RICOH
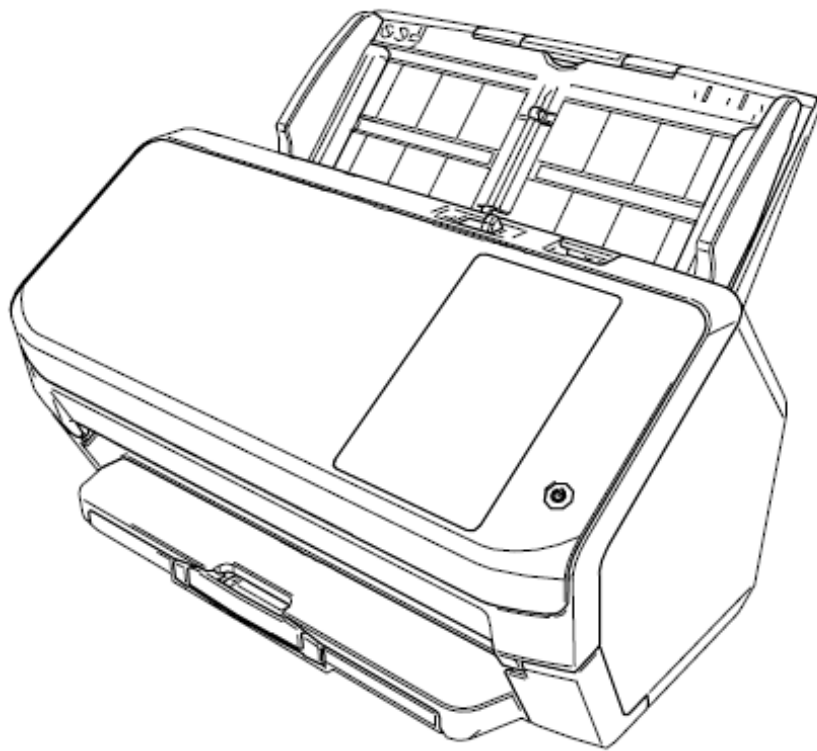
Ricoh Document Scanners

fi-7300NX

Consumable Replacement and Cleaning Guide

For Fujitsu and Ricoh Scanners

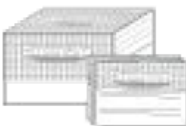## Fi-7300NX Daily Care and Consumable Replacement Guide

This section describes how to clean the scanner.

⚠️ **CAUTION**

- Do not use aerosol spray or spray that contains alcohol. Paper dust blown up by strong air from the spray may enter inside the scanner which may cause the scanner to fail or malfunction.
  Also note that sparks generated by static electricity may cause a fire.
- The inside of the ADF becomes very hot when the scanner is being used. Before you start cleaning the inside of the ADF, make sure to turn off the power, unplug the power cable and wait for at least 15 minutes for the inside of the ADF to cool down.

Cleaning Materials

Name	Part No.	Notes
Cleaner F1	PA03950-0352	100 ml Liquid cleaner to use for removing dirt and stains
Cleaning Paper	CA99501-0012	10 sheets Used to clean the inside of the scanner with ease. Spray it with Cleaner F1 and scan it with the scanner in the same way as a document.
Cleaning Wipe	PA03950-0419	24 packets Pre-moistened with Cleaner F1. It can be used instead of moistening a cloth with Cleaner F1.
Cotton swab	Commercially available	Used to clean a tiny part such as the ultrasonic sensor.
Dry cloth		Used to wipe off dirt and stains. Moisten it with Cleaner F1 for cleaning.

ATTENTION
In order to use the cleaning materials safely and correctly, read the precautions on each product thoroughly.

For more Information about the cleaning materials, contact the distributor/dealer where you purchased this product. Or, make an Inquiry by referring to the contact Information at the Contact for Inquiries section In Safety Precautions bundled with this product.

Location and Frequency

Location		Frequency
Inside of the scanner (ADF)	Brake roller	Every 5,000 sheets
	Pick roller	
	Plastic idler roller	
	Glass	
	Ultrasonic sensor	
	Document sensor	
	Feed roller	
	Eject roller	
Outside of the scanner	Scanner	Clean when dust and dirt are noticeable.
	Touch screen	

The Inside of the scanner (ADF) needs to be cleaned regularly for every certain number of sheets scanned. The scanner records the number of sheets scanned so that you can check the number of sheets scanned after you cleaned it last. The procedure to check the number of sheets scanned is as follows.

1. On the touch screen, press ⚙ -> [Cleaning & Maintenance] -> [Consumable counters].
2. On the [Consumable counters] screen, check the value for [After cleaning].
   o When the background color of the counter is yellow
     It is about time to clean the scanner.
   o When the background color of the counter is red
     It is time to clean the scanner. Clean the scanner.

ATTENTION
Cleaning cycles may vary depending on the condition of the documents. Also, cleaning must be performed more frequently when the following types of documents are scanned:
- Smooth-faced documents such as coated paper
- Documents with printed text/graphics that almost cover the entire surface
- Chemically-treated documents such as carbonless paper
- Documents containing a large amount of calcium carbonate
- Documents written in lead pencil
- Documents on which the toner Is not sufficiently fused

Cleaning the Outside of the Scanner

- Scanner
  The scanner including the ADF paper chute (feeder) and the stacker should be cleaned with either a piece of dry cloth, a cloth moistened with Cleaner F1/mild detergent, or a sheet of Cleaning Wipe.

> **ATTENTION**
> - To avoid deformation and discoloration, never use paint thinner or any other organic solvents.
> - Be careful not to let any moisture or water inside the scanner during cleaning.
> - It may take a long time to dry if an excessive amount of Cleaner F1/mild detergent is used. Use only a small amount. Wipe off the cleaner completely to leave no residue on the cleaned parts.
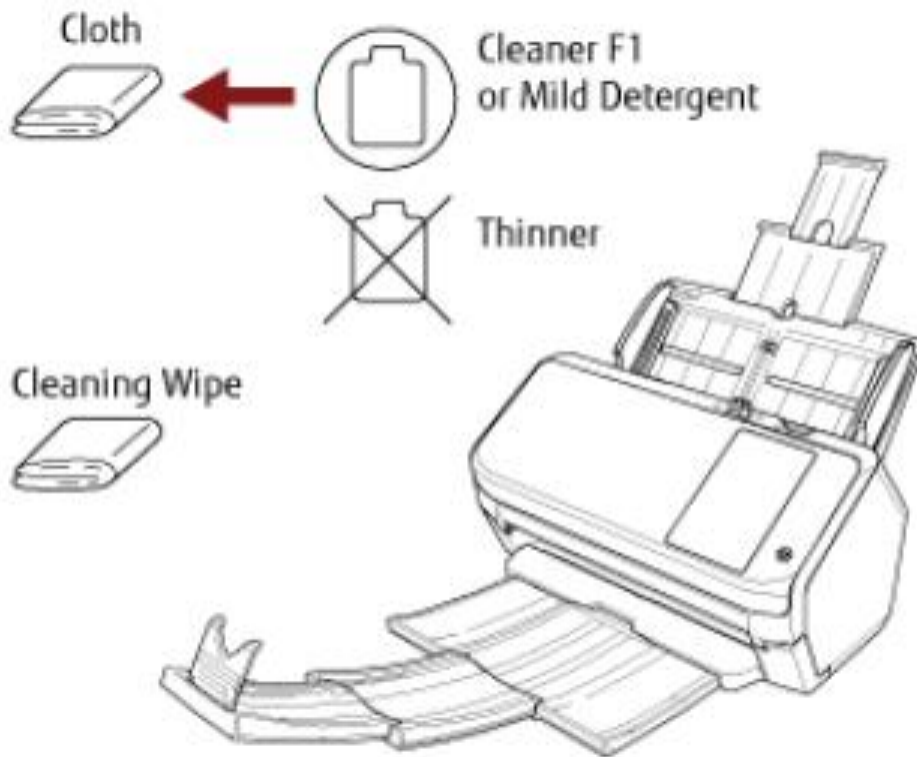
- Touch screen
  To avoid the surface of the touch screen becoming dirty, clean it regularly by gently wiping dirt and dust off with a soft, dry cloth.
  Clean the touch screen with care. Do not rub or tap the surface with hard objects as doing so may damage the surface.

