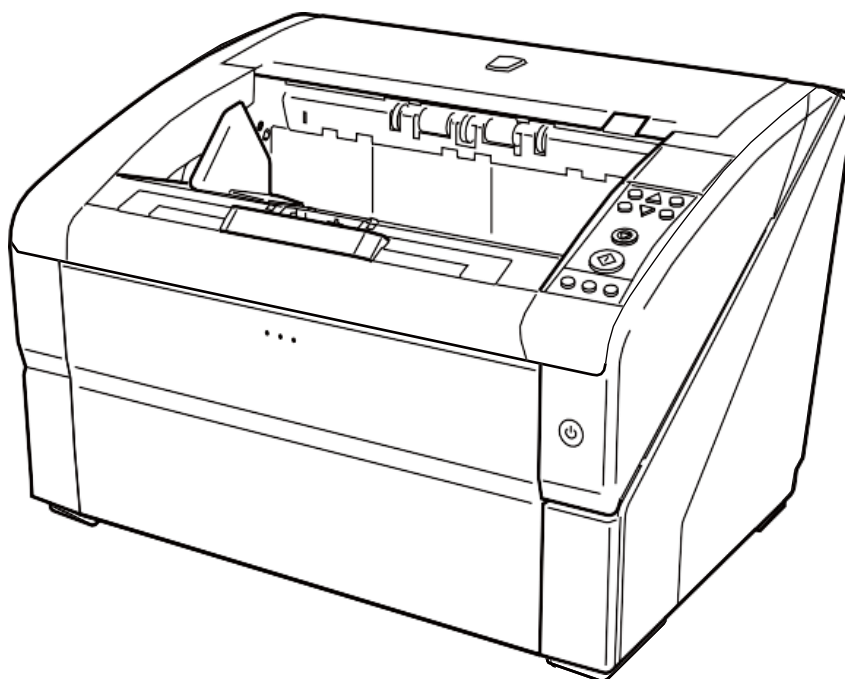




Ricoh Document Scanners

fi-7800/fi-7900

Consumable Replacement and Cleaning Guide For Fujitsu and Ricoh Scanners





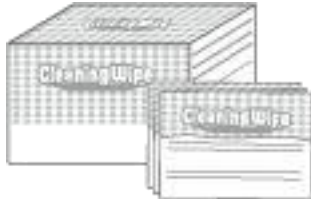
Daily Care

This section describes how to clean the scanner.



- 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

Name	Part No.	Notes
Cleaner F1 	PA03950-0352	100 ml Liquid cleaner to use for removing dirt and stains
Cleaning Sheet 	CA99501-0016	20 sheets/pack This is an A4 size-cleaning sheet. Use two sheets to clean once.
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 document 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. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

Location and Frequency

Cleaning should be performed approximately every 10,000 [fi-7800]/12,000 [fi-7900] 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.

Cleaning Location	Cleaning Sheet	Cloth Sprayed with Cleaner F1/Cleaning Wipe
Pick Roller	○	○
Separator Roller	○	○
Brake Roller	○	○
Feed Roller	○	○
Assist Roller	○	○
Pinch Roller	○	○
Paper Path	○	○
Sheet Guide/Glass	—	○
Document Sensor	—	○
Friction Pad	—	○

○: Cleanable

—: Notcleanable

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 ADF (with Cleaning Sheet)

Use the Cleaning Sheet to clean the rollers on both the upper and lower sides of the paper path.

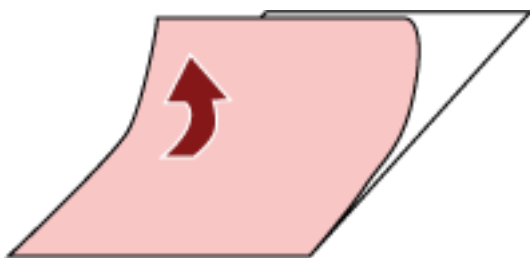
Cleaning with the Cleaning

- 1 Press the power button on the front of the scanner.**
[Ready] is displayed on the LCD.
- 2 Press the [Menu] button.**
[Main Menu] is displayed on the LCD.
- 3 Press the [△] or [▽] button and select [21: Cleaning], then press the [Function/Enter] button to confirm.**
[Cleaning] is displayed on the LCD.
- 4 Press the [△] or [▽] button and select [1: Sheet], then press the [Function/Enter] button to confirm.**
A message is displayed on the LCD.

