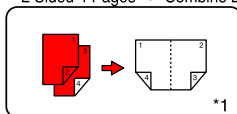
2 Sided 4 Pages → Combine 1 Side



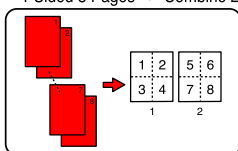
1 Sided 4 Pages → Combine 2 Side



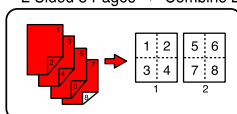
2 Sided 4 Pages → Combine 2 Side



1 Sided 8 Pages → Combine 2 Side

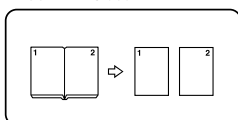


2 Sided 8 Pages → Combine 2 Side

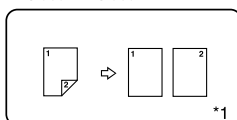


^{*2}
Series Copies ⇒ Page45

Book → 1 Sided



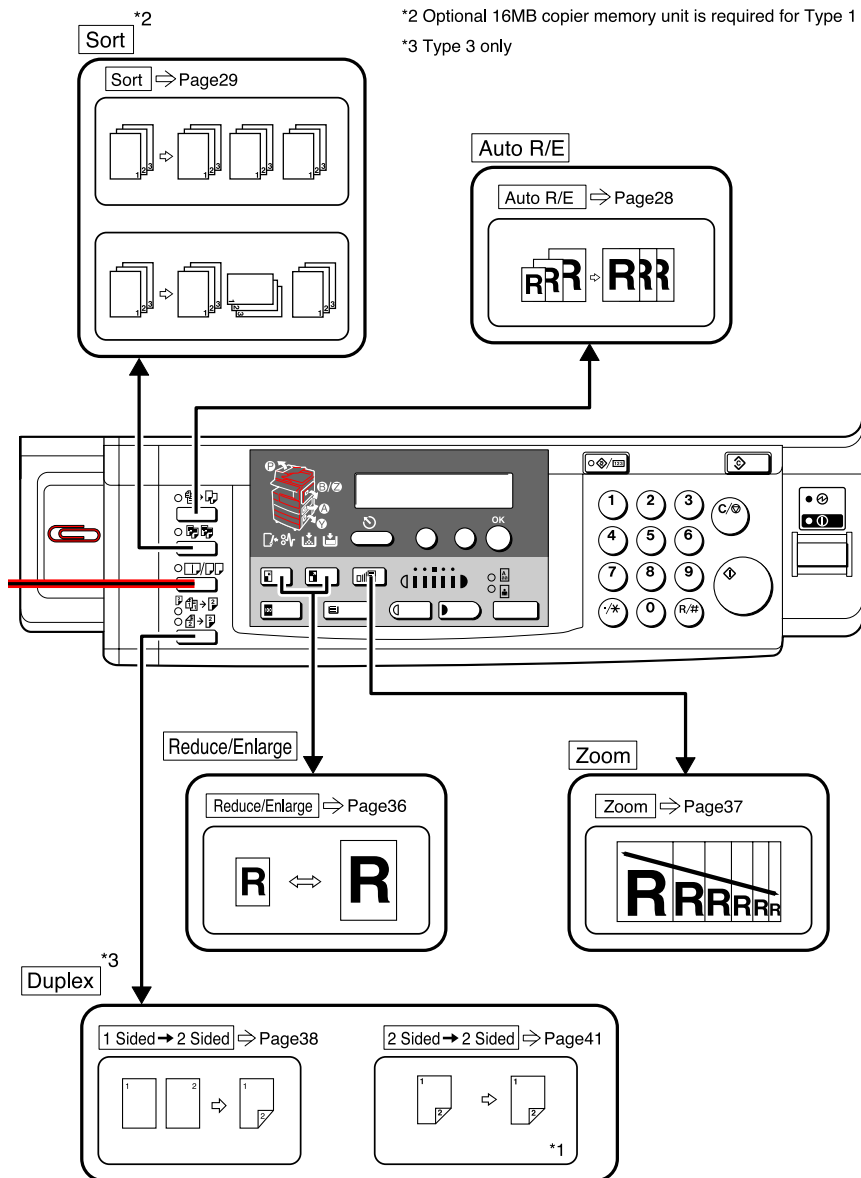
2 Sided → 1 Sided



*1 Optional document feeder(ARDF) is required.

*2 Optional 16MB copier memory unit is required for Type 1

*3 Type 3 only



Turning on the Power

To turn the machine on, press the operation switch.



Power switches

This machine has two power switches.

❖ Operation switch (right side of the operation panel)

Press this switch to activate the machine. When the machine has warmed up, you can make copies.

❖ Main power switch (left side of the machine)

When the machine is not to be used for an extended period of time, turn off the main power switch.

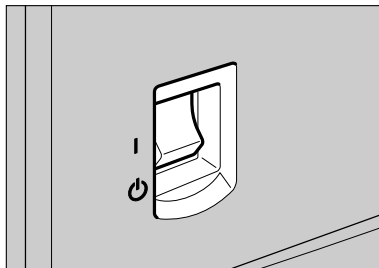


Turning on the Main Power

1 Make sure that the power cord is firmly plugged into the wall outlet.

2 Turn on the main power switch.

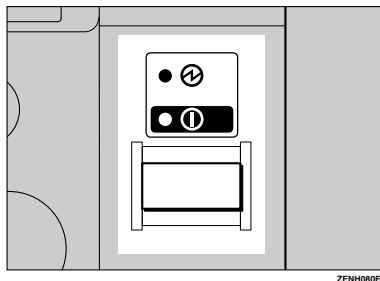
The **main power** indicator on the operation panel goes on.



Starting the Machine

- 1** Press the operation switch to make the On indicator go on.

The display panel will come on.



Shutting Down the Machine

- 1** Press the operation switch to make the On indicator go off and change to Low Power mode.

