

RICOH

Ricoh Document Scanners

fi-7480 / fi-7460

fi-748PRB Imprinter

Consumable Replacement and Cleaning Guide For Fujitsu and Ricoh Scanners



CG00002-293601 Version B

Consumable Replacement Procedure

Pick Rollers Qty 2



Brake Roller Qty 1



Pick Roller Kit

Part Name	Part Number	Remarks
Pick-Roller-Kit	PA03670-0002	A shaft is not included in the Pick-Roller-Kit. When replacing the pick roller, reuse the old Pick shaft.

Brake Roller Kit

Part Name	Part Number	Remarks
Brake-Roller-Kit	PA03710-0001	A shaft is not included in the Brake-Roller-Kit. When replacing the brake roller, reuse the old brake shaft.

Brake Roller Assembly (with shaft)



Pick Roller Assembly (with shaft)



REPLACING THE BRAKE ROLLER

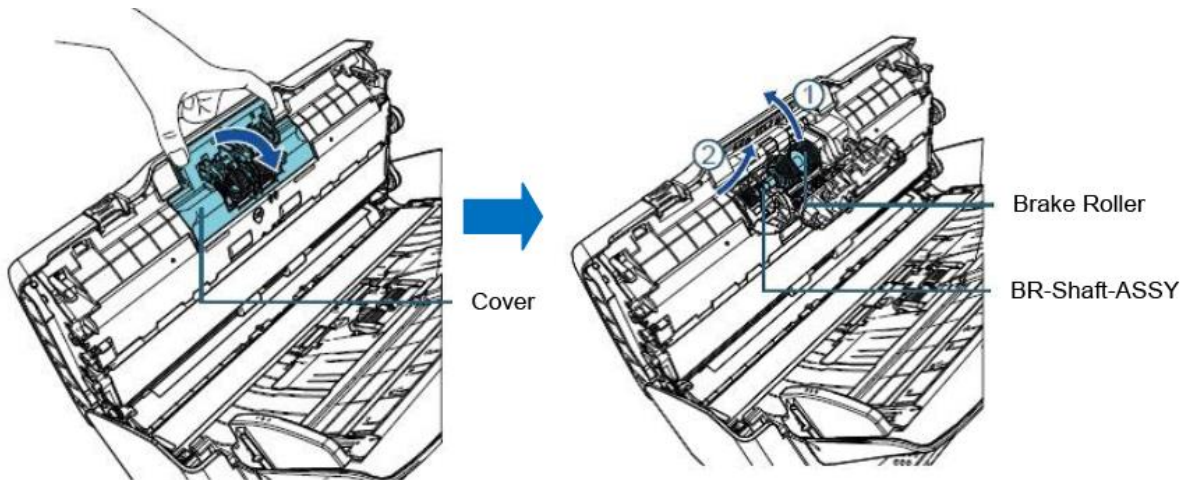
⚠ CAUTION The Glass inside the ADF becomes very hot when the scanner is being used. Before you replace the consumables, turn off the power, unplug the power cable, and let cool 15 minutes

for

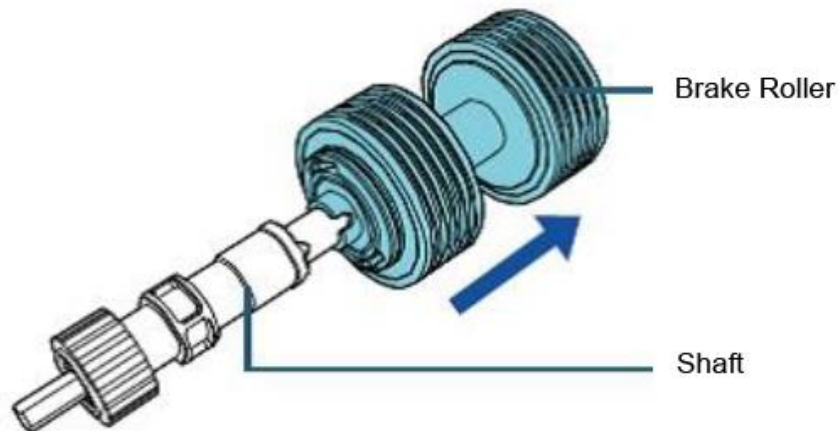
1. Remove all documents from the ADF paper chute
2. Open the ADF

⚠ CAUTION When the ADF is open, it might close accidentally. Use caution when the ADF is open.

3. Remove the Brake Roller Shaft Assembly
 - a. Hold both Ends of the cover and open it in the direction of the arrow.
 - b. Lift the right side of the roller. Pull out the shaft form the slot on the left