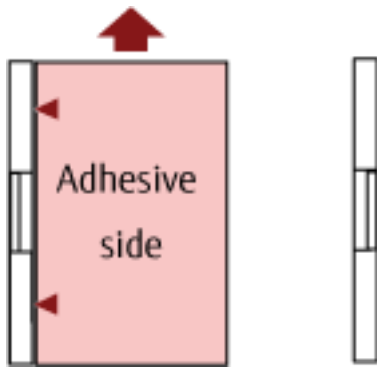
ATTENTION

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

- 5 Set the width of the hopper side guides to B4.**
- 6 Adjust the stacker extension to the length of the Cleaning Sheet, and pull up the paper stop.**
- 7 Remove the protective paper from the Cleaning Sheet.**



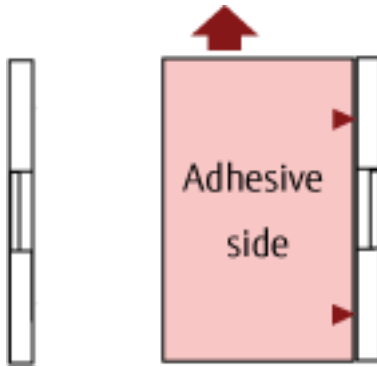
- 8 Place the Cleaning Sheet on the left-hand side between the side guides with its adhesive side facing up.**



- 9 Press the [Scan/Pause] button.**

The Cleaning Sheet is fed through and ejected onto the stacker.

- 10 Place the same Cleaning Sheet on the right-hand side between the side guides with its adhesive side facing up.**



- 11 Press the [Scan/Pause] button.**

The Cleaning Sheet is fed through and ejected onto the stacker.

- 12 Remove the protective paper from a new Cleaning Sheet.**

- 13 Place the Cleaning Sheet on the left-hand side between the side guides with its adhesive side facing down.**

- 14 Press the [Scan/Pause] button.**

The Cleaning Sheet is fed through and ejected onto the stacker.

- 15 Place the same Cleaning Sheet on the right-hand side between the side guides with its adhesive side facing down.**

- 16 Press the [Scan/Pause] button.**

The Cleaning Sheet is fed through and ejected onto the stacker.

- 17 Press the [Stop] button.**

Cleaning is completed.

- 18 Reset the cleaning counter.**

Use one of the following methods to reset the counter.

- Select [23: Show/Clear Counters] from [Main Menu] on the operator panel, then reset the counter.
- Start up the Software Operation Panel and reset the counter.

Cleaning the ADF (with a cloth)

Use a cloth moistened with Cleaner F1 or a Cleaning Wipe to clean the inside of the ADF.



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

If the hopper has been raised, bring it back down to the lower position.

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

2 Open the hopper/ADF/top cover.



CAUTION

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

3 Use a cloth moistened with Cleaner F1 or a Cleaning Wipe to clean the following locations.

Pick Roller (2 units)

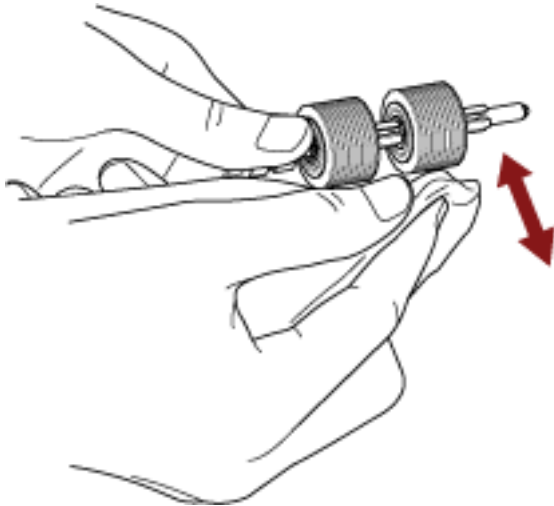
Gently wipe the rollers so that the roller surface does not get damaged.

Wipe along the grooves of the roller surface. Make sure to clean thoroughly because the feeding performance is affected especially when there is black foreign matter on the roller. Remove the rollers for easier cleaning.