> **ATTENTION**
> Do not wipe the touch screen with a damp cloth.
> Dust on the surface may become stuck between the touch screen and the scanner, causing the touch screen to malfunction.

Cleaning the Inside of the Scanner (ADF) with Cleaning Paper

The Inside of the ADF can be cleaned with a sheet of Cleaning Paper moistened with Cleaner F1.
As the scanner continues to feed the documents, paper dust will accumulate Inside the ADF and it may cause scanning errors. Cleaning should be performed approximately every 5,000 sheets scanned. Note that this guideline varies depending on the types of documents you scan. For Instance, It may be necessary to clean the scanner more frequently when you scan documents on which the toner is not sufficiently fused.

ATTENTION
- Do not use water or mild detergent to clean the ADF.
- It may take a long time to dry if an excessive amount of Cleaner F1 is used. Use only a small amount.

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1. Turn on the scanner.

2. On the touch screen, press ⚙ -> [Cleaning & Maintenance] -> [Cleaning] -> [Cleaning Paper].
   The [Cleaning Paper] screen is displayed.

ATTENTION
Do not start scanning with an Image scanning application during cleaning.

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3. Spray the Cleaning Paper with Cleaner F1.
4. Pull out the chute extension according to the length of the Cleaning Paper.
5. Adjust the stacker according to the length of the Cleaning Paper.
6. Load the Cleaning Paper in the ADF paper chute (Feeder).
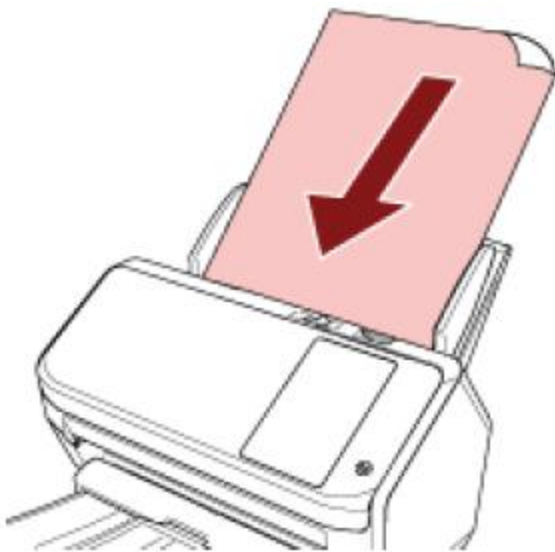
7. Adjust the side guides to the width of the Cleaning Paper.
   Move the side guides so that there is no space between the side guides and the Cleaning Paper.
   Otherwise, the Cleaning Paper may be fed skewed.

8. On the touch screen, press the [Start] button on the [Cleaning Paper] screen.
   The Cleaning Paper is fed and ejected onto the stacker.
9. Clear the sheet counter after cleaning.

   a. On the touch screen, press ⚙ -> [Cleaning & Maintenance] -> [Consumable counters].
   b. On the [Consumable counters] screen, press the [Clear] button for [After cleaning].

Cleaning the Inside of the Scanner (ADF) with a Cloth

The Inside of the ADF can be cleaned with a piece of cloth moistened with Cleaner F1, or a sheet of Cleaning Wipe. As the scanner continues to feed the documents, paper dust will accumulate Inside the ADF and it may cause scanning errors. Cleaning should be performed approximately every 5,000 sheets scanned. Note that this guideline varies depending on the types of documents you scan. For Instance, it may be necessary to clean the

⚠ CAUTION

The Inside of the ADF becomes very hot when the scanner is being used.
Before you start cleaning the Inside of the ADF, make sure to turn off the power, unplug the power cable and wait for at least 15 minutes for the Inside of the ADF to cool down.

ATTENTION
- Do not use water or mild detergent to clean the ADF.
- It may take a long time to dry if an excessive amount of Cleaner F1 Is used. Use only a small amount. Wipe off the cleaner completely to leave no residue on the cleaned parts.
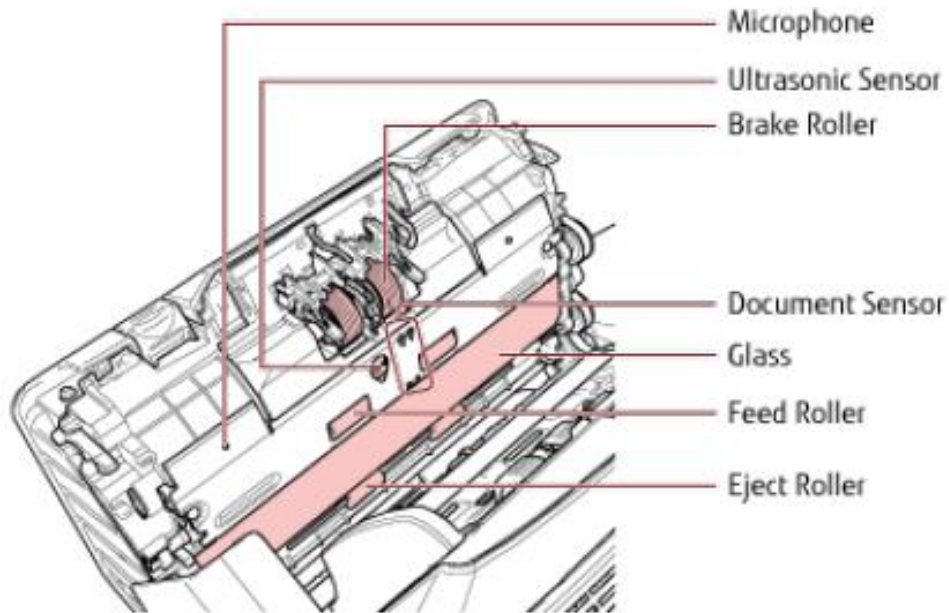
scanner more frequently when you scan documents on which the toner is not sufficiently fused.

1. Turn off the scanner, unplug the power cable and wait for at least 15 minutes.
2. Open the ADF.

⚠ CAUTION

When the ADF is open. It might close accidentally. Be careful not to get your fingers caught.