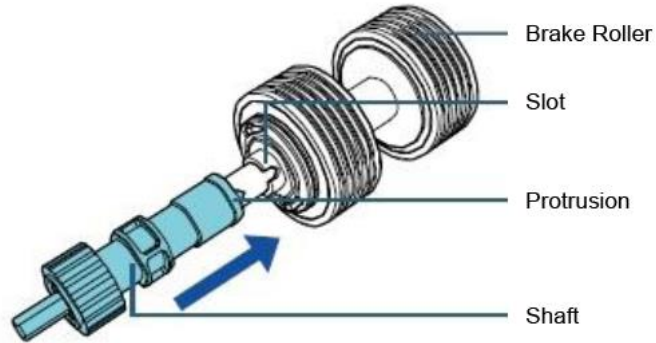


4. Remove the brake roller from the Brake Roller Shaft Assembly

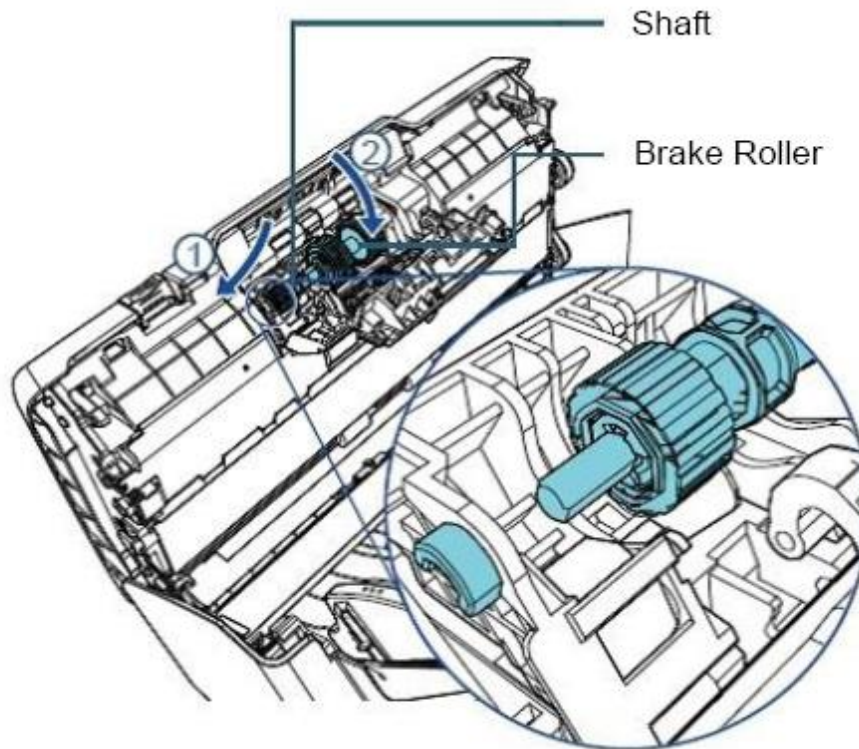


5. Attach a new brake roller on the Brake Roller Shaft Assembly

- a. Insert the Protrusion on the Brake Roller Shaft Assembly into the slot on the brake roller.



6. Attach the Brake Roller Shaft Assembly
 - a. Insert the left end of the Brake Roller Shaft Assembly into the hole in accordance with the hole shape and then attach the right side of the shaft
 - b. Close the cover



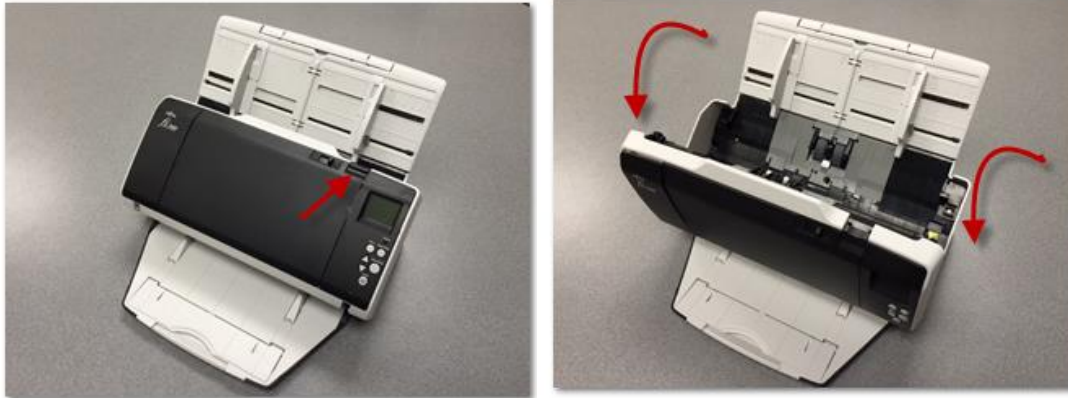
7. Close the ADF
8. Reset the Brake Roller Counter

Replacing the Pick Roller

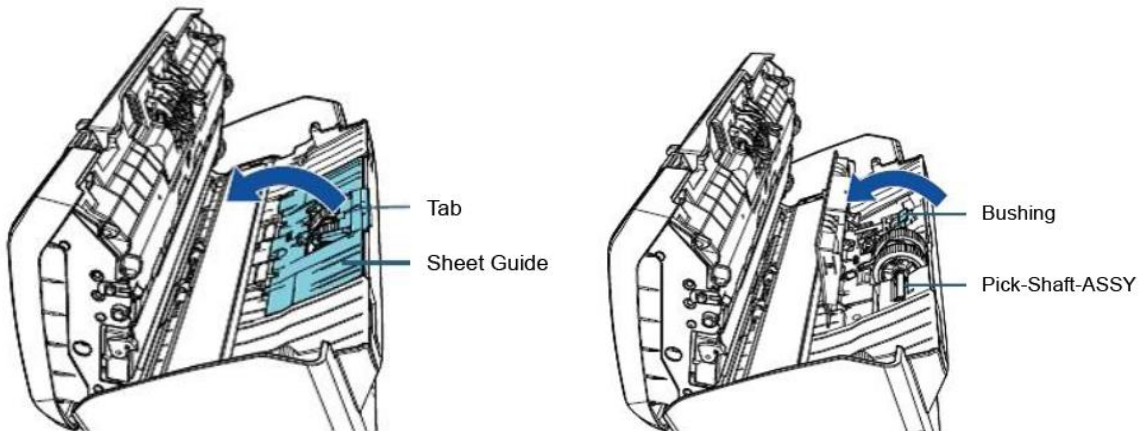
⚠ CAUTION The Glass inside the ADF becomes very hot when the scanner is being used. Before you replace the consumables, turn off the power, unplug the power cable, and let cool for 15 minutes

1. Remove the documents from the ADF paper Chute
2. Remove the ADF Paper Chute
3. Open the ADF - **Open the ADF by pressing the ADF Open Lever and Pull the ADF towards the front of the scanner in the direction of the arrow shown in the pictures below.**

⚠ CAUTION When the ADF is open, it might close accidentally. Use caution when the ADF is open.

