



**Ricoh Document Scanners**

**fi-7600/fi-7700**

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# **Consumable Replacement and Cleaning Guide**

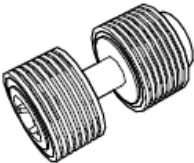
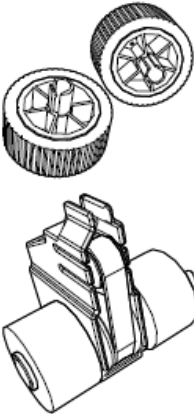
## **For Fujitsu and Ricoh Scanners**



# Consumables and Replacement Cycles

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The following table shows the consumables used for the scanner.

Name	Part No.	Suggested Replacement Cycle
<div>BRAKE ROLLER</div> 	PA03740-K010	250,000 sheets or one year
<div>PICK ROLLER SET</div> 	PA03740-K011	250,000 sheets or one year

Consumables need to be replaced periodically. It is recommended that you keep a stock of new consumables for replacement before it reaches the end of its life. The scanner records the number of sheets scanned after replacing the consumables, which allows you to check the status of the consumables.

Note that the suggested replacement cycles are references for using A4 (80 g/m<sup>2</sup> (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.

To purchase the consumables, contact your RICOH scanner dealer or an authorized RICOH scanner service provider.

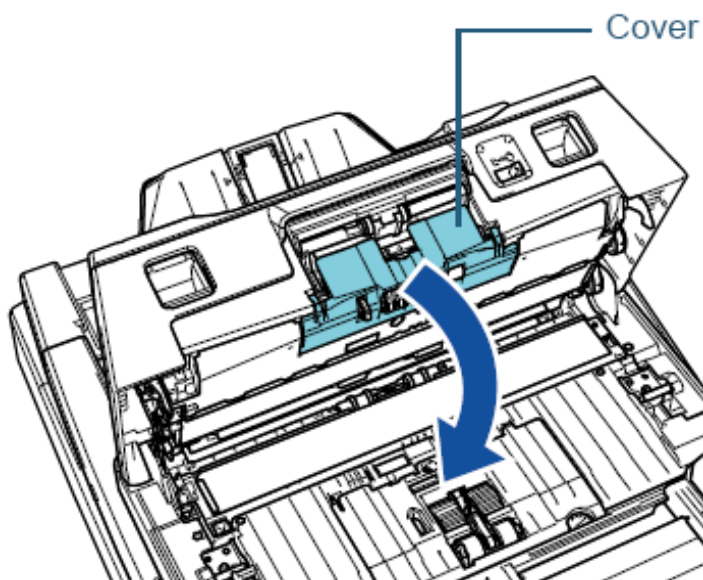
# Replacing the Brake Roller

**Replace the Brake Roller in the following procedure.**

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

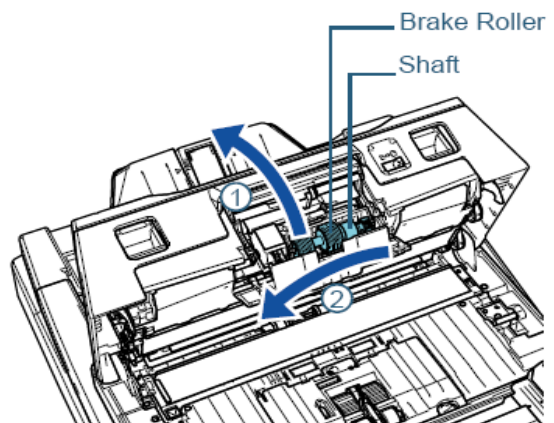


When the ADF cover is open, it might close accidentally. Be careful not to get your fingers caught.

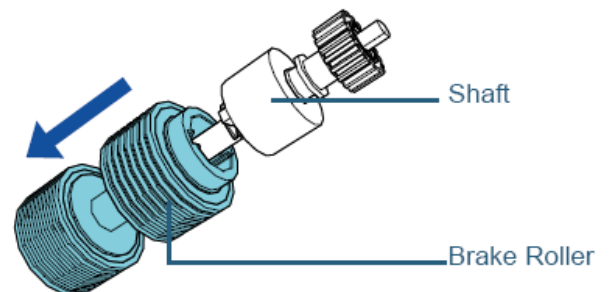


## 6. Remove the brake roller

Lift the left side of the roller in the direction of the arrow 1 first, then pull out the shaft from the slot on the right in the direction of the arrow 2

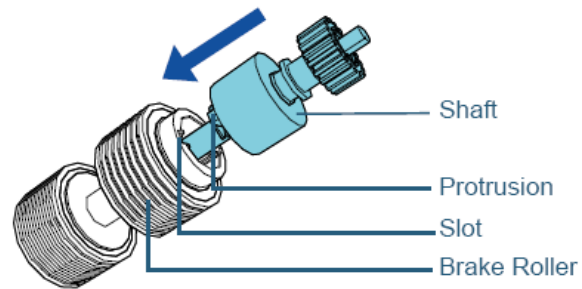


## 7. Remove the brake roller from its shaft.



## 8. Attach a new brake roller on the shaft.

Insert the protrusion on the shaft into the slot.

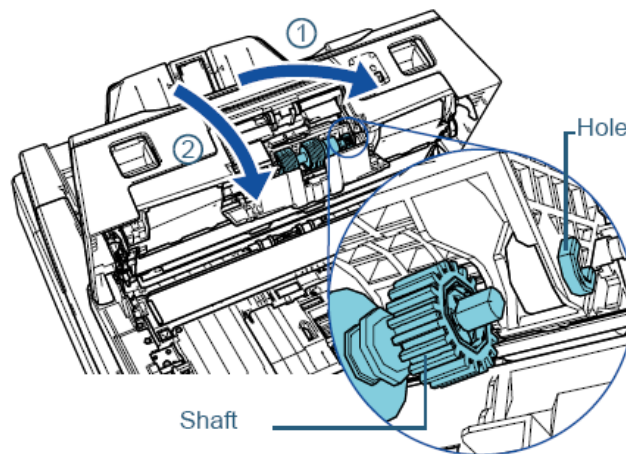


### ATTENTION

Confirm that the brake roller is attached properly. Otherwise, it may cause feeding errors such as paper jams. Make sure you insert the roller until it locks in place.

## 9. Attach the shaft.

Insert the right end of the shaft into the hole in accordance with the hole shape in the direction of the arrow 1, and then attach the left side of the shaft in the direction of the arrow 2.



### ATTENTION

Confirm that the brake roller is installed properly. Otherwise, it may cause feeding errors such as paper jams.