3. Clean the following locations with a cloth moistened with Cleaner F1, or a sheet of Cleaning Wipe.

Microphone
Ultrasonic Sensor
Brake Roller
Document Sensor
Glass
Feed Roller
Eject Roller

Glass
Document Sensor
Pick Roller
Ultrasonic Sensor
Plastic Idler Roller
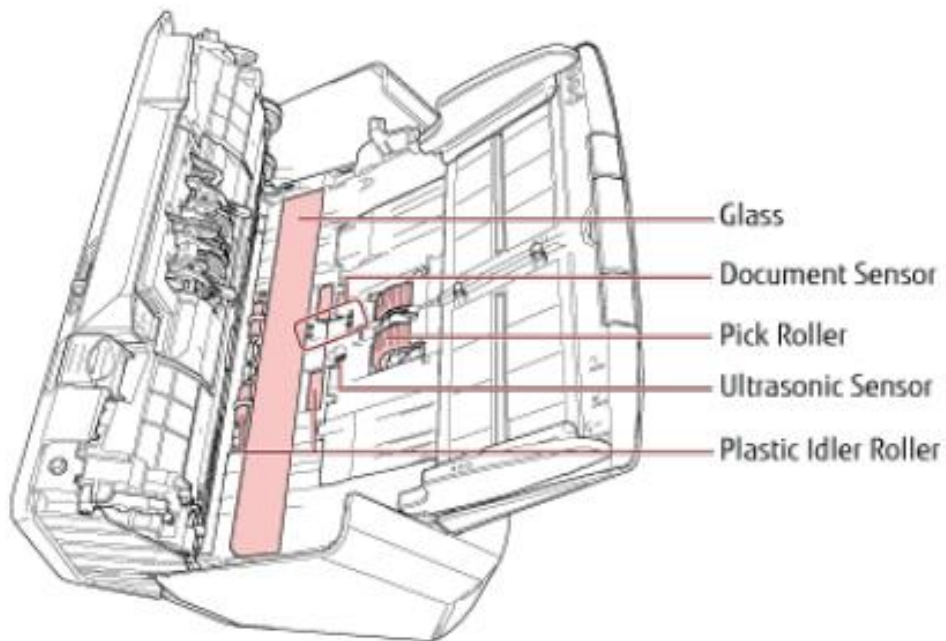
Brake Roller (x 2)

Remove the brake roller from the scanner.

Gently wipe off any dirt or dust along the grooves, taking care not to damage the roller surface.

Pick Roller (x 2)

Gently wipe off any dirt or dust along the grooves as you rotate the roller manually, taking care not to damage the roller surface. Make sure that it is wiped properly because black residue on the rollers will affect the feeding performance.

Plastic Idler Roller (x 4)

Gently wipe dirt and dust off the roller, taking care not to damage the roller surface. Make sure that it is wiped properly because black residue on the rollers will affect the feeding performance.
Be careful not to damage the sponge that is attached to the plastic idler roller.

Glass (x 2)

Gently wipe dirt and dust off the surface of the glass sections.

ATTENTION
Vertical streaks may appear on images if the glass is dirty.

Ultrasonic Sensor (x 2) / Document Sensor (x 8)

Gently wipe dirt and dust off the surface of the ultrasonic and document sensors.
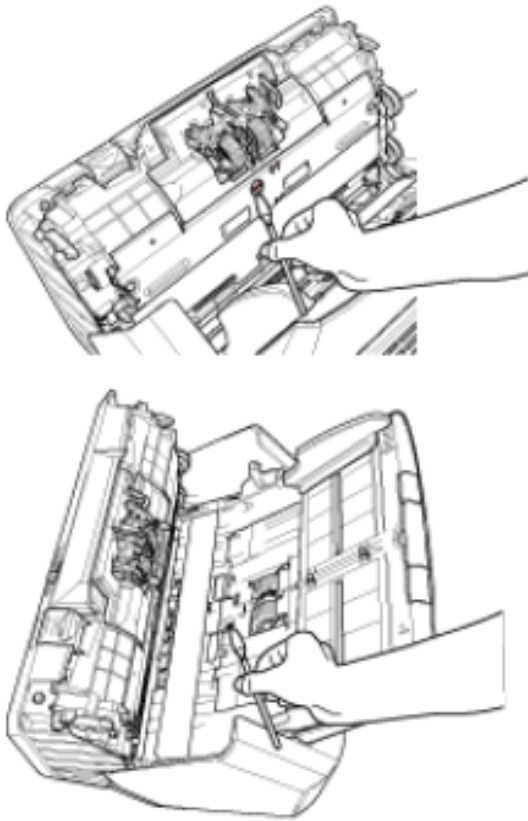
Feed Roller (x 2)/Eject Roller (x 2)

The power must be turned on to rotate the feed/eject rollers for cleaning.

a. Plug in the power cable and turn on the scanner.

b. On the touch screen, press ⚙ -> [Cleaning & Maintenance] -> [Cleaning] -> [Cleaning Wipe].
The [Cleaning Wipe] screen is displayed.

ATTENTION
Do not start scanning with an image scanning application during cleaning.

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c. Open the ADF.

⚠ **CAUTION**

When the ADF is open, it might close accidentally. Be careful not to get your fingers caught.

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d. On the touch screen, press the [Start] button on the [Cleaning Wipe] screen.
The feed/eject rollers rotate a certain amount simultaneously.
If you press and hold the [Start] button, the feed/eject rollers rotate continuously.

> ⚠ **CAUTION**
>
> Be careful not to touch the rollers with your hand while they are rotating.

e. Put a piece of cloth moistened with Cleaner F1 or a sheet of Cleaning Wipe against the surface of the rotating feed/eject roller, and wipe horizontally to clean dirt and dust off the whole surface.
Make sure that it is wiped properly because black residue on the rollers will affect the feeding performance.

4. Close the ADF.

> ⚠ **CAUTION**
>
> Be careful not to get your fingers caught when closing the ADF.

> **ATTENTION**
> Confirm that the ADF is closed properly. Otherwise, documents may not be fed into the ADF.

5. Clear the sheet counter after cleaning.

a. On the touch screen, press ⚙ -> [Cleaning & Maintenance] -> [Consumable counters].
b. On the [Consumable counters] screen, press the [Clear] button for [After cleaning].

Cleaning the Carrier Sheet

The Carrier Sheet should be cleaned with either a piece of dry cloth, a cloth moistened with Cleaner F1 /mild detergent, or a sheet of Cleaning Wipe.
Gently wipe dirt and dust off the surface and the Inside of the Carrier Sheet.
As you keep using the Carrier Sheet, dirt and dust will accumulate on the surface and the Inside.
Clean it regularly because it may result in scanning errors.

ATTENTION
- Make sure that the Carrier Sheet Is not creased.
- To avoid deformation and discoloration, never use paint thinner or any other organic solvents.
- Do not use force to rub against the Carrier Sheet because it may be damaged or deformed.
- After cleaning the Inside of the Carrier Sheet with a cloth moistened with Cleaner F1/mild detergent or a sheet of Cleaning Wipe, do not close the Carrier Sheet until It Is completely dry.
- The Carrier Sheet should be replaced approximately every 500 scans.

For Information on purchasing the Carrier Sheets, contact the distributor/dealer where you purchased this product. Or, make an Inquiry by referring to the contact Information at the Contact for Inquiries section in Safety Precautions bundled with this product.