Turning Off the Main Power

- 1** Turn off the main power switch.

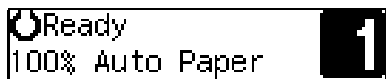
The **main power** indicator of the operation panel goes off.

 **Important**

- ☐ Fax files stored in memory will be lost an hour after you turn the main power switch off or you unplug the power cord.

Basic Procedure

- 1 Make sure that the machine is in Copy mode.



- 2 When the machine is set for user codes, enter the user code with the number keys and then press the **[#]** or **[OK]** key.

Reference

See "User Codes" in the Copy Reference manual.

- 3 Make sure that there are no previous settings remaining.

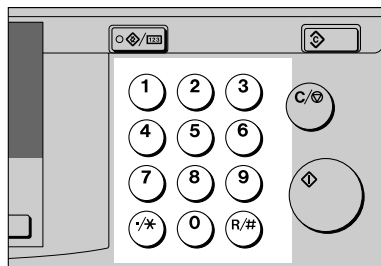
- 4 Set your originals.

Note

- ☐ For details about Setting Originals, see the following pages.

- 5 Set the desired settings.

- 6 Enter the number of copies required with the number keys.



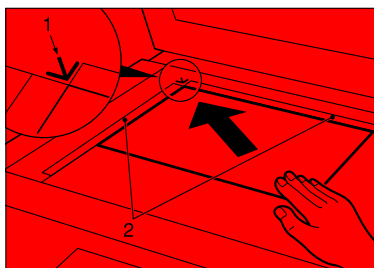
ZEN5061E

- 7 Press the **[Start]** key.

Setting Originals

Placing Originals on the Exposure Glass

- 1 Lift the platen cover or the document feeder.
- 2 Set the original face down on the exposure glass. The original should be aligned to the rear left corner.



ZAAH220E

1. Reference mark

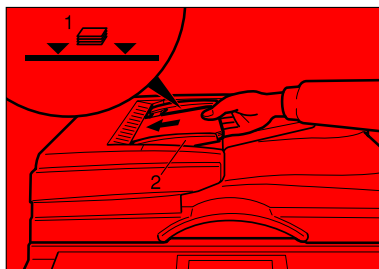
2. Scale

- 3 Lower the platen cover or the document feeder.

Loading Originals in the Document Feeder

Setting a stack of originals in the document feeder

- 1** Adjust the guide to the original size.
- 2** Set the aligned originals face up into the document feeder.



1. Limit mark
2. Document guide

Basic Functions

The following basic functions are explained in this section.

❖ Adjusting Copy Image Density

❖ Selecting an Original Type

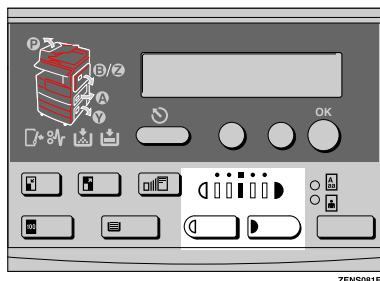
Text and Photo

Adjusting Copy Image Density

You can adjust the copy image density to match your originals.

If you require darker or lighter copies, adjust the image density yourself.

- 1 Press the **[Lighter]** or **[Darker]** key to adjust the image density.



ZENS081E

Selecting an Original Type

There are two ways to match your originals:

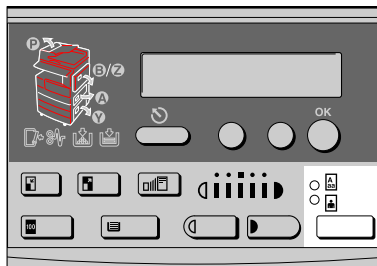
❖ Text

If you do not select either mode, your originals will be scanned with the settings suitable for text originals (Text mode).

❖ Photo

Delicate tones of photographs and pictures can be reproduced with this mode.

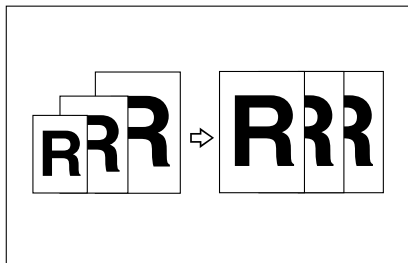
- 1 Press the **[Original Type]** key and select the original type.



ZENS063E

Auto Reduce/Enlarge

The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.

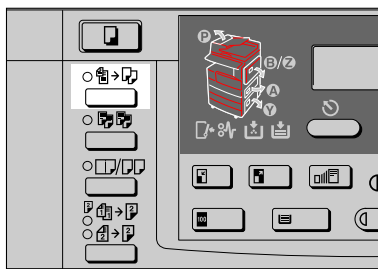


CP2F0100

! Limitation

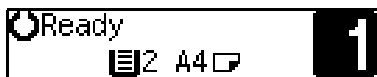
- ☐ You cannot use the bypass tray with this function.

1 Press the **[Auto R/E]** key.



ZEN5075E

2 Select the paper tray by pressing the **[Select Paper Tray]** key.



3 Press the **[Start]** key.

Auto Start

If you press the **[Start]** key during the warm-up period, the **[Start]** key will blink and your copies will be made as soon as warm-up finishes.

1 Make any adjustments to copy settings during the warm-up period.

2 Set your originals.

3 Press the **[Start]** key.

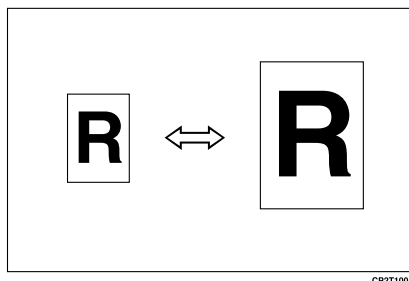
The **[Start]** key indicator alternately flashes red and green.