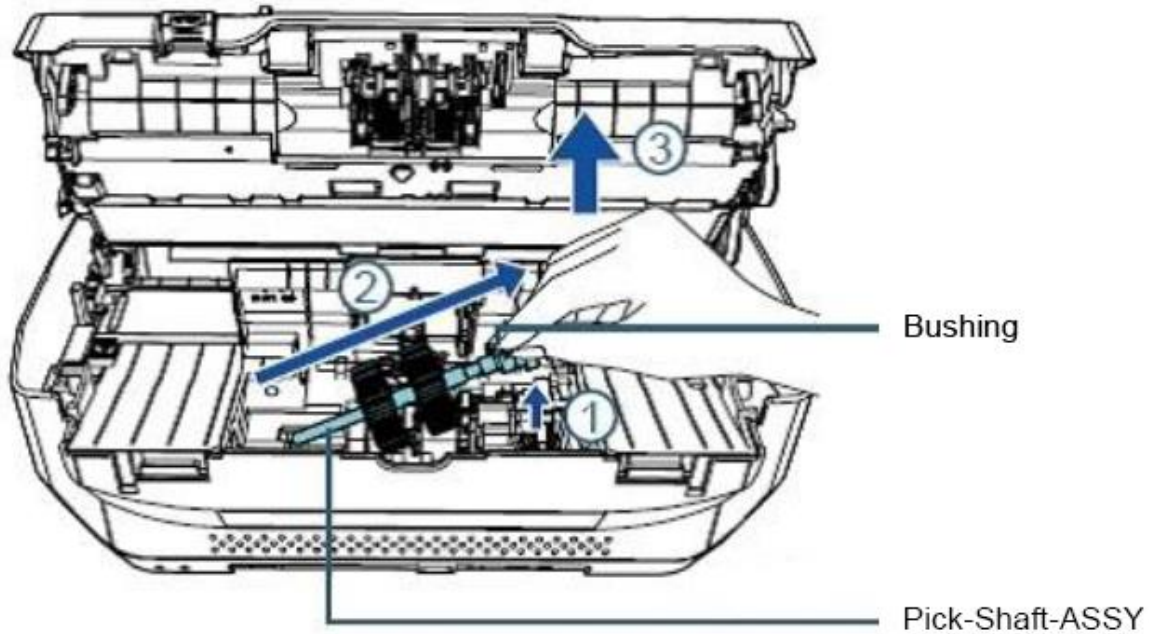


4. Remove the Pick Shaft Assembly
 - a. Open the sheet guide by lifting the tabs
 - b. Rotate the bushing on the Pick Shaft Assembly in the direction of the arrow



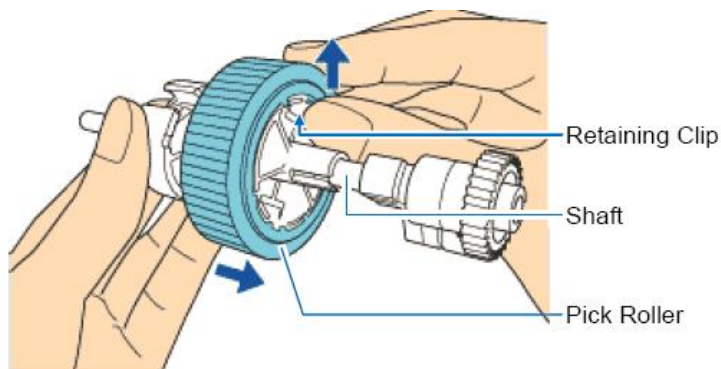
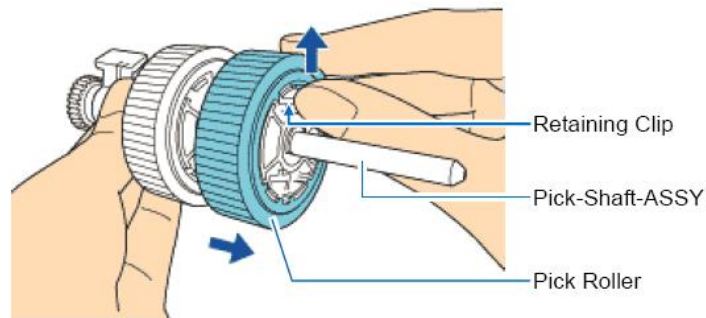
- c. Remove the Pick Shaft Assembly
- d. Hold and lift the bushing in the direction of the arrow below (1)

- e. Pull the bushing up in the direction of the arrow below (2)
- f. Lift the Pick Shaft Assembly up in the direction of the arrow below (3)

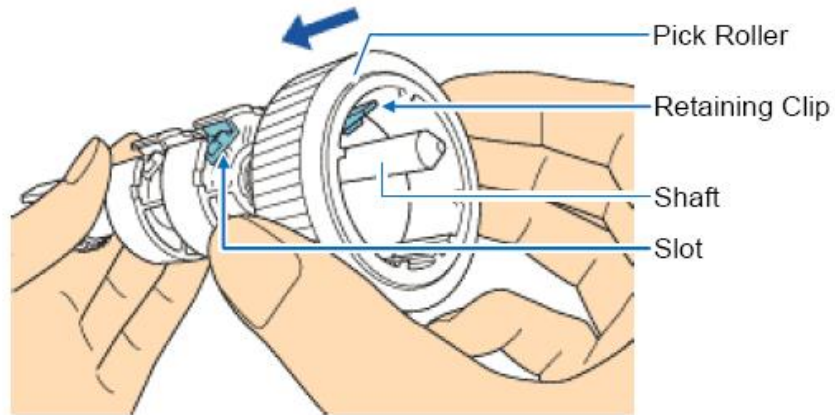


Be careful not to touch the gear near the bushing on the shaft as it contains grease

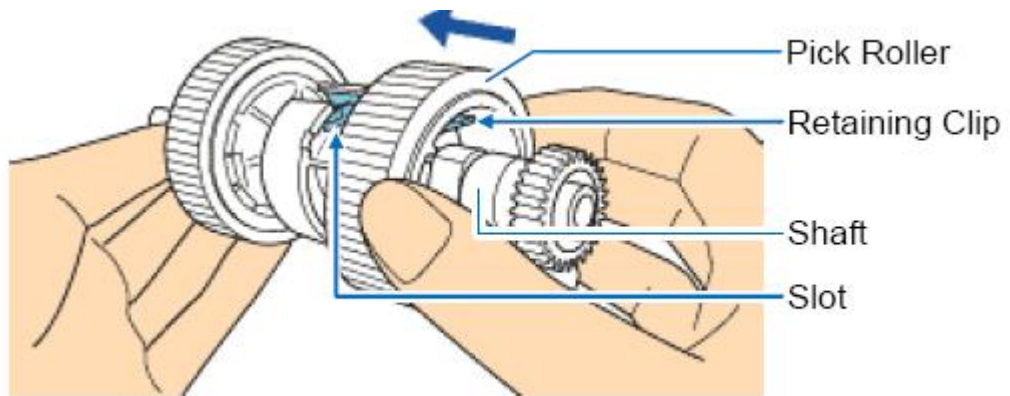
- 5. Remove the two (2) pick rollers from the Pick Shaft Assembly one at a time.
 - a. Pull out one of the pick rollers from the as you press the retaining clip.
 - b. Pull out the other pick roller from the Pick shaft Assy as you press the retaining clip



6. Attach two (2) new pick rollers on the Pick shaft Assembly one at a time
 - a. Insert the retaining clip of the pick roller into the slot