Replacing the Consumables

This section explains how to replace the consumables for the scanner.
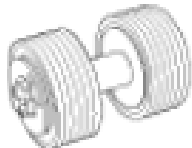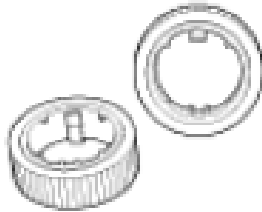
The inside of the ADF becomes very hot when the scanner is being used.

Before you replace the consumables, make sure to turn off the power, unplug the power cable and wait for at least 15 minutes for the inside of the ADF to cool down.

Consumables and Replacement Cycles

Name	Part No.	Suggested Replacement Cycle
BRAKE ROLLER 	PA03670-0001	200,000 sheets or one year
PICK ROLLER 	PA03670-0002	200,000 sheets or one year

Consumables need to be replaced periodically. It is recommended that you keep a stock of new consumables and replace them before it reaches the end of the consumable life. Also, the scanner records the number of sheets scanned for each consumable (brake roller and pick roller), which allows you to determine when to replace the consumables.

The procedure to check the number of sheets scanned is as follows.

1. On the touch screen, press -> [Cleaning & Maintenance] -> [Consumable counters].
2. On the [Consumable counters] screen, check the [After Replacing the Brake Roller] and [After Replacing the Pick Roller] counters.
   - When the background color of the counter is yellow
     It is about time to replace the brake roller or pick roller.
   - When the background color of the counter is red
     It is time to replace the brake roller or pick roller. Replace the brake roller or pick roller.

Note that the suggested replacement cycles are guidelines for using A4 (80 g/m^2 [20 lb.]) wood-free or wood-containing paper, as these cycles vary depending on the type of documents scanned and how often the scanner is used and cleaned.

HINT
Only use the specified consumables.

For information on purchasing the consumables, contact the distributor/dealer where you purchased this product. Or, make an inquiry by referring to the contact information at the Contact for Inquiries section in Safety Precautions bundled with this product.

Replacing the Brake Roller

Replace the brake roller in following procedure.

1. Turn off the scanner, unplug the power cable and wait for at least 15 minutes.
2. Remove all documents From the ADF paper chute (feeder).
3. Open the ADF.

⚠ **CAUTION**

When the ADF is open, it might close accidentally. Be careful not to get your fingers caught.

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4. Remove the brake roller.
   a. Hold both ends of the cover, and open it in the direction of the arrow.
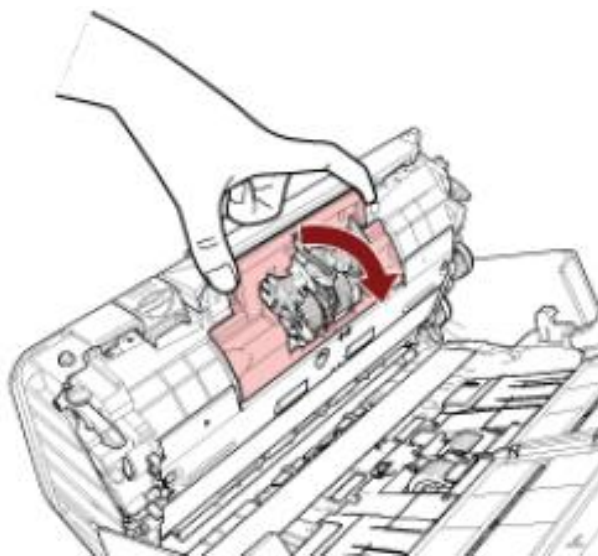
b. Lift the right side of the roller First, then pull out the shaft from the slot on the left.
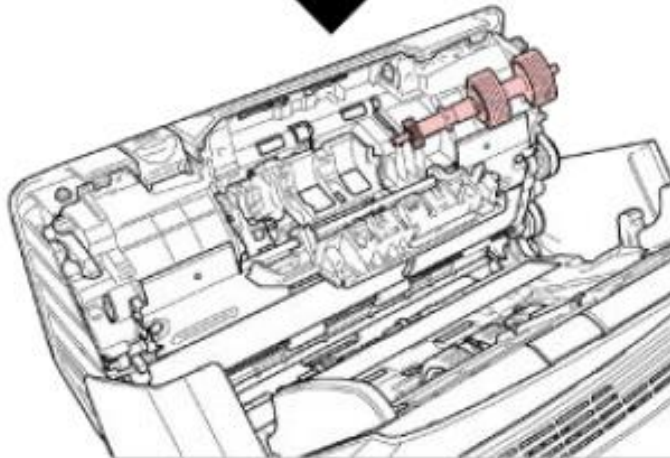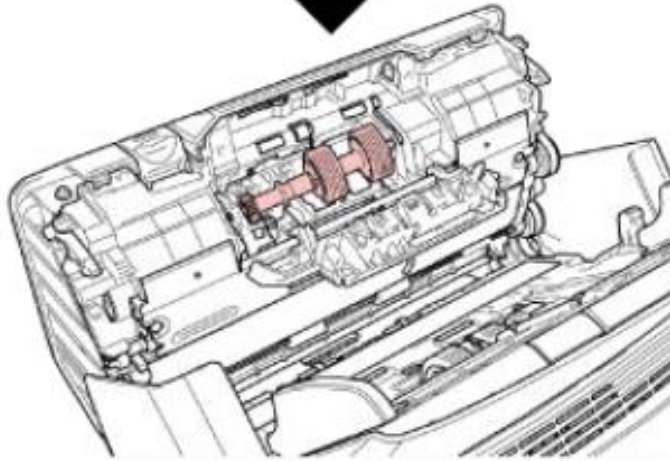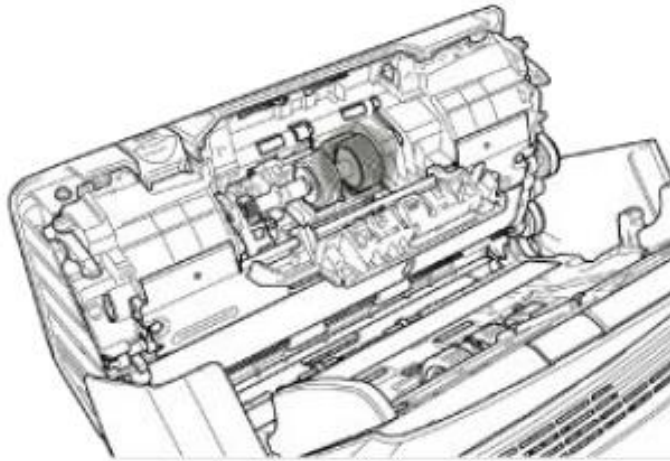
5. Remove the brake roller From Its shaft.
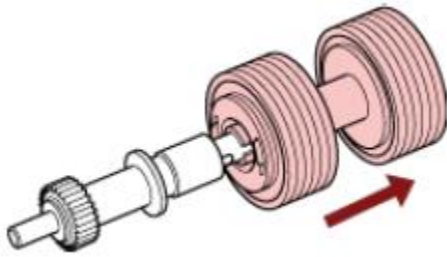
6. Attach a new brake roller on the shaft.
   Insert the protrusion on the shaft into the slot.
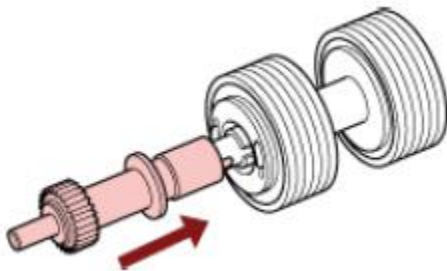
7. Attach the shaft.