 **Note**

- ☐ To cancel Auto Start, press the **[Clear/Stop]** key.

Preset Reduce/Enlarge

You can select a preset ratio for copying.



CP21100

Copies can be reduced or enlarged as follows:

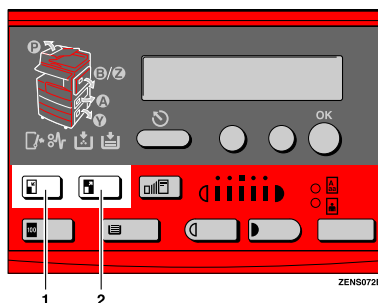
◆ Metric version

Ratio (%)	Original → Copy paper size
200 (enlarge area by 4)	A5→A3
141 (enlarge area by 2)	A4→A3, A5→A4
122	8"×13"→A3, A4→B4JIS
93	A little reduced. (Create Margin)
82	8"×13"→A4, B4JIS→8"×13"
71 (reduce area by 1/2)	A3→A4, A4→A5
50 (reduce area by 1/4)	A3→A5, F→A5

◆ Inch version

Ratio (%)	Original → Copy paper size
155 (enlarge area by 2)	5 1/2" × 8 1/2" → 8 1/2" × 14"
129	8 1/2" × 11" → 11" × 17"
121	8 1/2" × 14" → 11" × 17"
93	A little reduced. (Create Margin)
78	8 1/2" × 14" → 8 1/2" × 11"
65	11" × 17" → 8 1/2" × 11"
50 (reduce area by 1/4)	11" × 17" → 5 1/2" × 8 1/2"

- 1 Press the **[Reduce]** or **[Enlarge]** key.



1. Reduce key

2. Enlarge key

Reduce: /OK
[93% Create Margin]

Enlarge: /OK
141% A4→A3 A5→A4

- 2 Press the or key until the desired reduce/enlarge size is displayed.

- 3 Press the **[OK]** key.

- 4 Set your originals, then press the **[Start]** key.

Duplex (Type 3 only)

Two methods are available:

❖ 1 Sided→ 2 Sided

This mode makes two-sided copies from one-sided originals.

❖ 2 Sided→ 2 Sided (Optional ARDF is required)

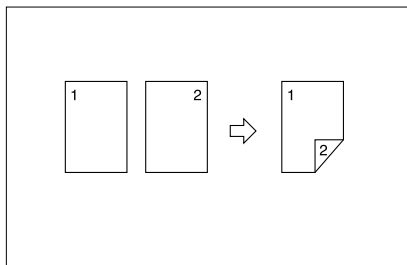
This mode makes two-sided copies from two-sided originals.

! Limitation

- ☐ You cannot use the bypass tray with this machine.

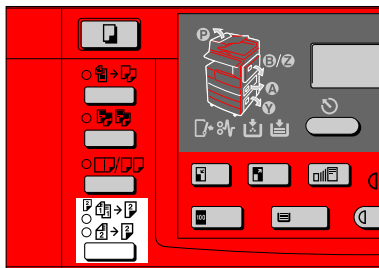
1 Sided→ 2 Sided

You can make two-sided copies from 1-sided originals.



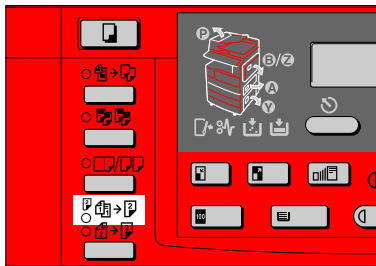
CP69

1 Press the [Duplex] key.



ZEN5080E

2 Make sure that the "1 sided→2 sided" indicator is lit.

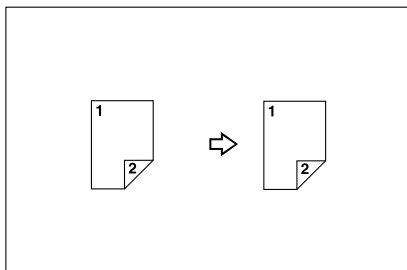


ZEN5078E

2 Sided→2 Sided

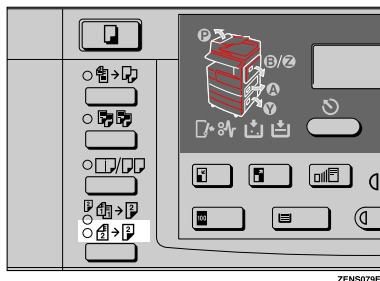
The optional document feeder (ARDF) is required to use this function.

You can make two-sided copies from two-sided originals.



CP2R0500

- 1 Press the **[Duplex]** key twice to select "2 sided->2 sided".



- 2 Set your originals.

When setting an original on the exposure glass or in the document feeder

- 1 Set the original, then press the **[Start]** key.
 - 2 Set the next original, then press the **[Start]** key.
-

When setting a stack of originals in the document feeder

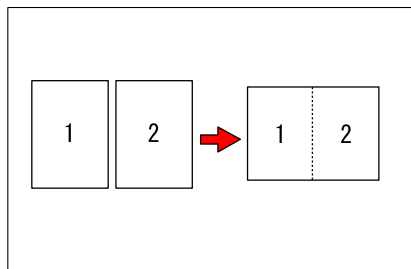
- 1 Set your originals, then press the **[Start]** key.

Combine

The optional 16MB copier memory unit is required for Type 1 to use this function .

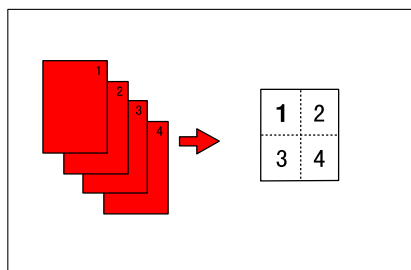
Use this feature to combine several original images onto one or more pages.