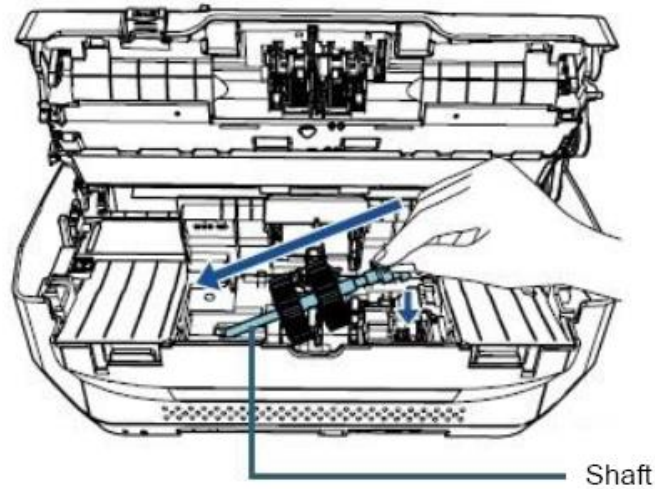


- b. Insert the retaining clip of the other pick roller into the slot

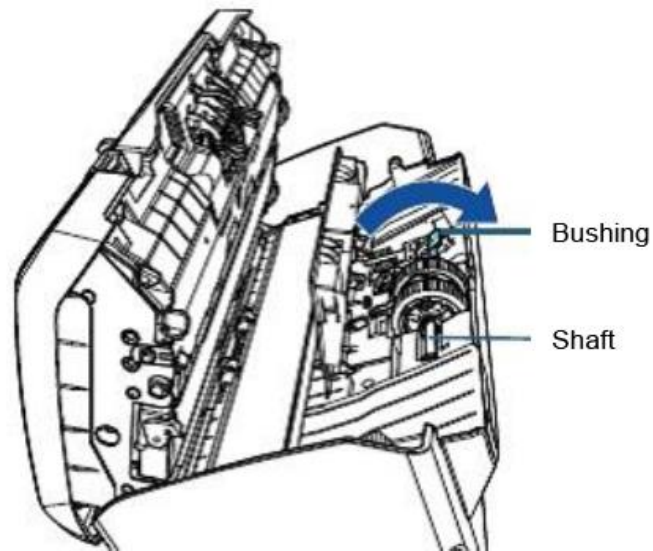


Check that the pick rollers are attached properly. Otherwise, it may cause feeding errors such as paper jams. Make sure to insert the pick rollers until they lock in place.

7. Reinstall the Pick Shaft Assembly
 - a. Insert the left end of the shaft into the slot and lower the other end gradually.



- b. Rotate the bushing on the pick shaft in the direction of the arrow below



- c. Close the sheet guide. Make sure that both ends of the sheet guide are locked firmly.

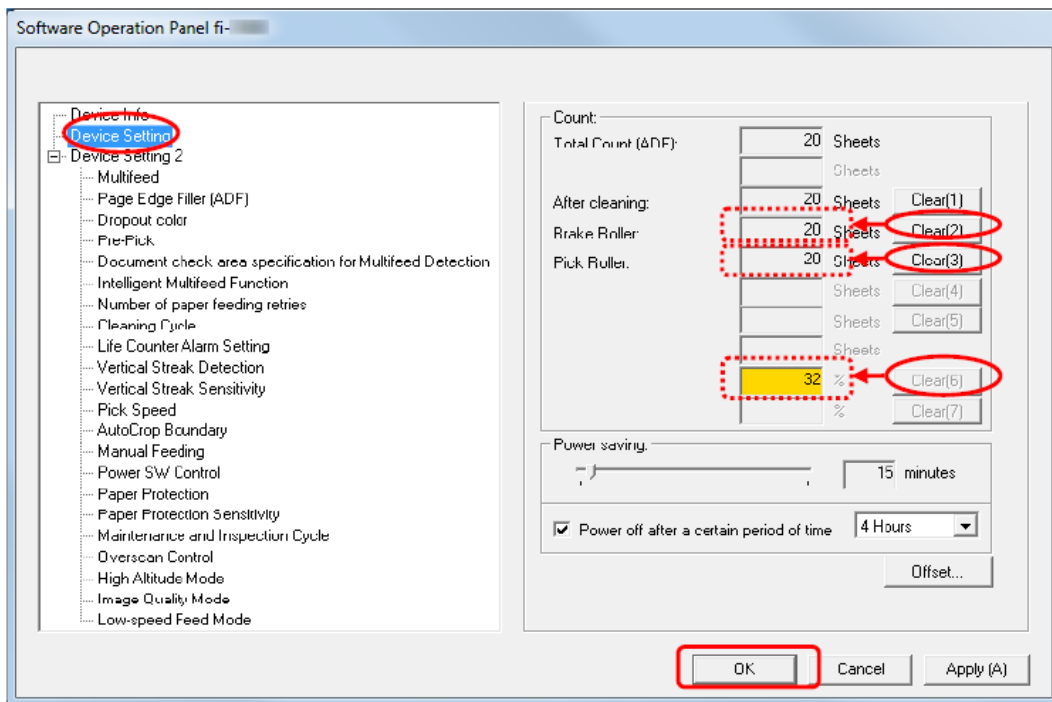
***Confirm that the pick Shaft Assembly is installed properly
Otherwise, it may cause feeding errors such as paper jams***

8. Close the ADF
9. Attach the ADF paper Chute
10. Reset the pick Roller Counter

If you find the counts are close to or over 200,000 and cleaning doesn't resolve a feeding issue it might be time to replace the consumables.

1. **Checking and resetting the Sheet Counters After Consumable Replacement**
 - a. Start up the Software Operation Panel (SOP)
 - b. From the listing on the left, Select "Device Setting"

- c. Resetting the sheet counters
- d. Click the "Clear(2)" button for "Brake Roller" -> the counter is reset to "0"
- e. Click the "Clear(3)" button for "Pick Roller" -> the counter is reset to "0"



If the glass surface or the rollers are still dirty after they are wiped with a dry cloth, use a cloth moistened with 90% or higher Isopropyl Alcohol. As the scanner continues to feed documents, paper dust will accumulate inside the ADF and it may cause scanning errors. Cleaning should be performed approximately every 5,000 sheets scanned.