a. Insert the left end of the shaft into the hole In accordance with the hole shape, and then attach the right side of the shaft.
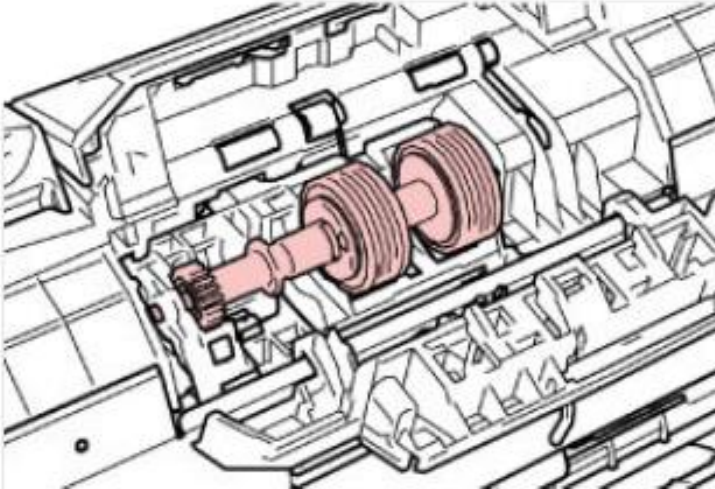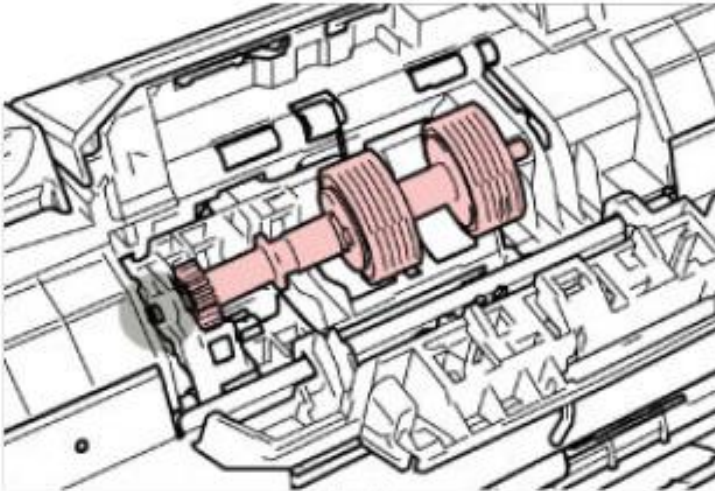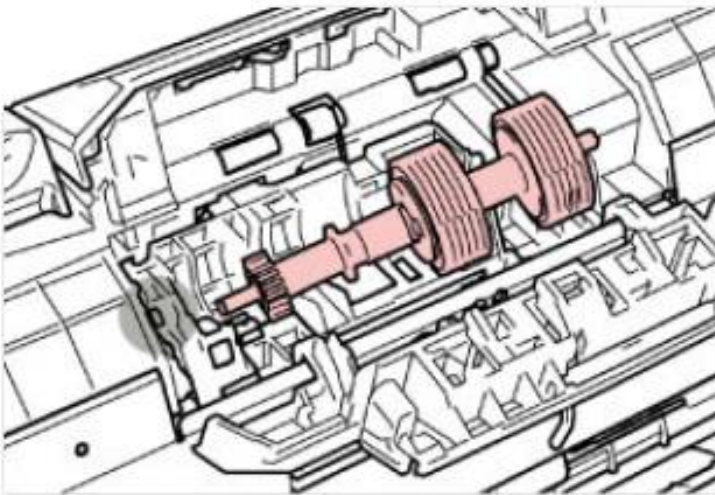
b. Close the brake roller cover.

> **ATTENTION**
> Confirm that the brake roller is installed properly. Otherwise, paper jams or other feeding errors may occur.

8. Close the ADF.

> ⚠ **CAUTION**
>
> Be careful not to get your fingers caught when closing the ADF.

9. Plug in the power cable and turn on the scanner.
10. Clear the brake roller counter.

a. On the touch screen, press -> [Cleaning & Maintenance] -> [Consumable counters].
b. On the [Consumable counters] screen, press the [Clear] button for [After Replacing the Brake Roller].

Replacing the Pick Roller

Replace the pick roller in following procedure.

1. Turn off the scanner, unplug the power cable and wait for at least 15 minutes.
2. Remove all documents from the ADF paper chute (feeder).
3. Remove the ADF paper chute (feeder).

   Hold both ends of the ADF paper chute (feeder), then lift it in the direction of arrow 1 and pull it out in the direction of arrow 2.
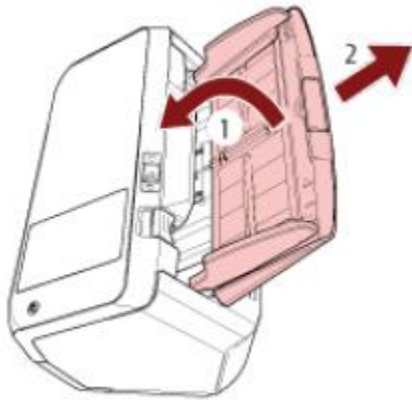
4. Open the ADF.

⚠ CAUTION
When the ADF is open, it might close accidentally. Be careful not to get your fingers

5. Remove the pick roller.
   a. Open the sheet guide by lifting the tab.
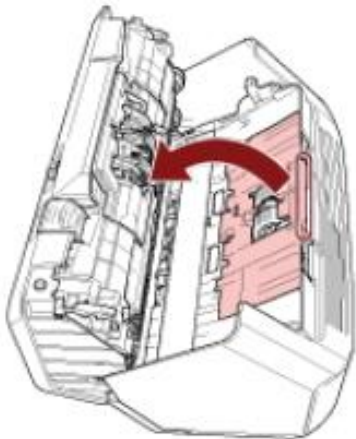
b. Rotate the bushing on the shaft in the direction of the arrow.
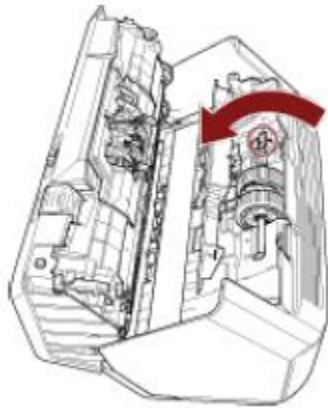
c. Hold the bushing on the shaft to lift up the shaft end, pull the other shaft end out of the slot, and then lift up the pick roller to remove it.
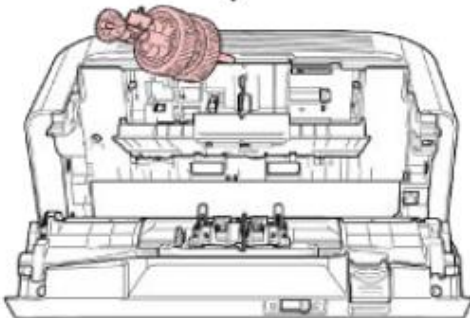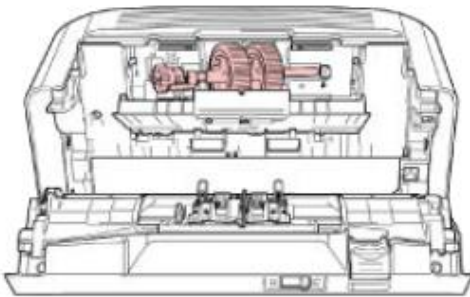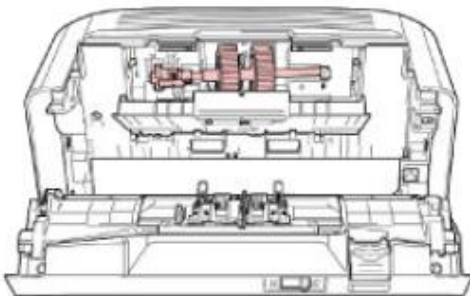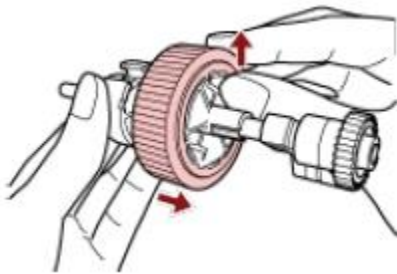