10. Close the cover

11. Close the ADF.



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

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

13. Reset the brake roller counter

Reset the brake roller counter by performing one of the following actions:

Reset the counter in [4: Consumable Counters] on the [Settings Menu] screen of the Operator Panel.

Reset the counter in the Software Operation Panel.\*

*\*For details, refer to the Operators Guide*

# Replacing the Pick Roller

Replace the Pick Roller in the following procedure.

## ATTENTION

There are two types of pick rollers. When replacing pick rollers, make sure you replace both types at the same time.

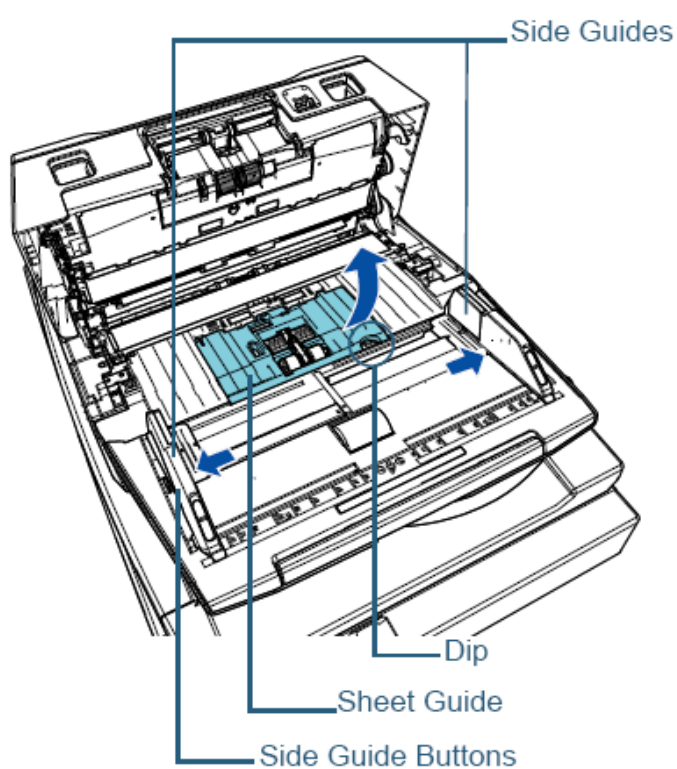
1. Turn off the scanner and wait for at least 15 minutes.
2. Unplug the power cable.
3. Remove all documents from the ADF paper chute (feeder)
4. Open the ADF



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

5. Open the sheet guide.

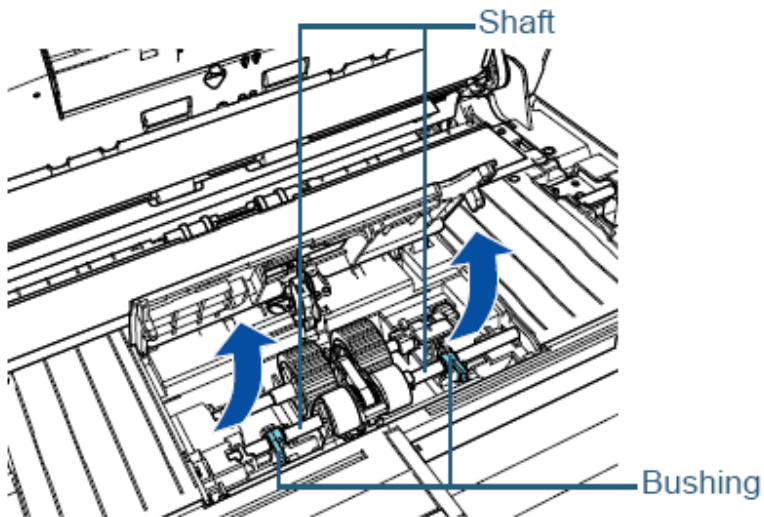
Slide the side guides all the way out by pressing the side guide buttons, and pull the sheet guide open from the dip.



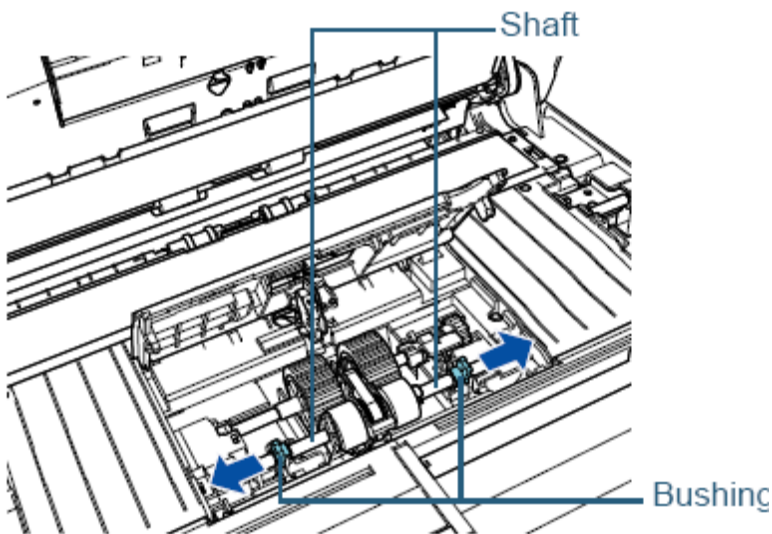


6. Remove the pick roller closer to you.

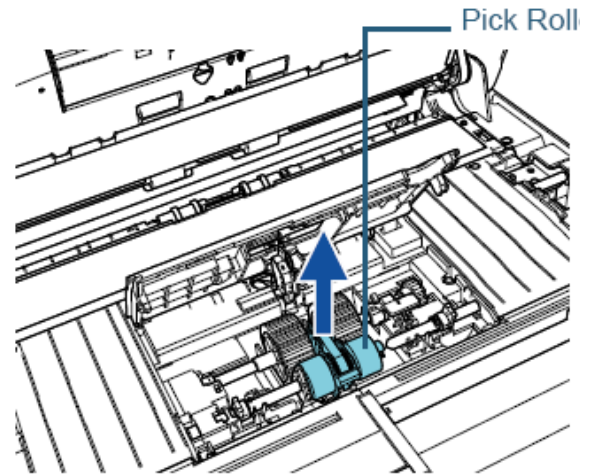
a. Rotate the bushing (x2) on the shaft in the direction of the arrow.



b. Slide the bushing (x2) on the shaft in the direction of the arrow.