❖ 1sided 2 pages→Combine 1 Side



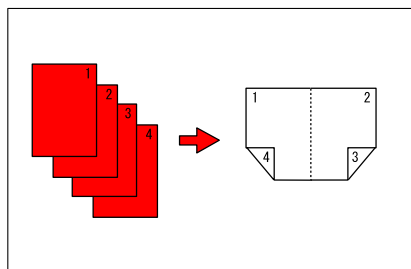
GC SHVY J1

❖ 1sided 4 pages→Combine 1 Side



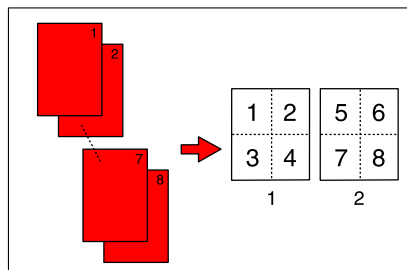
GC SHVY J2

❖ 1sided 4 pages→Combine 2 Side (Type 3 only)



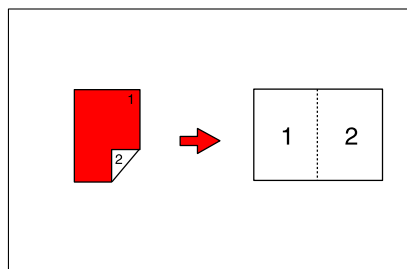
GC SHVY J3

❖ 1sided 8 pages→Combine 2 Side (Type 3 only)



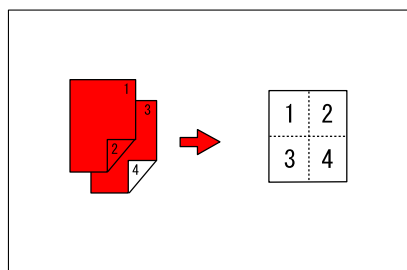
GC SHVYAE

❖ 2sided 2 pages→Combine 1 Side (optional ARDF is required)



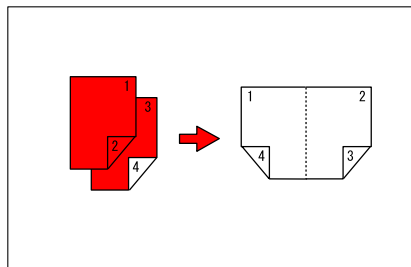
GC SHVY CJ

❖ 2sided 4 pages→Combine 1 Side (optional ARDF is required)



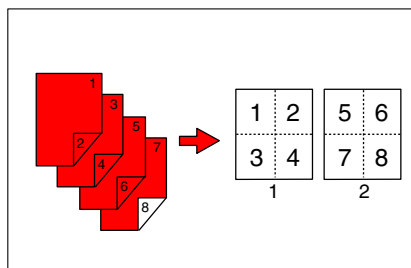
GC SHVY BJ

❖ 2sided 4 pages→Combine 2 Side (Type 3 with optional ARDF only)



GCSHUY1J

❖ 2sided 8 pages→Combine 2 Side (Type 3 with optional ARDF only)



GCSHUY2E

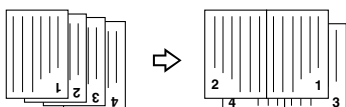
❖ Setting originals (Originals set in the document feeder)

- Originals reading from left to right



Combine5

- Originals reading from top to bottom



Combine6

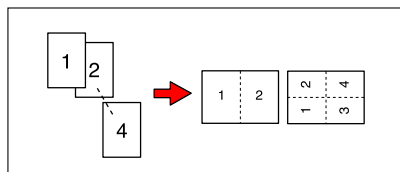
⚠ Limitation

- ☐ You cannot use the bypass tray with this function.

✎ Note

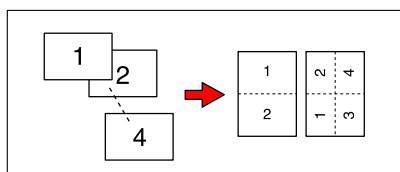
- ☐ Direction of the originals and arrangement of combined images.

❖ Portrait (📄) originals



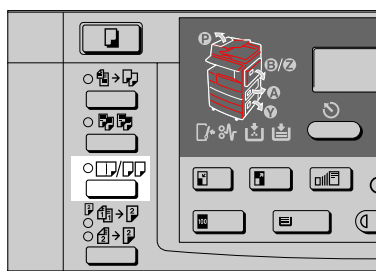
GCSHUY3E

❖ Landscape (📄) originals



GCSHUY4E

1 Press the [Combine/Series] key.

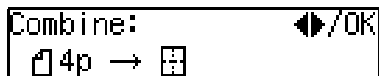


ZEN5077E

2 Make sure that "Combine" is selected, then press the [OK] key.

Combine/Series: ◀/OK
[Combine] Series

- 3 Press the Ⓞ or Ⓟ key until the desired combine mode is displayed, then press the **[OK]** key.



- 4 Press the **[Select Paper Tray]** key to select the copy paper.

- 5 Set your originals.

When setting an original on the exposure glass or in the document feeder

- 1 Set the original, then press the **[Start]** key.
- 2 Set the next original, then press the **[Start]** key.



Note


- ☐ To finish copying, press the **[#]** key to eject the copy.

When setting a stack of originals in the document feeder

- 1 Set your originals, then press the **[Start]** key.

4. Troubleshooting

Changing the Toner Cartridge

When  is displayed, it is time to supply toner.

WARNING:

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations for plastics.***

CAUTION:

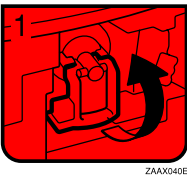
- *Keep toner (used or unused) and toner containers out of reach of children.*

CAUTION:

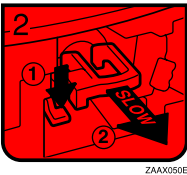
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

Important

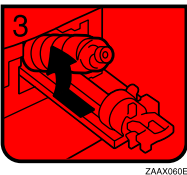
- ☐ If you use toner other than that recommended, a fault might occur.
- ☐ When adding toner, do not turn off the power switch. If you do, your settings are cleared.
- ☐ Always add toner after the machine instructs you to add toner.