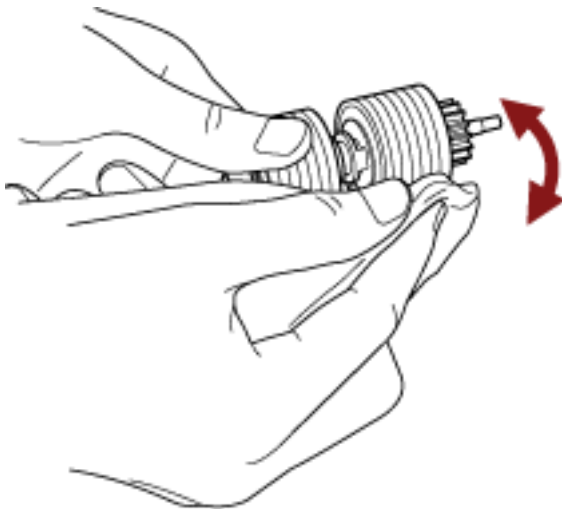
Separator Roller (1 unit)

Gently wipe the rollers so that the roller surface does not get damaged.
Wipe along the grooves of the roller surface. Make sure to clean thoroughly because the feeding performance is affected especially when there is black foreign matter on the roller. Remove the roller for easier cleaning.



Brake Roller (1 unit)

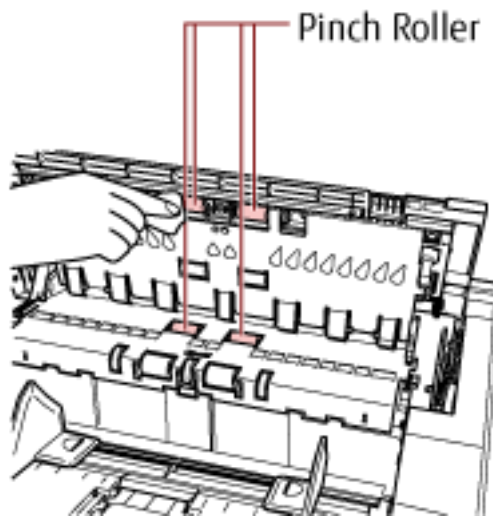
Gently wipe the rollers so that the roller surface does not get damaged.
Wipe along the grooves of the roller surface. Remove the roller for easier cleaning.



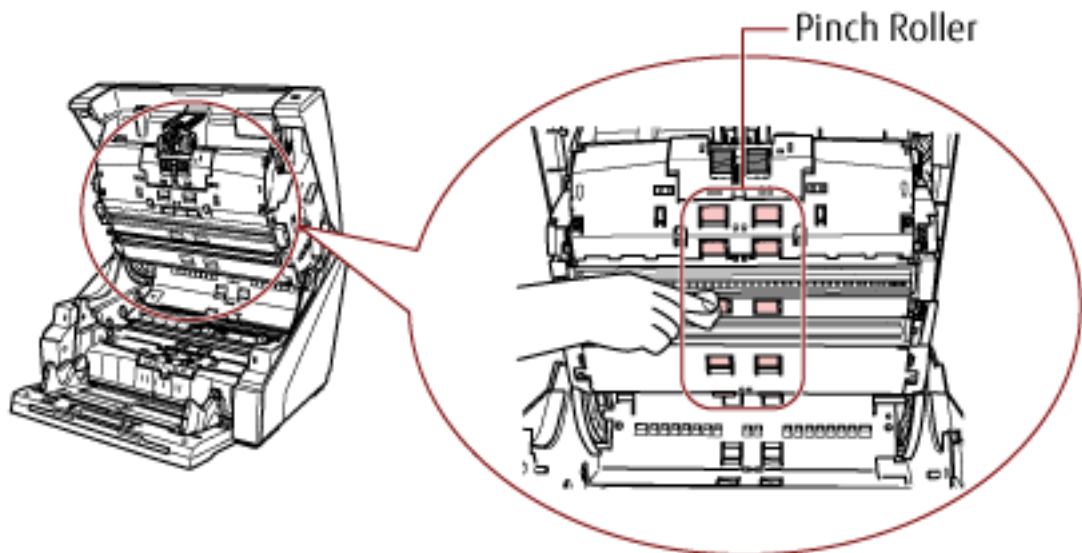
Pinch Roller

Gently wipe the rollers so that the roller surface does not get damaged. Clean the whole surface as you rotate the roller manually.