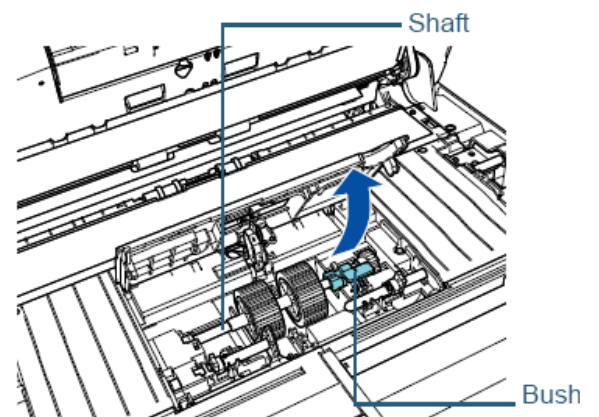


c. Remove the pick roller.

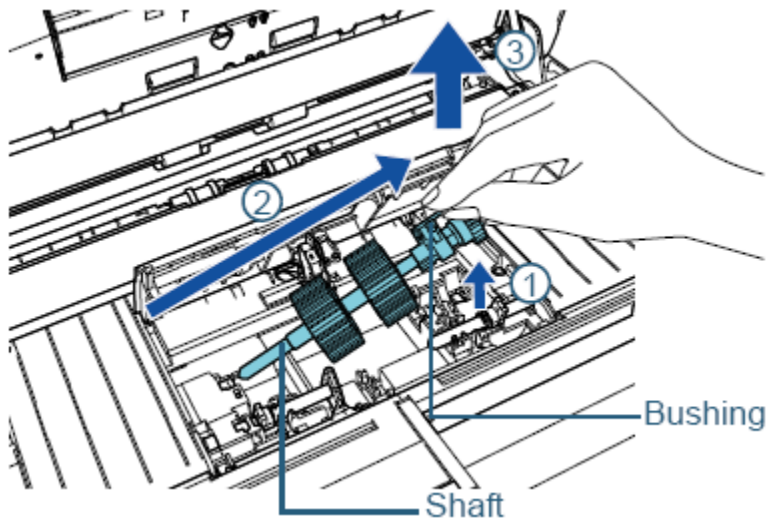


7. Remove the shaft of the pick roller away from you.

a. Rotate the bushing on the shaft in the direction of the arrow.



b. Lift up the bushing in direction 1 (about 5mm), and slide the shaft in direction 2 to pull out the leading end from the slot, then lift the shaft in direction 3 to remove it.

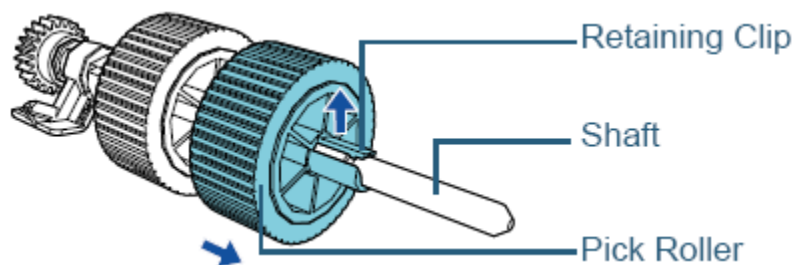


**ATTENTION**

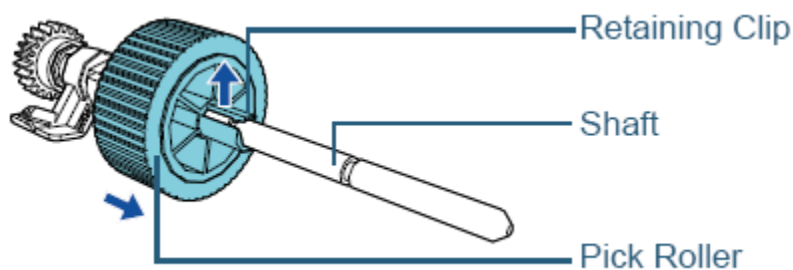
Be careful not to touch the gear near the bushing on the shaft as it contains grease.

8. Remove the pick rollers (x2) from the shaft one at a time.

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.

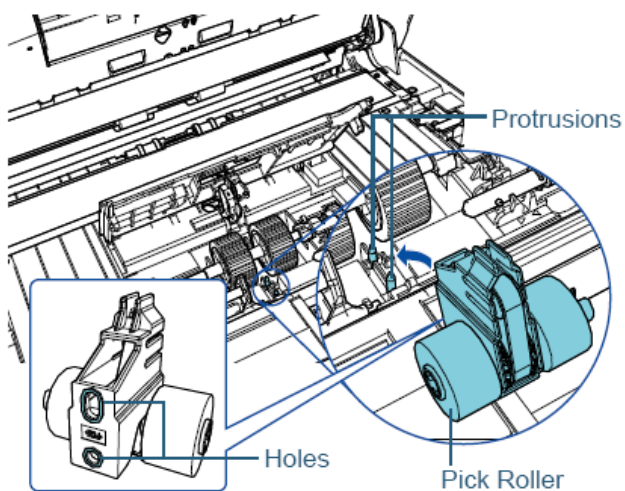




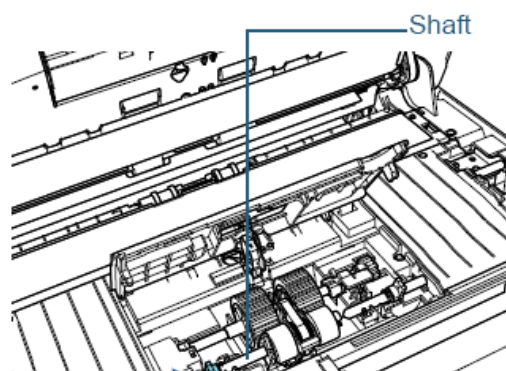
9. Attach new pick rollers (x2) on the shaft, one at a time.

11. Install the new pick roller in the side closer to you.

a. Insert the protrusion (x2) on the scanner into the hole (x2) on the pick roller.



b. Slide the bushing on the left shaft in the direction of the arrow.