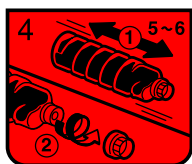
- Open the front cover of the machine.
- Lift the green holder.



- Push the green lever, and gently pull out the holder.



- Press the Toner Cartridge backward to raise its head, then gently pull out the bottle.



ZAA070E

- Hold the new bottle horizontally and shake it 5 or 6 times.

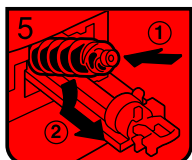
 **Note**

- ☐ Do not remove the black cap when shaking.

- Remove the black cap.

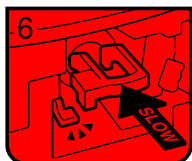
 **Note**

- ☐ Do not remove the inner cap.



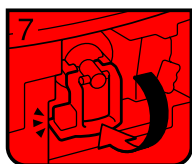
ZAA080E

- Put the Toner Cartridge on the holder, then press its head forward.



ZAA090E

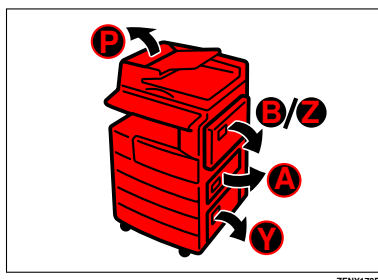
- Push the holder until it clicks.



ZAA100E

- Push down the green holder.
- Close the front cover of the machine.

Clearing Misfeeds



ZENY170E

⚠ CAUTION:

- The fusing section of this equipment might be very hot. You should be very careful that you don't touch this section when removing the misfed paper.

🔥 Important

- ☐ When clearing misfeeds, do not turn off the power switch. If you do, your copy settings are cleared.
- ☐ To prevent misfeeds, do not leave any torn scraps of paper within the machine.
- ☐ If paper misfeeds occur repeatedly, contact your service representative.

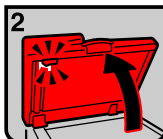
📝 Note

- ☐ More than one misfed areas may be indicated. In this case, check every applicable area. Refer to the following charts: A, B, P, Y, Z
- ☐ You can find a sticker explaining how to remove misfed paper inside of the right cover.
- ☐ When the machine instructs you to reset originals, reset your originals to the feeding position. The display will indicate the number of originals you should return.

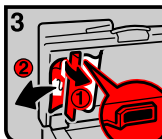
■ When P is lit



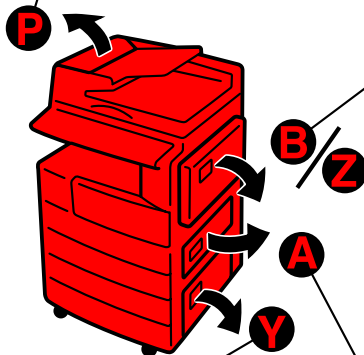
1. Open the cover of the document feeder and remove the misfed original.



2. Open the document feeder.



3. Pull the green knob of upper left corner and remove misfed original.



■ When Y is lit



1. Open the lower right cover of the optional paper tray unit and remove the misfed paper.
2. Close the cover.

■ When A is lit

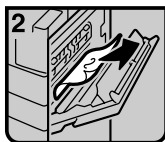


1. Open the lower right cover and remove the misfed paper.
2. Close the cover.

When B is lit



1. Open the right cover and remove the misfed paper.

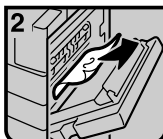


2. Remove the misfed paper.
3. Close the right cover.

When Z is lit



1. Open the right cover and remove the misfed paper.



2. Remove the misfed paper.



3. Open the Z cover and remove the misfed paper.
4. Close the right cover.

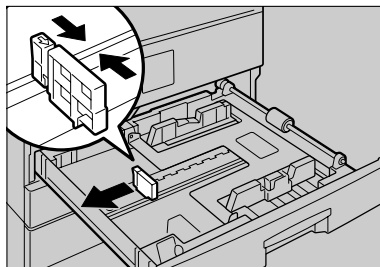
Changing the Paper Size

Important

- ☐ Select the paper size with the user tools or the paper size selector. Otherwise, misfeeds might occur.

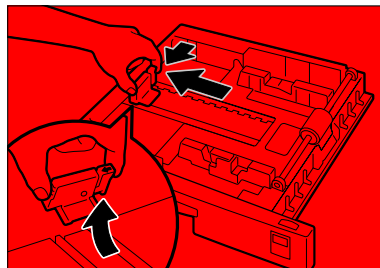
Changing the Paper Size in the Paper Tray

- 1** Make sure that the paper tray is not being used.
- 2** Pull out the paper tray until it stops.
- 3** While pressing the release lever, adjust the back fence.

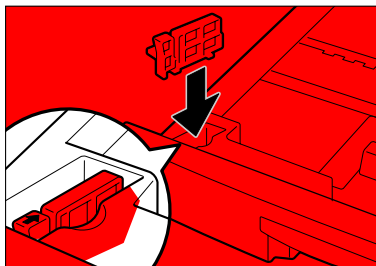


When using 11"× 17" size paper

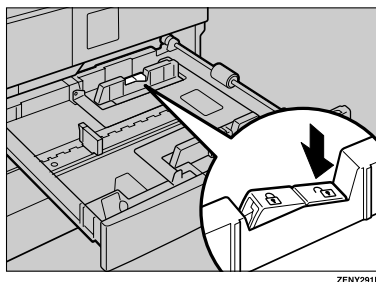
- 1** Pull the back fence off from the tray.