ATTENTION
Be careful not to touch the gear near the bushing on the shaft because it has grease over it.
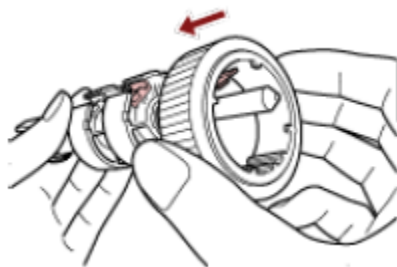
6. Remove the pick rollers (x 2) one by one from the shaft.
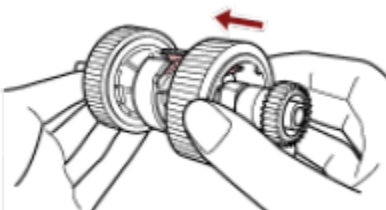   a. Pull out the pick roller from the shaft as you lift the retaining clip.
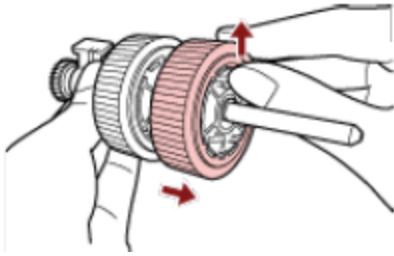
   b. Pull out the other pick roller from the shaft as you lift the retaining clip.

7. Attach new pick rollers (x 2) on the shaft one by one.
   a. Insert the retaining clip of the pick roller into the slot.

   b. Insert the retaining clip of the other pick roller into the slot.

ATTENTION
Confirm that the pick rollers are attached properly. Otherwise, paper jams or other feeding errors may occur.

Make sure you insert the pick rollers until they lock in place.

8. Attach the shaft.
   a. Hold the bushing on the shaft and insert the other shaft end into the slot on the right diagonally from the upper left. Lower the shaft end with the bushing to fit the entire shaft in and rotate the bushing backward until the shaft locks in place.
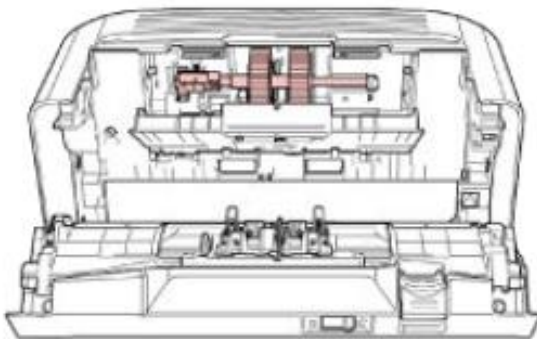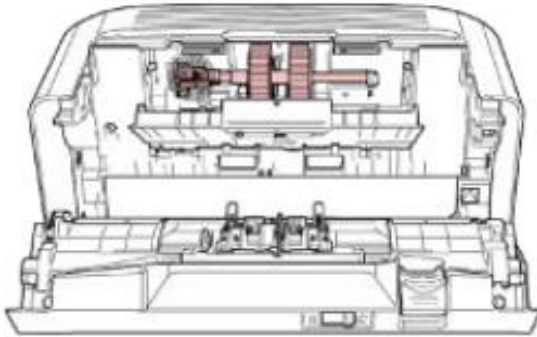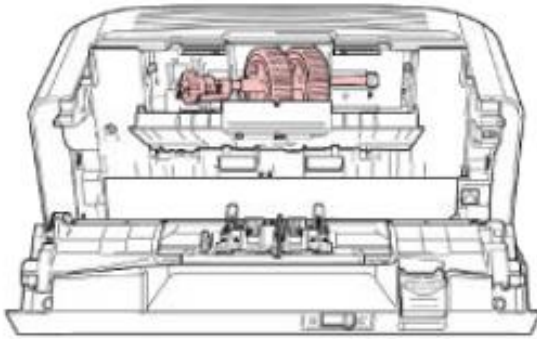
   b. Close the sheet guide. Make sure that both ends of the sheet guide are locked firmly.
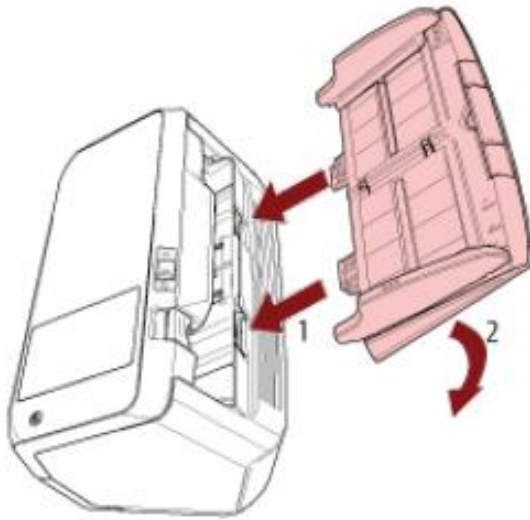
9. Close the ADF.

Be careful not to get your fingers caught when closing the ADF.

10. Attach the ADF paper chute (feeder).

Insert the tabs into the slots on the back of the scanner in the direction of arrow 1 and tilt the ADF paper chute (feeder) downwards in the direction of arrow 2 until it locks in place. Attach the ADF paper chute (feeder) with the side guides facing upwards.

ATTENTION
Do not leave any space between the ADF paper chute (feeder) and the scanner.

11. Plug In the power cable and turn on the scanner.
12. Clear the pick roller counter.

   a. On the touch screen, press ⚙ -> [Cleaning & Maintenance] -> [Consumable counters].
   b. On the [Consumable counters] screen, press the [Clear] button For [After Replacing the Pick Roller].

Clearing the Sheet Counters

When you have replaced or cleaned a consumable part, clear the corresponding counter.