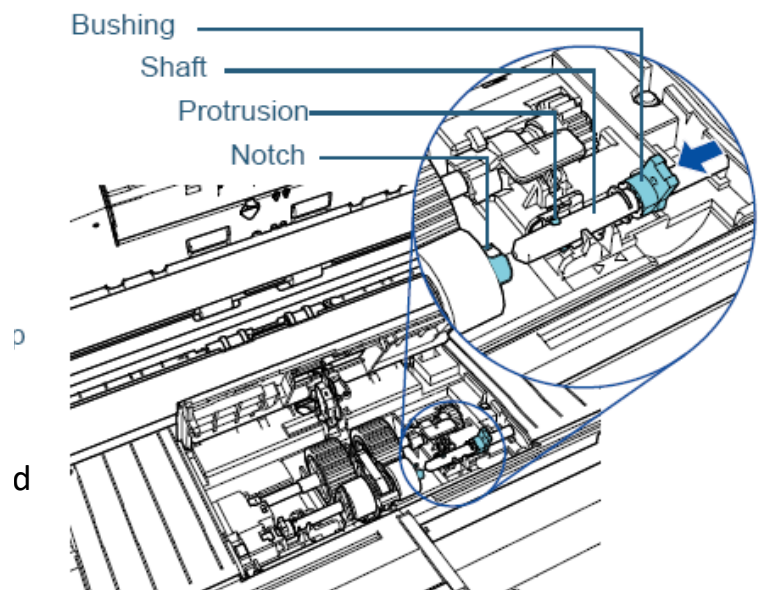


**ATTENTION**

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

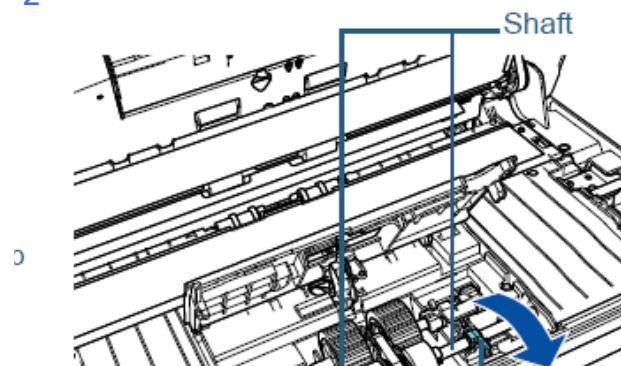
10. Install the shaft of the pick roller in the side away from you.

id c. Fit the protrusion on the right shaft into the notch on the pick roller and slide the bushing on the right shaft in the direction of the arrow.



d. Rotate the bushing (x2) on the shaft in the direction of the arrow.

2



12. Close the sheet guide.

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

**ATTENTION**

Confirm that the pick rollers are installed properly. Otherwise, it may cause feeding errors such as paper jams.

13. Close the ADF.



**CAUTION**

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

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

15. Reset the pick roller counter.

Reset the pick roller counter by performing one of the following actions:

Reset the counter in [4: Consumable Counters] on the [Settings Menu] screen of the Operator Panel.

Reset the counter in the Software Operation Panel.\*

*\*For details, refer to the Operators Guide*

# Checking and resetting sheet counters

## Checking the sheet counters

The status of each consumable can be viewed to determine when to replace or clean the consumables.

The color of the counter gradually changes when a replacement for a consumable is needed or when cleaning is needed.

The color of each counter changes as follows:

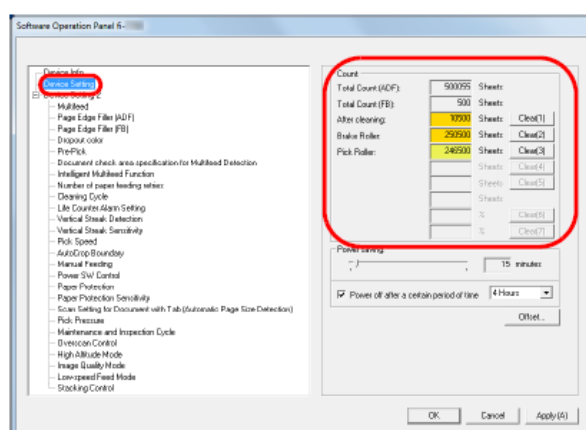
- Brake roller counter/pick roller counter  
These counters turn light yellow when the sheet count after the consumable replacement reaches 95% of the value specified in ["Replacement Cycle of Consumables \[Life Counter Alarm Setting\]"](#) in the Software Operation Panel, and turn yellow when the sheet count reaches 100%.
- Counter after cleaning  
This counter turns yellow when the sheet count after cleaning reaches the value specified in ["Scanner Cleaning Cycle \[Cleaning Cycle\]"](#) in the Software Operation Panel.
- Ink counter  
This counter turns yellow when the amount of remaining ink reaches below 33% (only displayed when the imprinter is installed).

### ATTENTION

If you turned off the scanner by unplugging the power cable, or selected [Disable power switch], the number of scanned sheets may not be counted in [Total Count].

For details about disabling the power switch, refer to ["Method of](#)

1. Start up the Software Operation Panel
2. From the listing on the left, select [Device Setting]



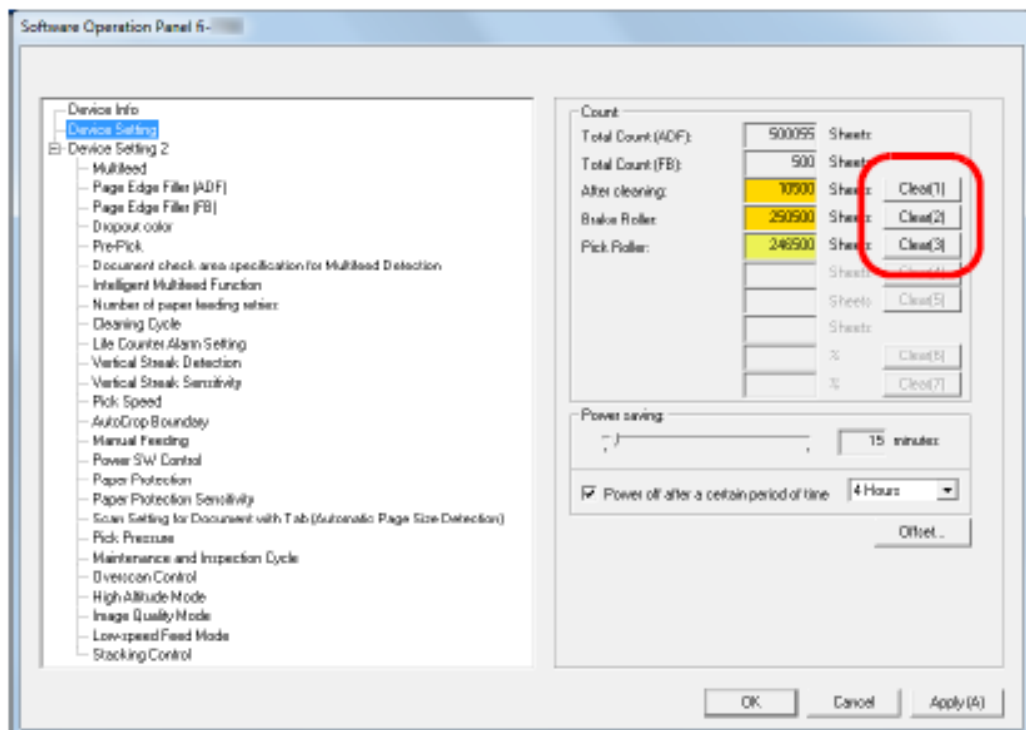
In this window, you can check the following items:

Item	Description
Total Count (ADF)	Total number of sheets scanned using the ADF
Total Count (FB) [fi-7700/fi-7700S]	Total number of sheets scanned using the flatbed [fi-7700/fi-7700S]:
After cleaning	Total number of sheets scanned after cleaning
Brake Roller	Number of sheets scanned after the brake roller is replaced
Pick Roller	Number of sheets scanned after the pick roller is replaced
Remaining Ink	Amount of ink remaining in the print cartridge of the imprinter (only displayed when the imprinter is installed)

## Resetting the sheet counters

When you have replaced or cleaned a consumable part, reset the corresponding counter by using the following procedure:

1. If you have replaced a consumable, click the [Clear] button of the consumable that you replaced. If you performed cleaning, click the [Clear] button for [After cleaning].






➡ The counter is reset to 0

*For the Ink counter, the value will be set to 100*

2. Click the [OK] button.
- ➡ A confirmation message appears.
3. Click the [OK] button.
- ➡ The settings are saved

# Cleaning Materials and Locations that Require

## 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 your RICOH scanner dealer or an authorized RICOH scanner service provider.

## Location and

Location		Frequency
ADF	Brake roller	Every 10,000 sheets
	Pick roller	
	Rubber roller	
	Chute roller	
	Paper path	
	Glass	
	Ultrasonic sensor	
	Document sensor	
	Feed roller	
	Eject roller	
Flatbed [fi-7700/fi-7700S]	Document pad	
	Document bed	

### 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
- 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

The outside of 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.

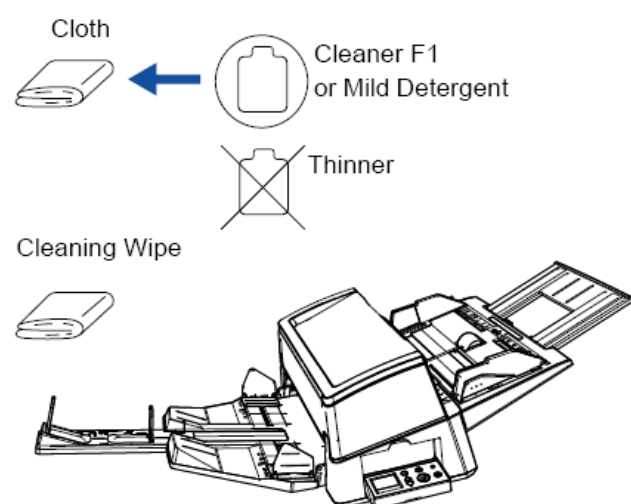
## Attention

To avoid deformation and discoloration, never use paint thinner or any other organic solvents.

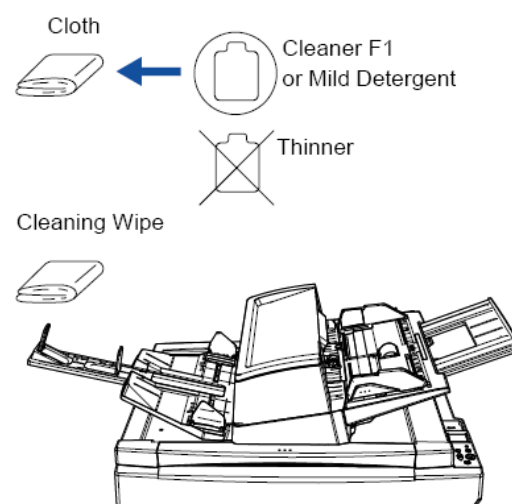
Be careful not to let moisture or water inside the scanner during cleaning.

It may take a long time to dry if an excessive amount of Cleaner F1/mild detergent is used. Use it in small quantity. Wipe off the cleaner completely to leave no residue on the cleaned parts.

### fi-7600



### fi-7700/fi-7700S



# Cleaning the Inside

## Cleaning the ADF (with Cleaning

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 may cause scanning errors.

Cleaning should be performed approximately every 10,000 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 it in small quantity.

1. Turn on the scanner.



→ The [ready] screen is displayed on the LCD.

2. Press the [Menu] button.

→ The [Settings Menu] screen is displayed on the LCD.

3. Press the  or  button and select [2: Cleaning], then press the [Scan/Enter] button to confirm.

→ The [Cleaning] screen is displayed on the LCD.

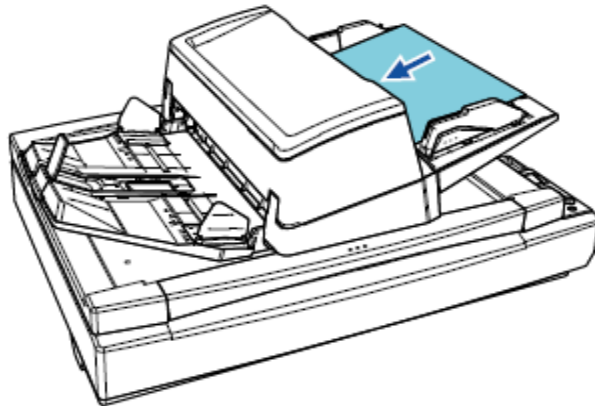
4. Select [1: Cleaning Paper] by the  or  button, and press the [Scan/Enter] button to confirm.

→ A message is displayed on the LCD.

### ATTENTION

Do not perform scanning from the scanner driver during cleaning.