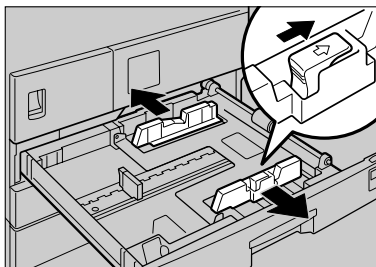
- 2** Place it in the corner pocket on the left.



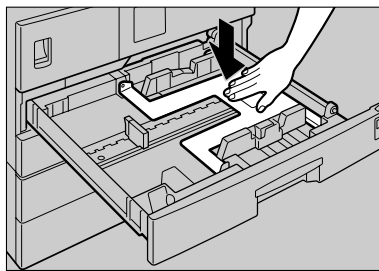
- 4** Press down the release button.



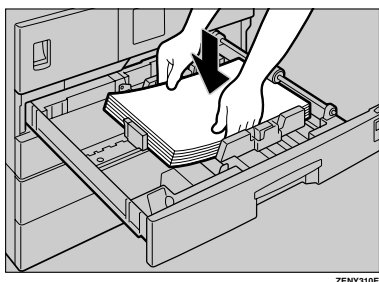
- 5** While pressing the release lever, adjust the side fences.



6 Push the metal plate down.



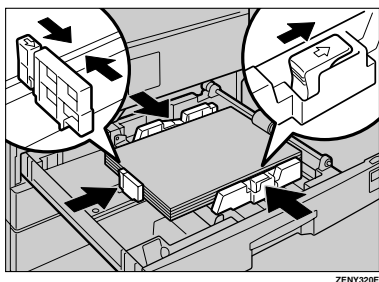
7 Square the paper and set it in the tray.



Important

- ☐ Do not stack paper over the limit mark.

8 While pressing the release lever, adjust the side and back fences to the new paper size.

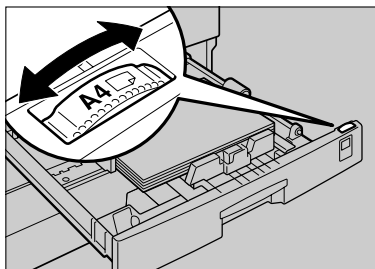


Important

- ☐ When setting small quantities of copy paper, be careful not to squeeze in the side fence too much or paper will not be fed properly.

9 Press down the lock button.

10 Adjust the tray size with the paper size selector to the new paper size.



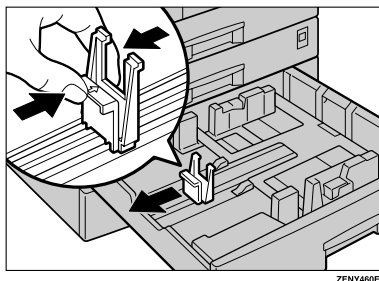
Note

- ☐ Be sure to set the correct size, otherwise paper jam might occur.
- ☐ If you cannot find the desired paper size, select “✱”, then set the copy paper size.

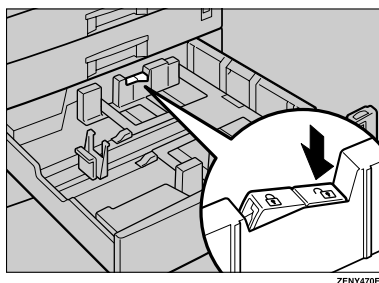
11 Push the paper tray in until it stops.

Changing the Paper Size in the Optional Paper tray unit

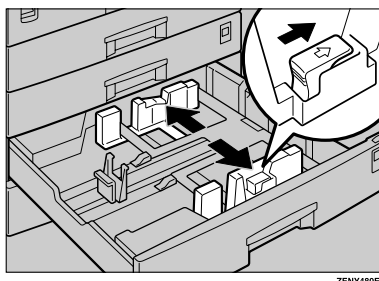
- 1** Make sure that the paper tray is not being used.
- 2** Pull out the paper tray until it stops.
- 3** While pressing the release lever, adjust the back fence.



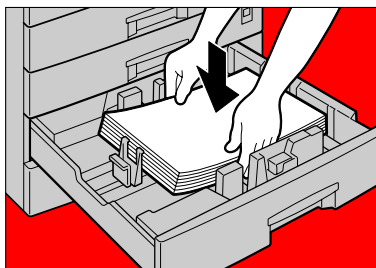
- 4** Press down the release button.



- 5** While pressing the release lever, adjust the side fences.



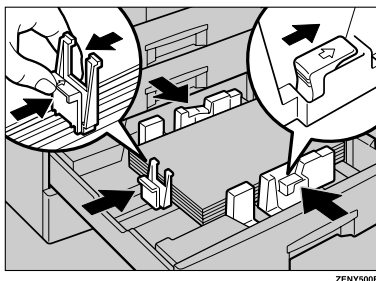
- 6** Square the paper and set it in the tray.



Important

- ☐ Do not stack paper over the limit mark.

- 7** While pressing the release lever, adjust the side and back fences to the new paper size.

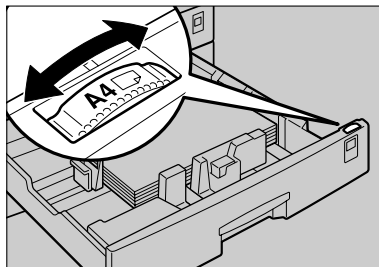


Important

- ☐ When setting small quantities of copy paper, be careful not to squeeze in the side fence too much or paper will not be fed properly.

- 8** Press down the lock button.

- 9** Adjust the tray size with the paper size selector to the new paper size.



ZENYS10E

 **Note**

- ☐ Be sure to set the correct size, otherwise paper jam might occur.
- ☐ If you cannot find the desired paper size, select “✱”, then set the copy paper size.