1. Start up the Software Operation Panel.
2. From the list on the left, select [Device Setting] and click the [Clear] button for [After cleaning] when cleaning is performed or click the [Clear] button for the consumable that you replaced.
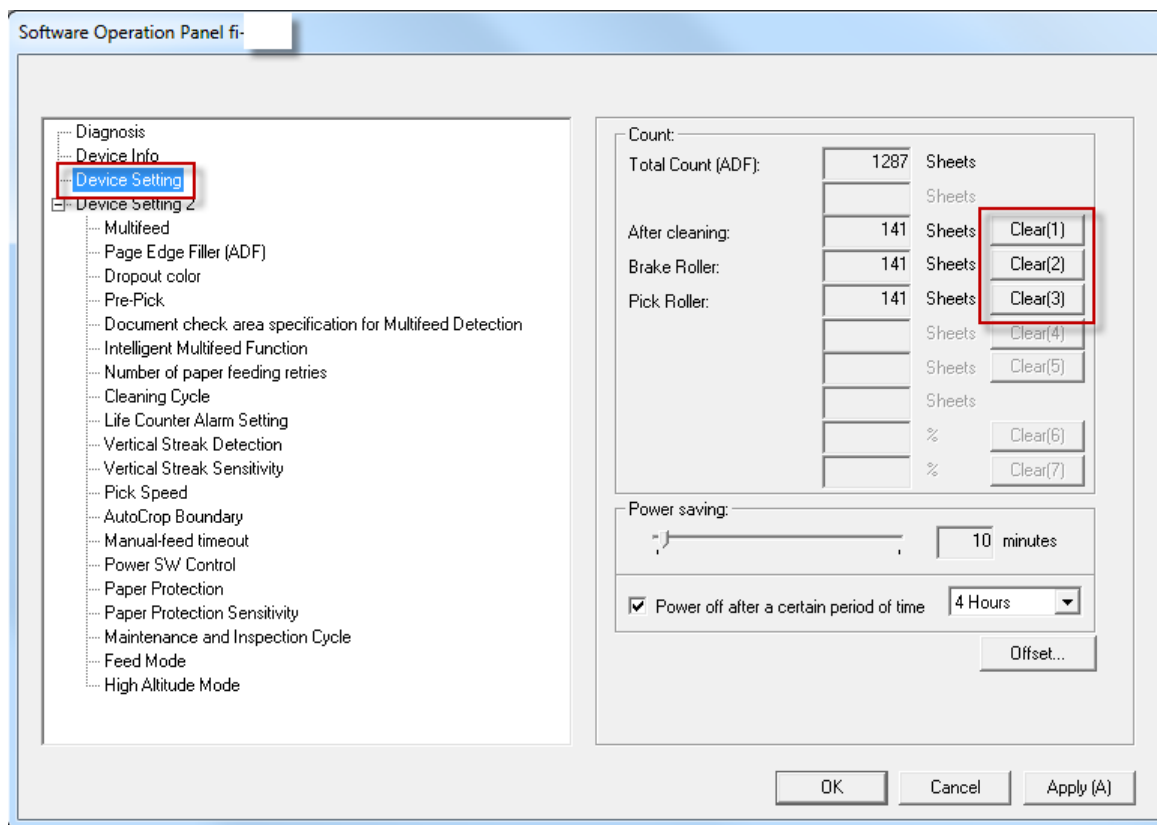
        The counter is reset to "0".

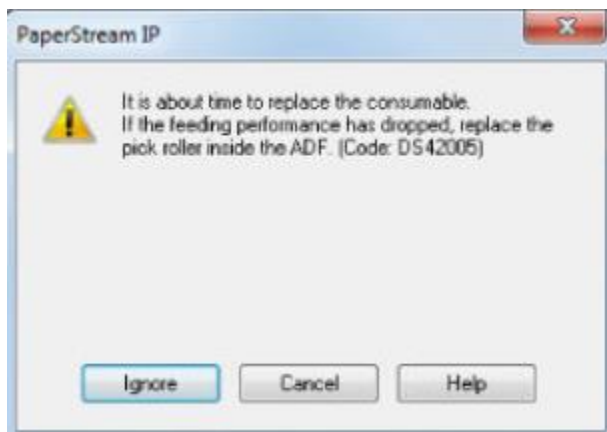3. Click the [OK] button.

    A message window appears.

4. Click the [OK] button.
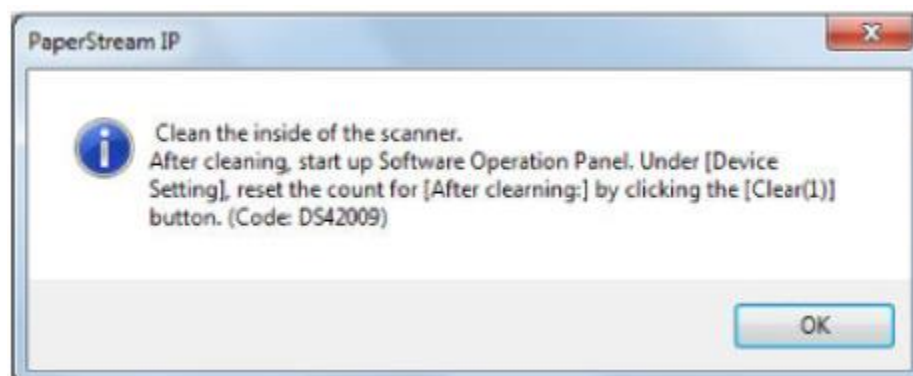
    The settings are saved

Messages for Cleaning or Replacing Consumables

The following message may appear on the computer while the scanner is in use.

Example: Message for replacing consumables

Example: Message for cleaning

Check the message, and replace the consumable or perform cleaning accordingly.