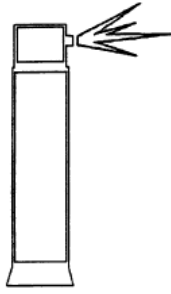
- The glass inside the ADF can be very hot when the scanner is being used. Before you start cleaning the inside, make sure to turn off the power, unplug the power cable and wait at least 15 minutes for the inside of the ADF to cool down.

Note -

- Do not use water or mild detergent to clean the ADF
- When using Isopropyl Alcohol, use small quantities. Excessive amount of alcohol may take a while to dry
- Do not use alcohol on the plastic frame. It may deteriorate the frame

CLEANING INSTRUCTIONS

F1 Cleaner
Low VOC Qty 1



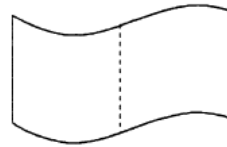
Cotton Swabs
Qty 1 100/pack



Cleaning Paper
Qty 1 10/pack



Lint Free
Cleaning Cloths
Qty 1 20/pack



The following table shows the specifications of consumables and their standard replacement cycle. It is recommended that you stock extra consumables before the ones in the scanner reach the end of their service life. The consumables must be replaced periodically. You can check the number of scanned pages for the Brake roller unit and the Pick roller unit by referring to each counter on this scanner.


Description	Qty	Life	Ricoh P/N
Pick Rollers (2)	1	200,000	PA03710-0001
Brake Roller	1	200,000	PA03670-0002

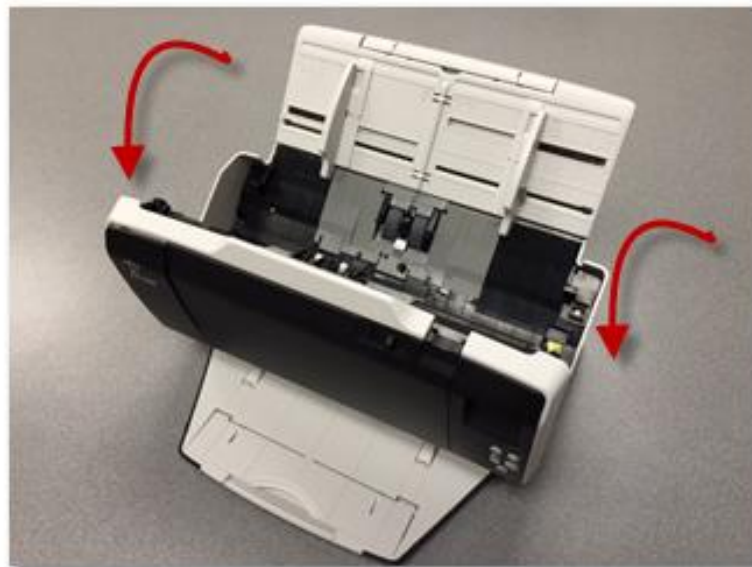
Note: Replacement Cycles are estimated guidelines established by testing with A4/Letter sized wood free and wood based 17 lb. paper. NCR or Carbonless paper has chemical composition which damages the pad and the pick roller. Cleaning of the consumables will be required more frequently to avoid feed problems. Consumable life will be reduced if NCR or Carbonless paper is scanned.

CLEANING THE SCANNER

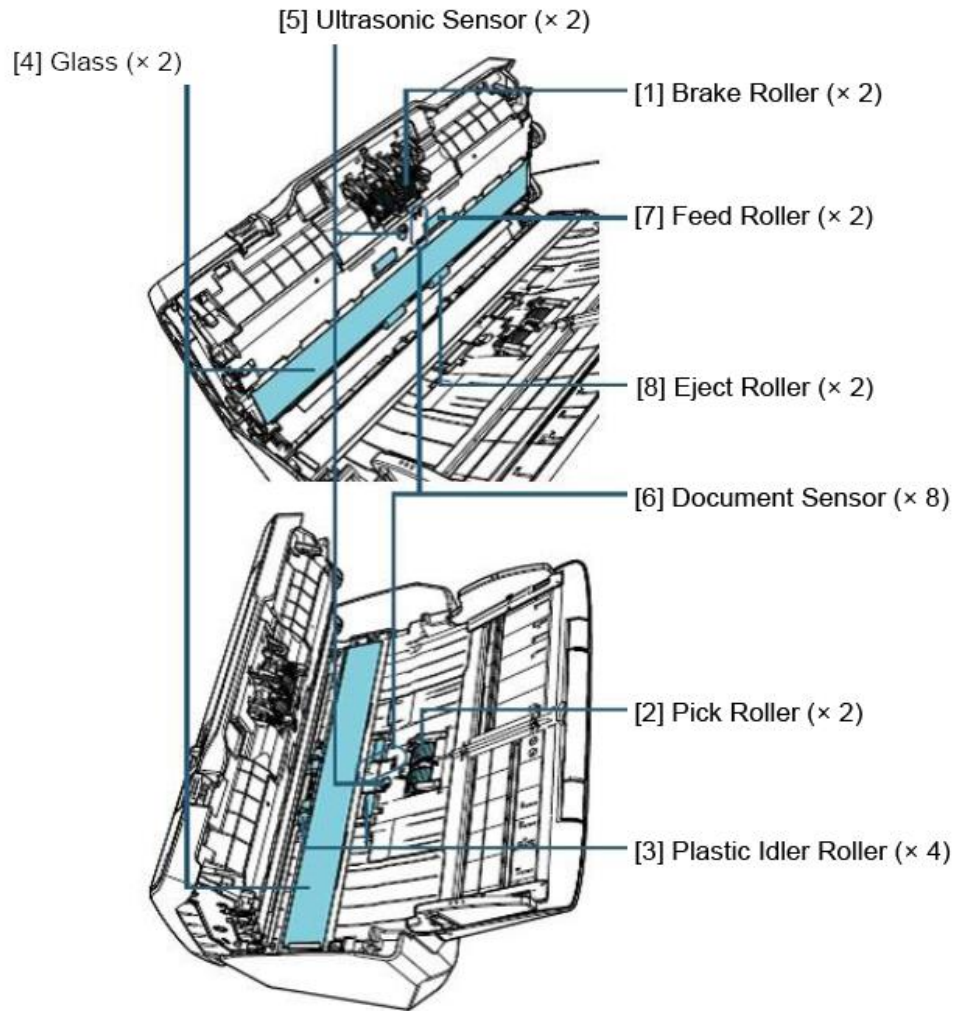
The Scanners Automatic Document Feeder (ADF) should be cleaned at least every 5000 pages. This is very dependent on the types of paper being scanned, when scanning documents with toner that has not fused will or have ink, the scanner may require more frequent cleaning.