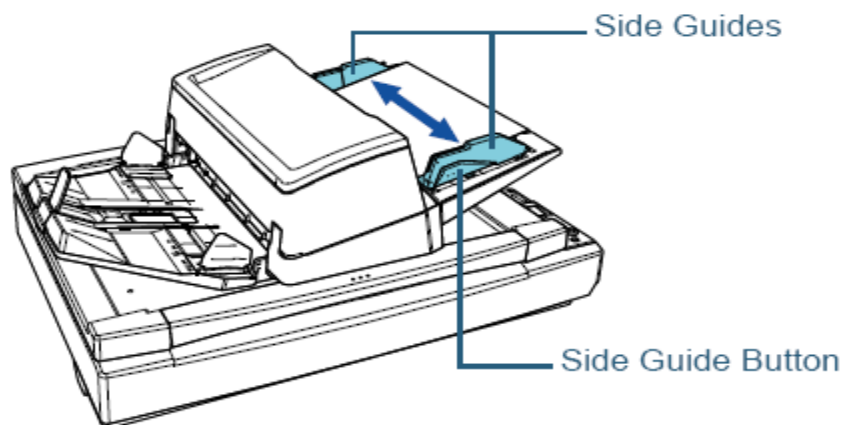
5. Spray the cleaning paper with Cleaner F1.
6. Pull out the chute extension according to the length of the cleaning paper.
7. Pull out the stacker extension and lift up the stopper according to the length of the cleaning paper.
8. Load the cleaning paper in the ADF paper chute (Feeder).



9. Adjust the side guides to the width of the cleaning paper.

Move the side guides by pressing the side guide buttons so that there is no space between the side guides and the cleaning paper.

Otherwise the cleaning paper may be fed skewed.



10. Press the [Scan/Enter] button.

➡ The cleaning paper is fed and ejected onto the stacker.

## Cleaning the ADF (with cloth)

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 10,000 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.



The inside of the ADF becomes 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.

### Attention

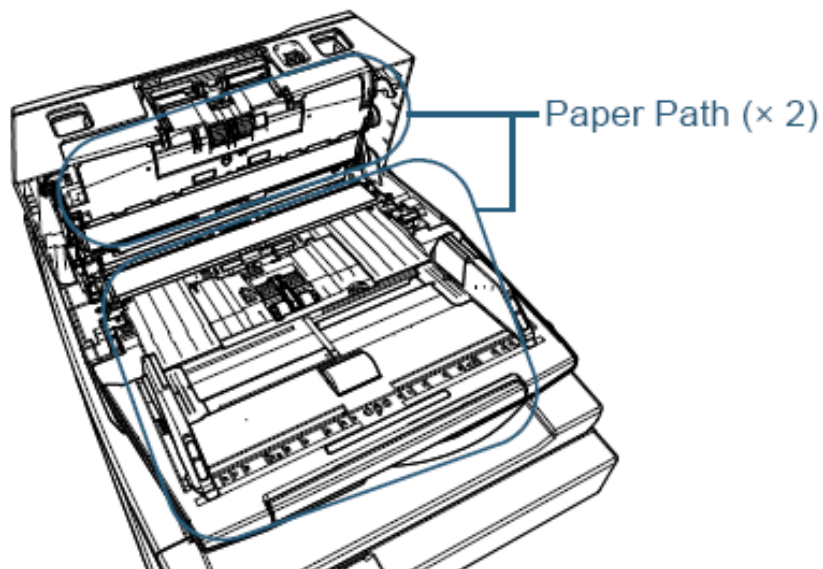
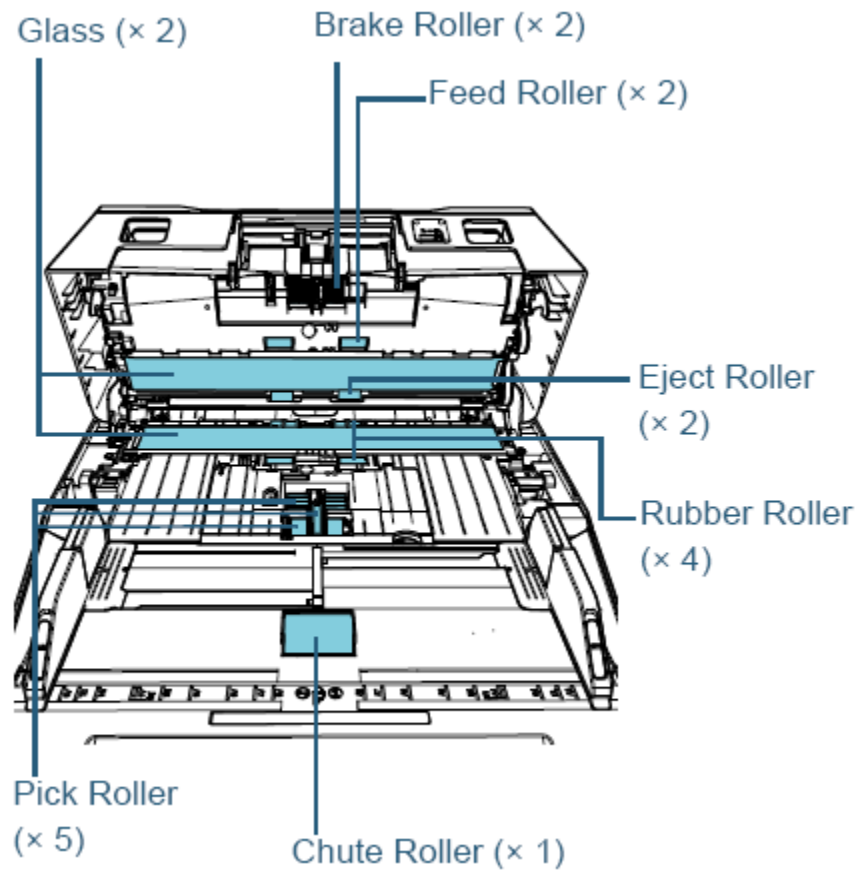
- Do not use water or mild detergent to clean the ADF.
- It may take a long time to dry if an excessive amount of Cleaner F1 is used. Use it in small quantity.

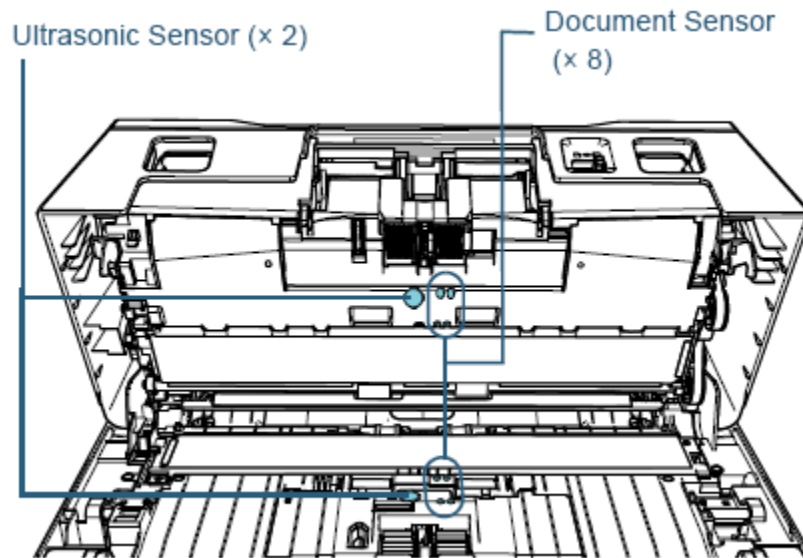
1. Turn off the scanner and wait for at least 15 minutes.
2. Unplug the power cable.
3. Open the ADF.