Note that, when this message appears, the touch screen displays a notification on to replacing the consumables or cleaning the scanner.
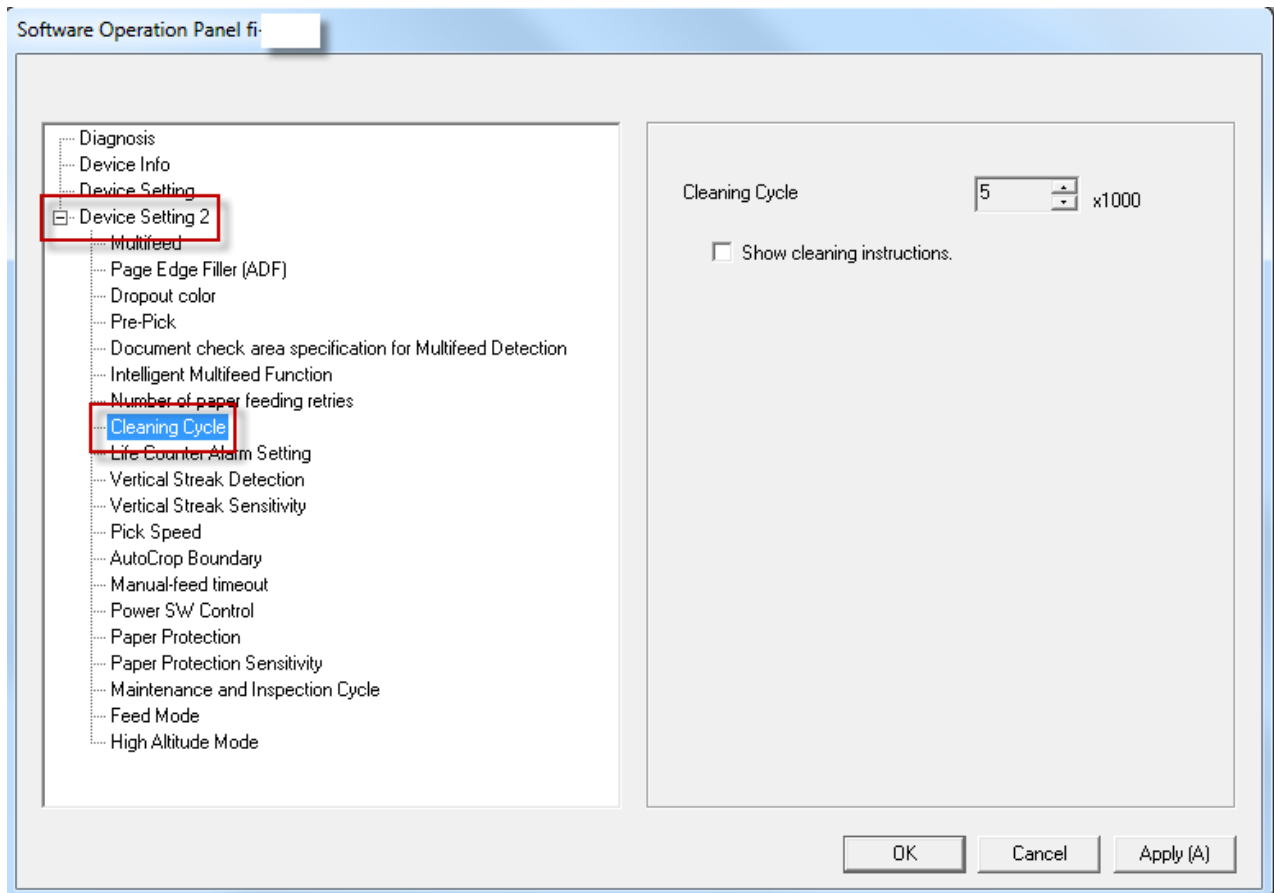
Scanner Cleaning Cycle [Cleaning Cycle]

Specify the cleaning cycle for the scanner inside.

The background color of the [After cleaning] counter in [Device Setting] changes to yellow when the counter reaches the specified value for this item.

You can also display a cleaning instruction message that is described in Messages for Cleaning or Replacing

Consumables.

1. Start up the Software Operation Panel.
2. From the list on the left, select [Device Setting 2] -> [Cleaning Cycle].

3. Specify a value for the cleaning cycle.
   The value can range from 1,000 to 255,000 sheets (in increments of 1,000).
   The factory default setting is "5".

4. Specify whether or not to display the cleaning Instruction message.
   The [Show cleaning instructions] check box is cleared for the factory default settings.

Replacement Cycle of Consumables [Life Counter Alarm Setting]

Specify the replacement cycle for the consumables.

The background color of the counter for [Brake Roller] or [Pick Roller] in [Device Setting] changes to light yellow when the sheet count (after a consumable replacement) reaches 95% of the value specified for this setting and turns yellow when the sheet count reaches 100%.

You can also display the message for replacing consumables, which is described in Messages for Cleaning or Replacing Consumables.

1. Start up the Software Operation Panel.
2. From the list on the left, select [Device Setting 2] -> [Life Counter Alarm Setting].
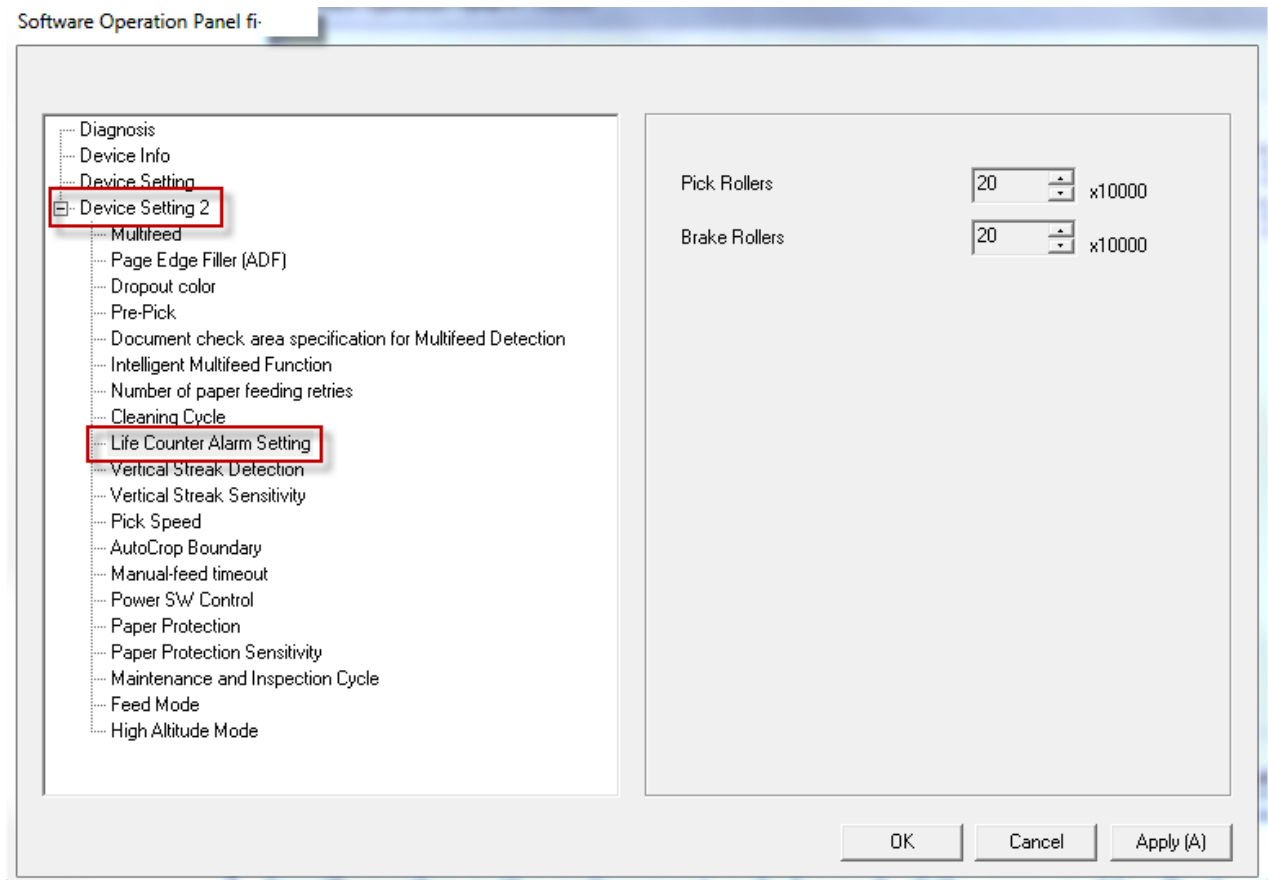
3. Specify a value as the replacement cycle for each of the consumables (brake roller and pick roller).
   The value can range from 10,000 to 2,550,000 sheets (in increments of 10,000).
   The factory default setting is "20".