2. Turn off the scanner and wait for at least 15 minutes
3. Open the ADF by pressing the ADF Open Lever and Pull the ADF towards the front of the scanner in the direction of the arrow shown in the pictures below.

 **CAUTION** When the ADF is open, it might close accidentally. Use caution when the ADF is open.



4. Clean the following parts with a dry lint free cloth or moistened with F1



[1] Cleaning the Brake Roller (x2)

- a. Remove the Brake Roller (Refer to)
- b. Gently wipe off any dirt or dust along the grooves, taking care not to damage the roller surface.



[2] Cleaning the Pick Roller (x2)

Gently wipe off any dirt 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 roller will affect the feeding performance.

[3] Cleaning the Plastic Idler Roller (x4)

Gently wipe off any dirt or dust on the roller, taking care not to damage the roller surface. Make sure that it is wiped properly because black residue on the roller will affect the feeding performance. When wiping the roller, be careful not to damage the sponge that is attached to the middle of the plastic idler roller.

[4] Cleaning the Glass (x2)

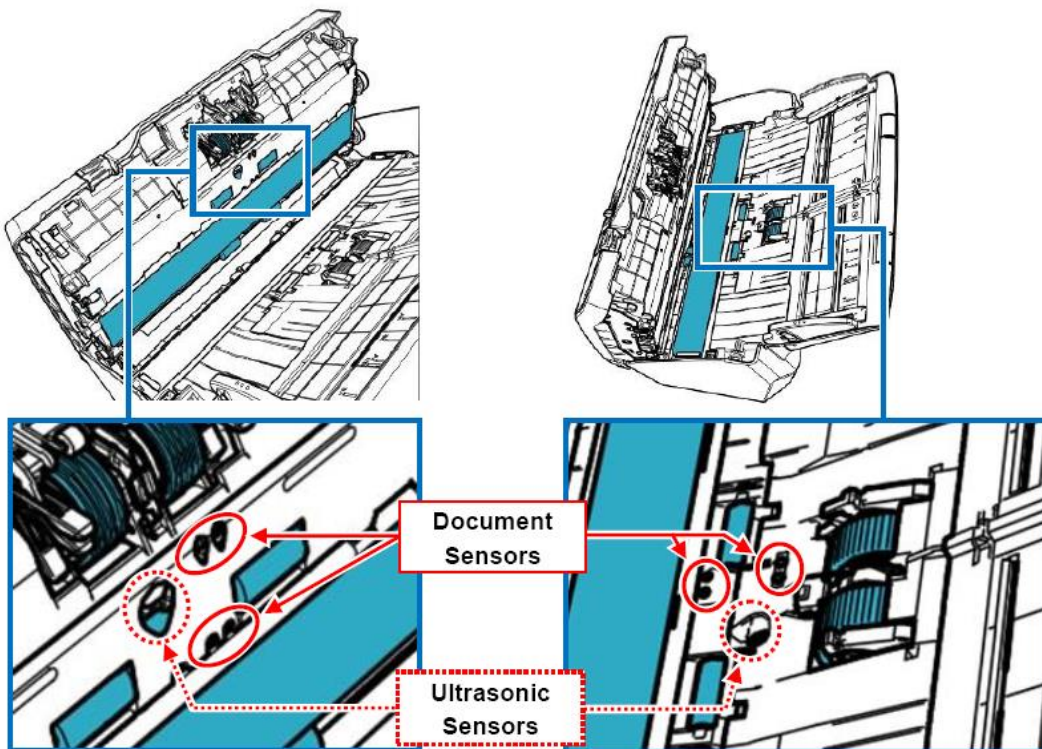
Gently wipe off any dirt or dust on surface of the glass sections

[5] Ultrasonic Sensor (x2)

See pictures below

[6] Document Sensor (x8)

Gently wipe the dirt and dust off the surface of the ultrasonic/ document sensors
If it is difficult to clean, use a cotton swab



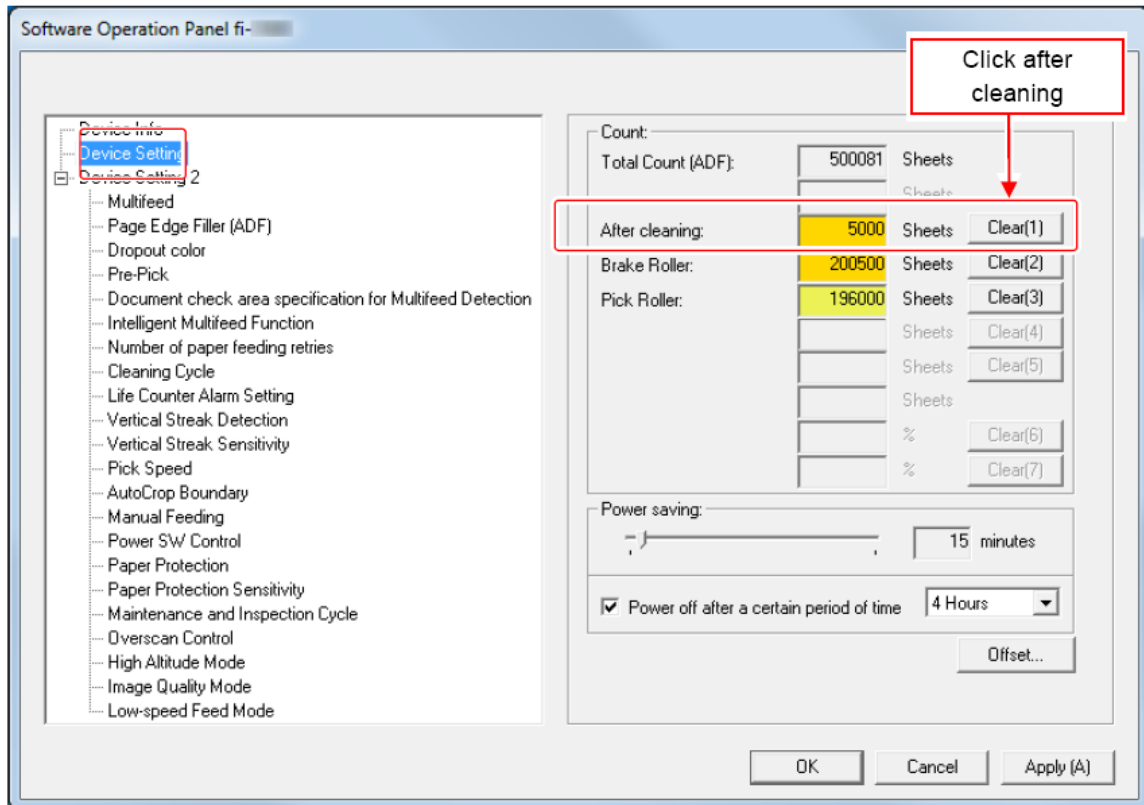
[7] Feed Roller (x2)