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

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

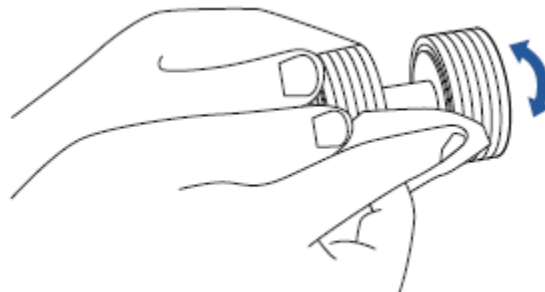




### **Brake Roller (x 2)**

Remove the 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 5)**

Gently wipe dirt and dust off the roller surface (and along the grooves if it has grooves) as you rotate the roller by hand, 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.

### **Rubber Roller (x 4)**

Gently wipe off any dirt or dust on the surface of the roller. 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 roller.

### **Chute Roller (x 1)**

With the chute roller cover open, gently wipe off any dirt or dust on the surface of the roller. Make sure that it is wiped properly because black residue on the roller will affect the feeding performance.



**Paper Path (× 2)**

Gently wipe the dirt and dust off the surface of the paper path.

**Glass (× 2)**

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

**ATTENTION**

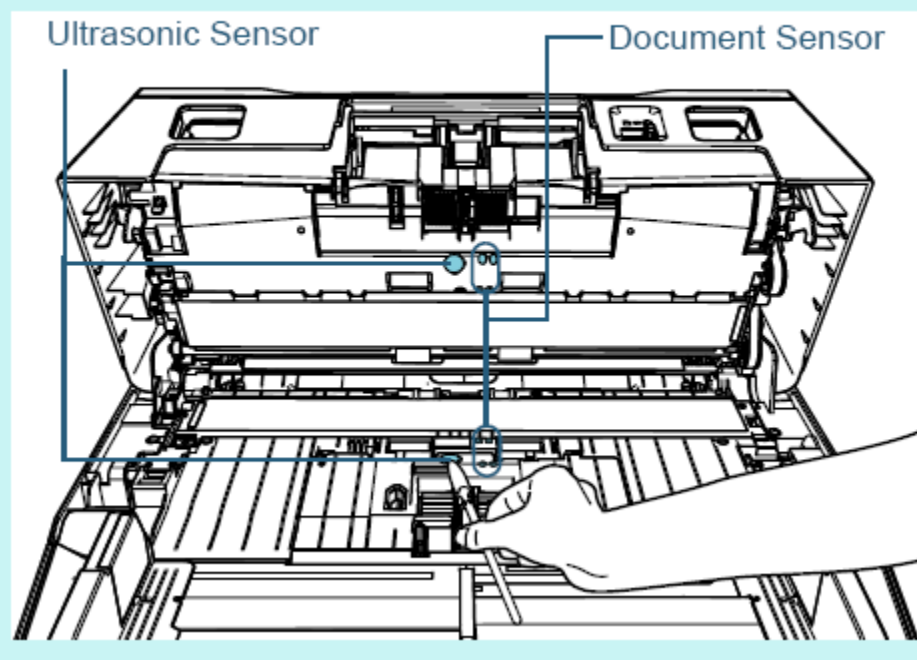
Vertical streaks may appear on the scanned image when the glass is dirty.

**Ultrasonic Sensor (× 2)/Document Sensor (× 8)**

Gently wipe the dirt and dust off the surface of the ultrasonic/document sensors.

**HINT**

If it is difficult to clean, use a cotton swab.



### Feed Roller (× 2)/Eject Roller (× 2)

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

- a. Plug in the power cable and turn on the scanner.
  - The [Ready] screen is displayed on the LCD.
- b. Press the [Menu] button.
  - The [Settings Menu] screen is displayed on the LCD.
- c. Press the [ ] or [ ] button and select [2: Cleaning], then press the [Scan/Enter] button to confirm.
  - The [Cleaning] screen is displayed on the LCD.
- d. Press the [ ] or [ ] button and select [2: Roller Wipe], then press the [Scan/Enter] button to confirm.
  - A message is displayed on the LCD.

#### ATTENTION

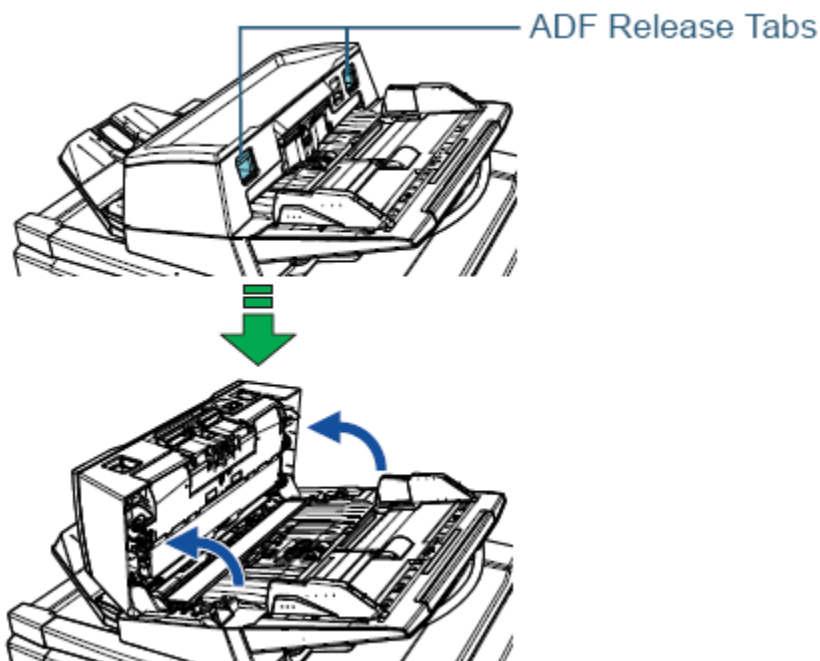
Do not perform scanning from the scanner driver during cleaning.

- e. Open the ADF.