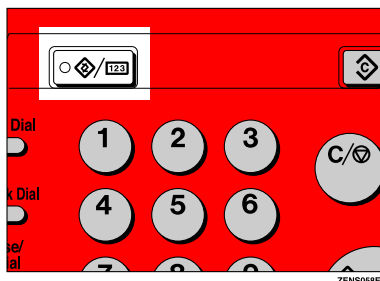
- 10** Push the paper tray in until it stops.

5. User Tools (Copier Features)

Accessing the User Tools (Copier Features)

This section is for the key operators in charge of this machine. The user tools allow you to change or set the machine's default settings.

- 1 Press the **[User Tools/Counter]** key.



- 2 Press the **[Left Arrow]** or **[Right Arrow]** key to display "3.Copier Features", then press the **[OK]** key.

```
User Tools:
3.Copier Features  ◀▶
```

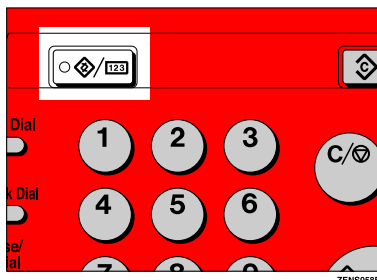
- 3 Press the **[Left Arrow]** or **[Right Arrow]** key until desired User Tools menu is displayed, then press the **[OK]** key.

```
Copier Features:
8.Orientation  ◀▶
```

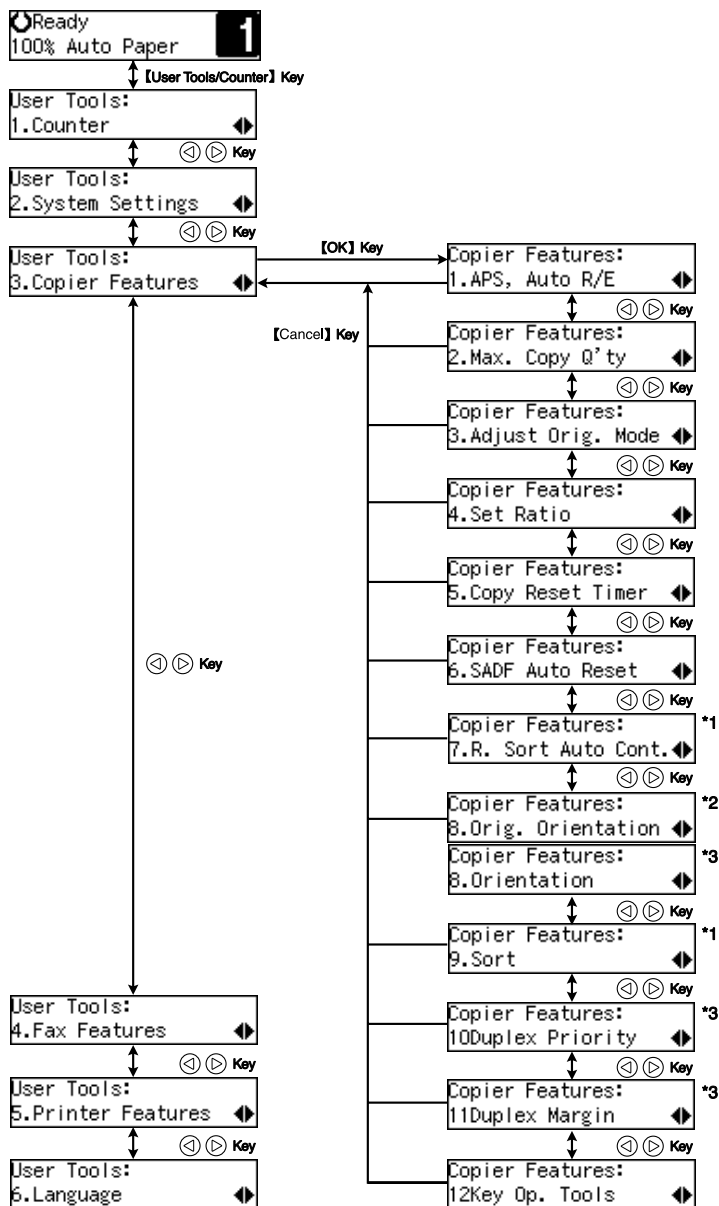
- 4 Change the settings by following the instructions on the panel display. Then press the **[OK]** key.

Exiting the User Tools

- 1 Press the **[User Tools/Counter]** key.



User Tools Menu (Copier Features)



*1 Display when using Type 2 or Type3, or Type 1 with the optional 16MB copier memory unit.

*2 Type 1 with the optional memory or Type 2 only.

*3 Type 3 only.

Do's and Don'ts

CAUTION:

- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*

Important

- ☐ Make sure the remaining memory space is 100%, before you unplug the power cord.
- ☐ While the machine is unplugged, you can neither send nor receive a fax.

Reference

For details, see the Facsimile Reference manual.

- When you use this machine for a long time in a confined space without good ventilation, you may notice an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.
- Do not touch areas on or around the fusing unit. These areas get hot.
- After making copies continuously, you may feel the exposure glass is heated. This is not a malfunction.
- You may feel warm around the ventilation hole. This is caused by exhaust air, and is not a malfunction.
- Do not turn off the operation switch while copying or printing. When turning off the operation switch, copying with memory and printing continue. However, scanning of copy originals is interrupted.
- The machine might fail to produce good copy images if condensation forms inside the machine due to temperature change.
- Do not open the covers of the machine while copying or printing. If you do, misfeeds might occur.
- Do not move the machine while copying or printing.
- If you operate the machine improperly or a failure occurs, your settings might be lost. Be sure to take a note of your machine settings.
- Supplier shall not be liable for any loss or damages resulting from a failure on the machine, loss of machine settings, and use of the machine.

Where to Put Your Machine

Machine Environment

Your machine's location should be carefully chosen because environmental conditions greatly affect its performance.