[8] Eject Roller (x2)

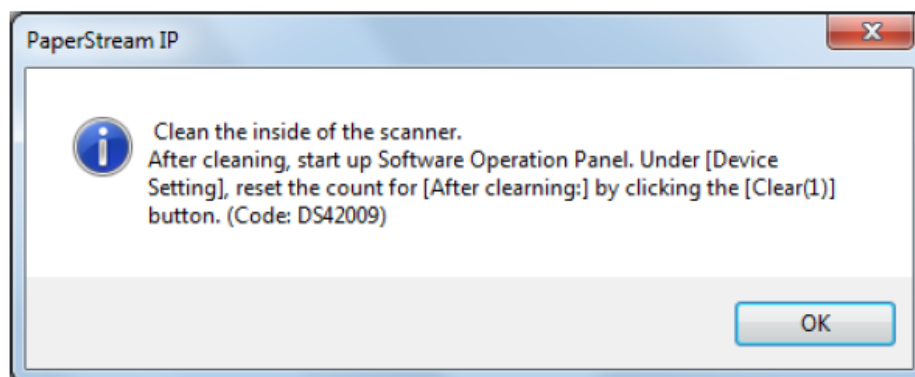
To Clean the Feed/Eject rollers, turn the rollers in the machine to clean all of the roller

5. Checking and resetting the Sheet Counters After Cleaning

- a. Start up the Software Operation Panel (SOP)
- b. From the listing on the left, Select "Device Setting"
 1. Checking when to perform Cleaning
 2. Check After Cleaning
 3. This counter turns yellow when the page count after cleaning reaches 100% of the value specified in "Cleaning Cycle" (Scanner cleaning cycle setting) in Software Operation Panel.
- c. Resetting the sheet counters
- d. Click the "Clear(1) button for "After Cleaning" -> the counter is reset to "0"



The following message may appear while the scanner is in use. In this case check the message and perform cleaning.



Replacing the Print Cartridge (Consumable) for the Imprinter



The Print Cartridge is replaced approx. 4,000,000 characters depending on the font or Every 6 months

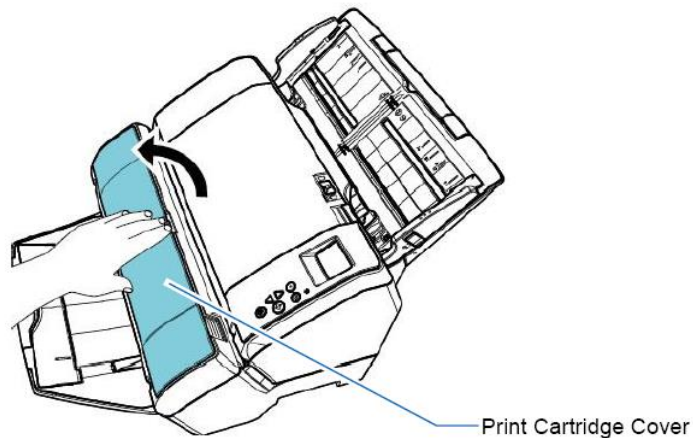
Check the expiration date on the package to make sure it hasn't expired

- The install-by date is printed on the package of the print cartridge. The Cartridge needs to be installed by the date specified
- The cartridge can be used for six months from the time the package is opened.

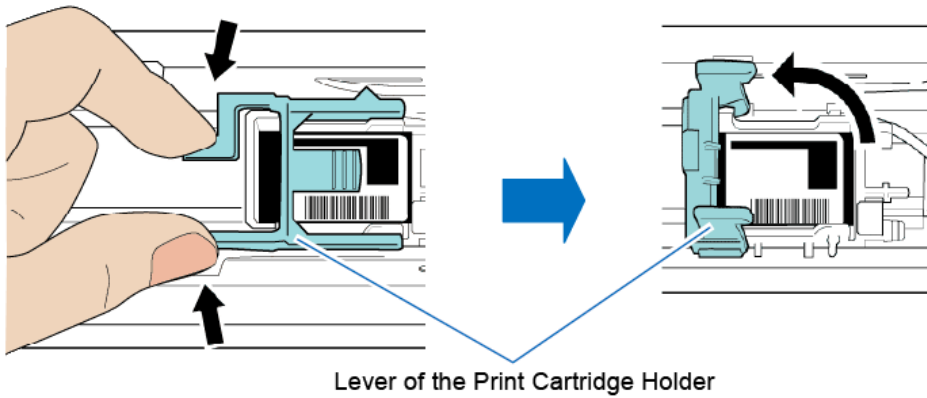


Notice – when installing the print cartridge, make sure it is installed properly

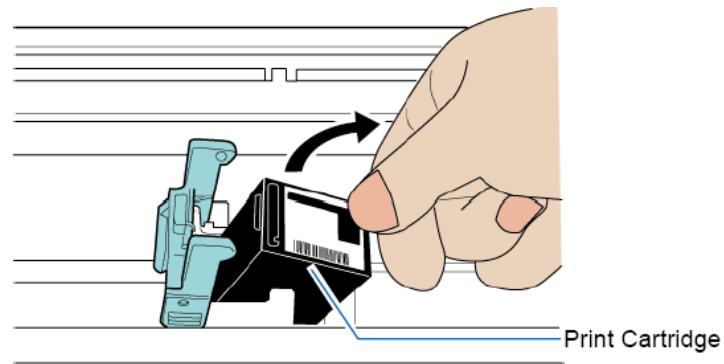
1. Turn of the Scanner
2. Place your hand in the middle part of the print cartridge cover and open it as shown below.



3. When using the imprinter for the first time, remove the tape on the print cartridge holder.
4. Lift the print cartridge holder by pinching the lever with your fingers as shown below.