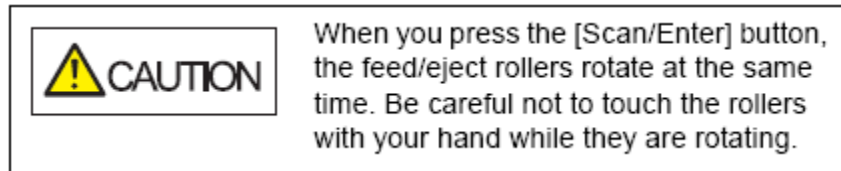
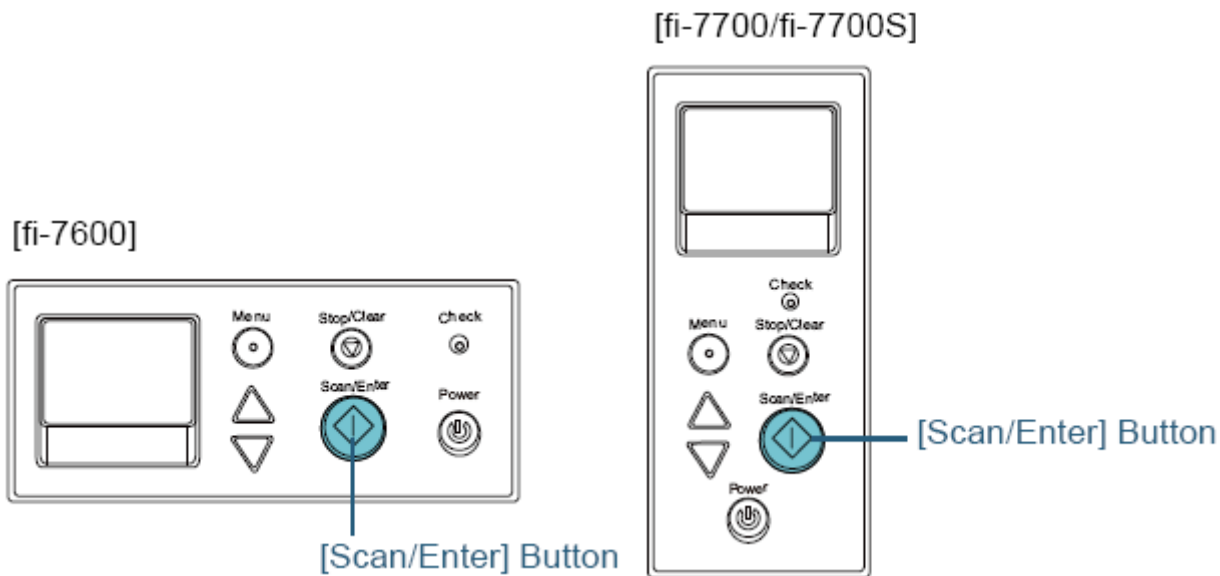


#### CAUTION

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

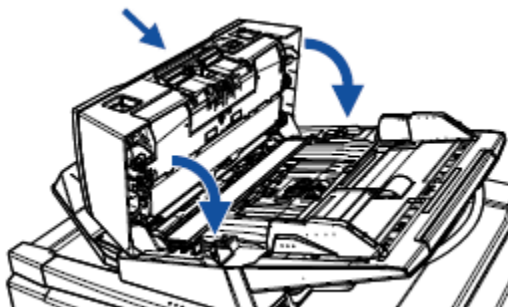


- f. When you press the [Scan/Enter] button, the feed/eject rollers rotate a certain amount.



- g. Put a piece of cloth moistened with Cleaner F1 or a sheet of Cleaning Wipe against the surface of the feed rollers/eject rollers, and wipe horizontally. Wipe off any dirt or dust on the surface by pressing the [Scan/Enter] button to rotate the rollers. Make sure that it is wiped properly because black residue on the roller will affect the feeding performance. As a guideline, pressing the [Scan/Enter] button seven times will rotate the feed/eject rollers one revolution.

## 5. Close the ADF



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

### **ATTENTION**

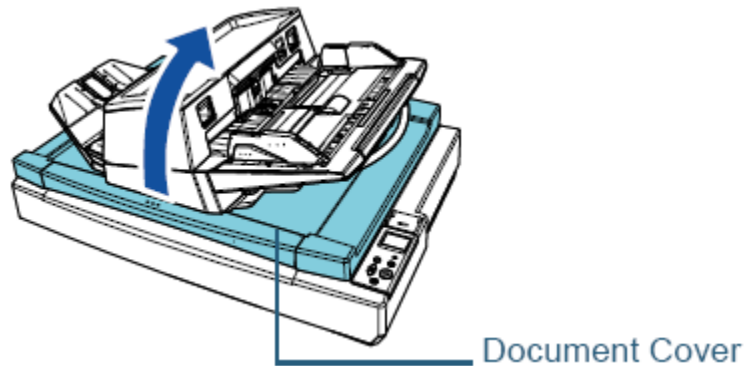
Confirm that the ADF is closed properly. Otherwise, the document may not be fed into the ADF.

## 6. Reset the counter after cleaning.

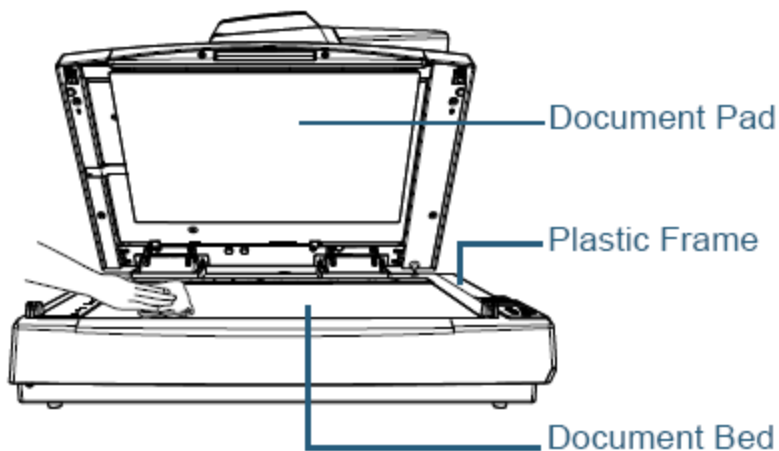
# Cleaning the Flatbed

The Flatbed can be cleaned with a piece of cloth moistened with Cleaner F1, or a sheet of Cleaning Wipe.

1. Open the document cover.



2. Clean the document pad and document bed with a cloth moistened with Cleaner F1 or a sheet of Cleaning Wipe.



## ATTENTION

Be careful not to let the cleaner in between the document bed and the plastic frame.

3. Wait for the cleaned parts to dry.
4. Gently close the document cover.