Optimum environmental conditions

CAUTION:

- *Keep the equipment away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Do not place the equipment on an unstable or tilted surface. If it topples over, it could cause injury.*

CAUTION:

- *Before moving the equipment, be sure to pull all four handles fully out. Not doing this may result in an injury, such as getting your fingers pinched. After moving the equipment, return the four handles to their original positions.*
- *When the optional paper tray unit is installed, do not push the upper part of the main unit horizontally. If the paper tray unit becomes detached from the main unit, this could cause an injury.*

CAUTION:

- *If you use the equipment in a confined space, make sure there is a continuous air turnover.*
- Temperature: 10–32°C (50–89.6°F), humidity 54% at 32°C, 89.6°F
- Humidity: 15–80%, temperature 23°C, 80.6°F at 80%
- A strong and level base.
- The machine must be level within 5mm, 0.2" both front to rear and left to right.
- To avoid possible build-up of ozone, be sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m³/hr/person.

Environments to avoid

- Locations exposed to direct sunlight or strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes might cause condensation within the machine.)
- Locations close to such machines generating ammonia as diazo copy machine.
- Places where the machine might be subjected to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

Power Connection

WARNING:

- ***Only connect the machine to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.***
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.***

WARNING:

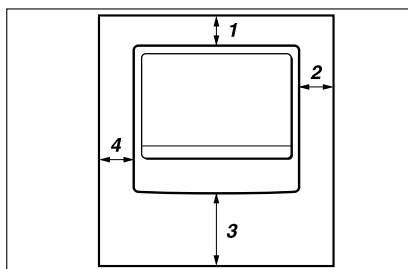
- ***Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.***

CAUTION:

- ***When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).***
- When the main switch is in the Stand-by positions, the optional anti-condensation heaters are on. In case of emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure the plug is firmly inserted in the outlet.
- Voltage must not fluctuate more than 10%.
- The socket-outlet shall be installed near the equipment and shall be easily accessible.

Access to Machine

Place the machine near the power source, providing clearance as shown.



CP9991EE

1. Rear: more than 1cm (0.4")

3. Front: more than 75cm (29.6")

2. Right: more than 1cm (0.4")

4. Left: more than 1cm (0.4")

Note

- ☐ For the required space when options are installed, please contact your service representative.

Mainframe

❖ Noise Emission ^{*1} :

- Sound power level

	Mainframe only	Complete System ^{*3}
Stand-by	39.6dB (A)	39.6dB (A)
During printing	60.1dB (A)	62.9dB (A)

- Sound pressure level ^{*2}

	Mainframe only	Complete System ^{*3}
Stand-by	28.2dB (A)	28.2dB (A)
During printing	51.0dB (A)	53.6dB (A)

^{*1} The above measurements made in accordance with ISO 7779 are actual value.

^{*2} It is measured at the position of the operator.

^{*3} The Complete System consists of mainframe with full options.

For details about other specifications, see “Specification” in the Copy Reference manual.

INDEX

A

Access to Machine, 38
Adjusting Copy Image Density, 14
Auto Reduce/Enlarge, 15
Auto Start, 16

B

Basic Functions, 14

C

Changing the Paper Size, 28
Changing the Toner Cartridge, 23
Clearing Misfeeds, 25
Combine, 20
Copy Mode, 4

D

Document feeder, 13
Do's and Don'ts, 35
Duplex, 18

E

Exposure glass, 12

F

Facsimile Advanced Features, 1

M

Machine Environment, 36
Mainframe, 39
Main power switch, 10
Modes, 3

O

Operation switch, 10
Originals, 12
Original Type, 14

P

Power Connection, 37
Preset Reduce/Enlarge, 17

R

Remarks, 35

S

Safety Information, i
Selecting an Original Type, 14
Specification, 39

U

User Tools (Copier Features), 33
User Tools (System Settings), 5



Declaration of Conformity

"The Product complies with the requirements of the EMC Directive 89/336/EEC and the Low Voltage Directive 73/23/EEC."

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

I means POWER ON.

⏻ means STAND BY.

Trademarks

Adobe®, Acrobat®, and PostScript® are registered trademarks of Adobe Systems Incorporated.

Microsoft®, Windows®, Windows NT® are registered trademarks of Microsoft Corporation in the United States and / or other countries.

Macintosh is a registered trademark of Apple Computer, Incorporated.



RICOH COMPANY, LTD.

15-5, Minami Aoyama 1-chome,
Minato-ku, Tokyo 107-8544, Japan
Phone: +81-(0)3-3479-3111

Overseas Affiliates

U.S.A.

RICOH CORPORATION
5 Dedrick Place
West Caldwell, New Jersey 07006
Phone: +1-973-882-2000

The Netherlands

RICOH EUROPE B.V.
Groenelaan 3, 1186 AA, Amstelveen
Phone: +31-(0)20-5474111

United Kingdom

RICOH UK LTD.
Ricoh House,
1 Plane Tree Crescent, Feltham,
Middlesex, TW13 7HG
Phone: +44-(0)20-8261-4000

Germany

RICOH DEUTSCHLAND GmbH
Mergenthalerallee 38-40,
65760 Eschborn
Phone: +49-(0)6196-9060

France

RICOH FRANCE S.A.
383, Avenue du Général de Gaulle
BP 307-92143 Clamart Cedex
Phone: +33-(0)-821-01-74-26

Spain

RICOH ESPAÑA S.A.
Avda. Litoral Mar, 12-14,
08005 Barcelona
Phone: +34-(0)93-295-7600

Italy

RICOH ITALIA SpA
Via della Metallurgia 12,
37139 Verona
Phone: +39-045-8181500

Hong Kong

RICOH HONG KONG LTD.
21/F., Tai Yau Building,
181, Johnston Road,
Wan Chai, Hong Kong
Phone: +852-2862-2888

Singapore

RICOH ASIA PACIFIC PTE.LTD.
260 Orchard Road,
#15-01/02 The Heeren,
Singapore 238855
Phone: +65-830-5888