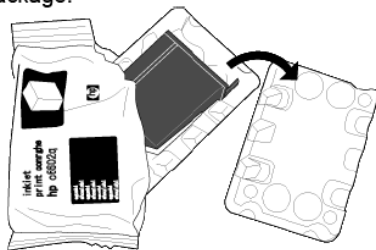
5. If there is a print cartridge already installed, remove the print cartridge.



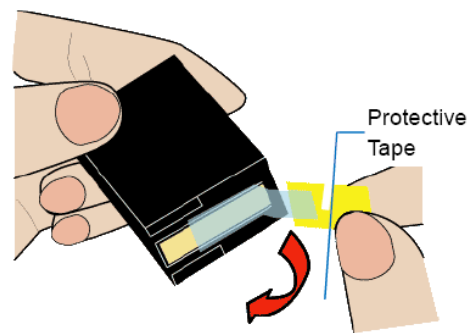
6. When replacing the print cartridge, prepare a new print cartridge as shown below.

Notice – Do not touch the metal part of the print cartridge or put the tape back on again.

- ① Take out a new print cartridge from the package.

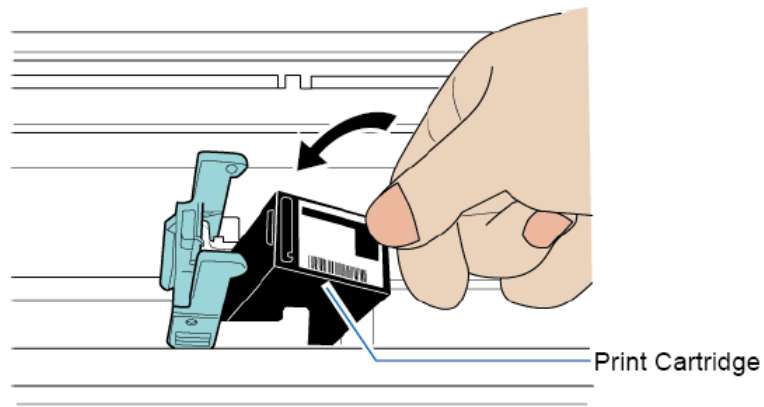


- ② Remove the protective tape from the print

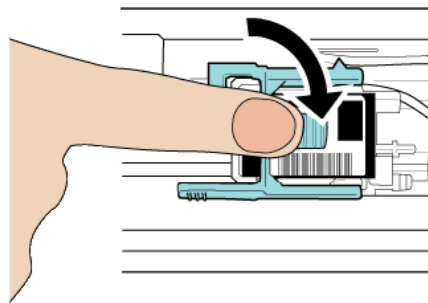


7. Put the print cartridge into the holder with its tabs pointing to the right.

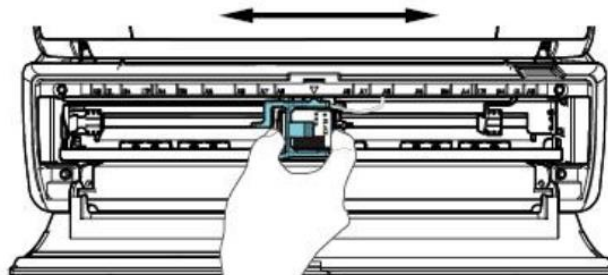
Notice – be careful not to let the print cartridge catch the print circuit film



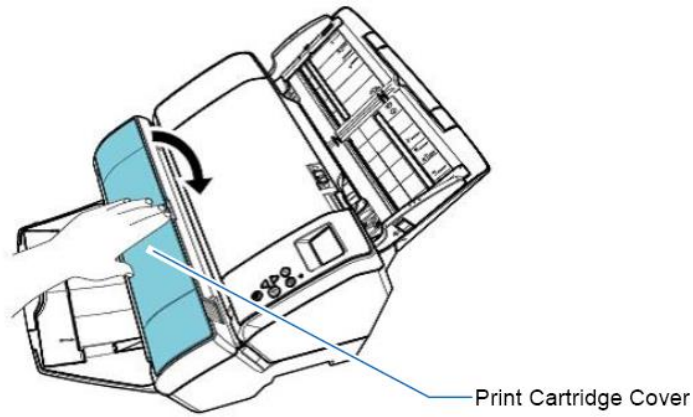
8. Lower the print cartridge holder gently until it locks in place.



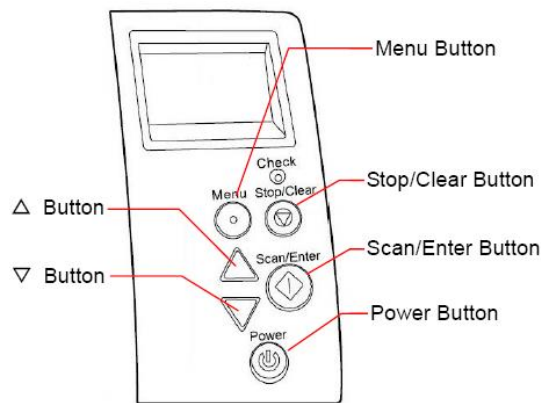
9. Place the print cartridge within the printing area.
 - a. Hold the print cartridge as shown below and slide it left and right to place it where the document will pass through.



10. Close the print cartridge cover



11. If you replace the print cartridge, reset the ink counter after replacing the print cartridge.
 - a. Using the Service Operation Panel see page 9 or 14



12. After replacing the print cartridge, run a test print in maintenance menu
 - a. Hit the Menu button in the Operator Control Panel
 - b. Use the down arrow to go to option 3 – Test Print
 - c. Hit the Scan/Enter button
 - i. 1: If you select "1" printing is not performed
 - ii. 2: if you select "2", the test proceeds to print pattern
 - d. Select the print pattern you wish to print
 - i. L = Landscape and P= Portrait for paper orientation

1: (L) ABCDEFGHIJKLMNOPQRSTUVWXYZ[^_`00000000
 2: (L) abcdefghijklmnopqrstuvwxyz{|}~00000000
 3: (L) !"#\$%&'()*+,-./0123456789:;<=>?@00000000
 4: (P) <@UQWELGTI-~Y-JSZOQREUJ>>X>N[*]_ '00000000
 5: (P) @0U0E+WEL-~Y-ξC0E0L0+J>>X>N{-}_ 00000000
 6: (P) --"##\$%&'()*+,-.\0-~Y+U0E0L0+J>>X>N{-}_ @00000000