- Inside the top cover (rollers: 2 locations × 2 units)



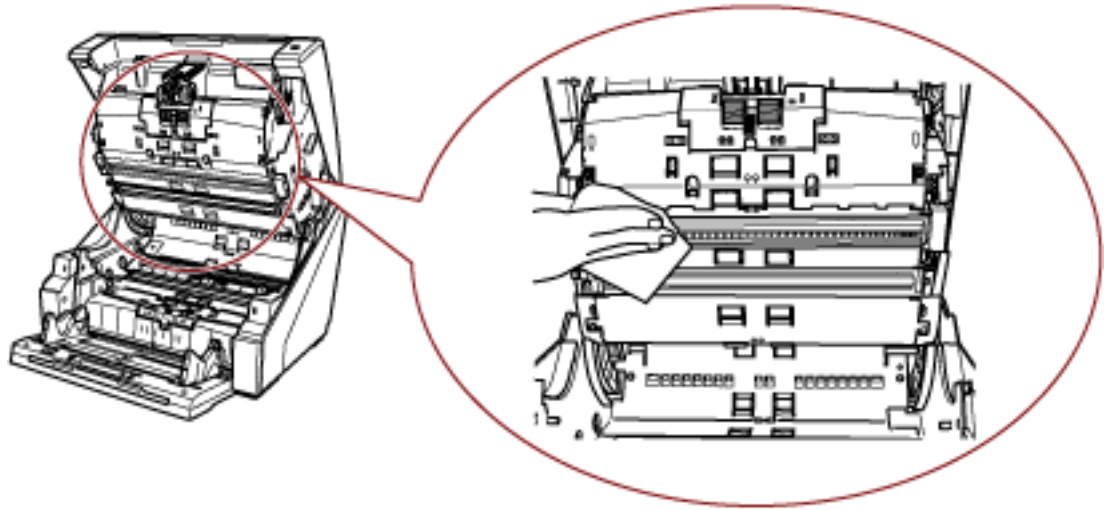
- Paper path upper-side (rollers: 6 locations × 2 units)



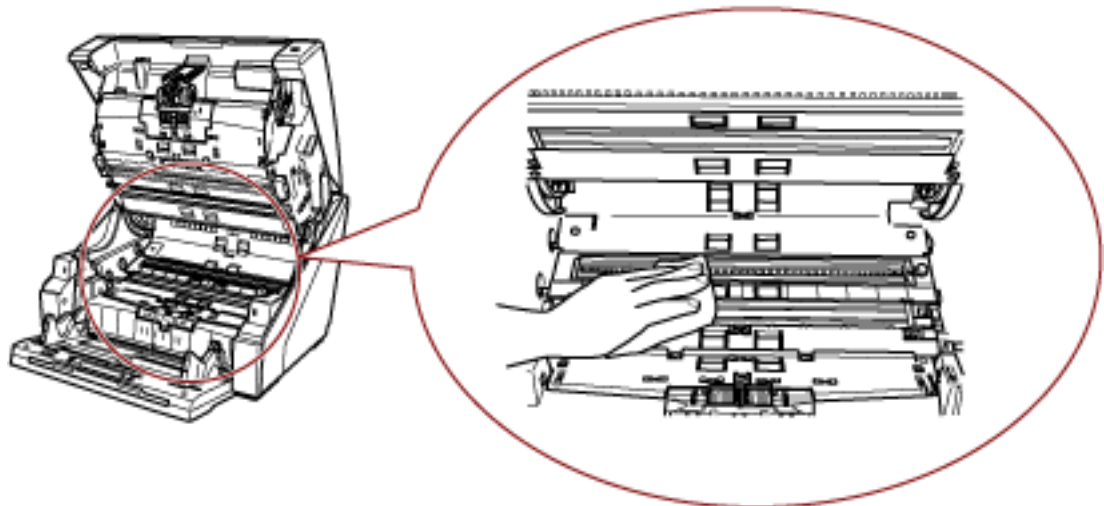
Paper Path/Sheet Guide

Give the whole area a quick cleaning.

- Paper path upper-side



- Paper path lower-side



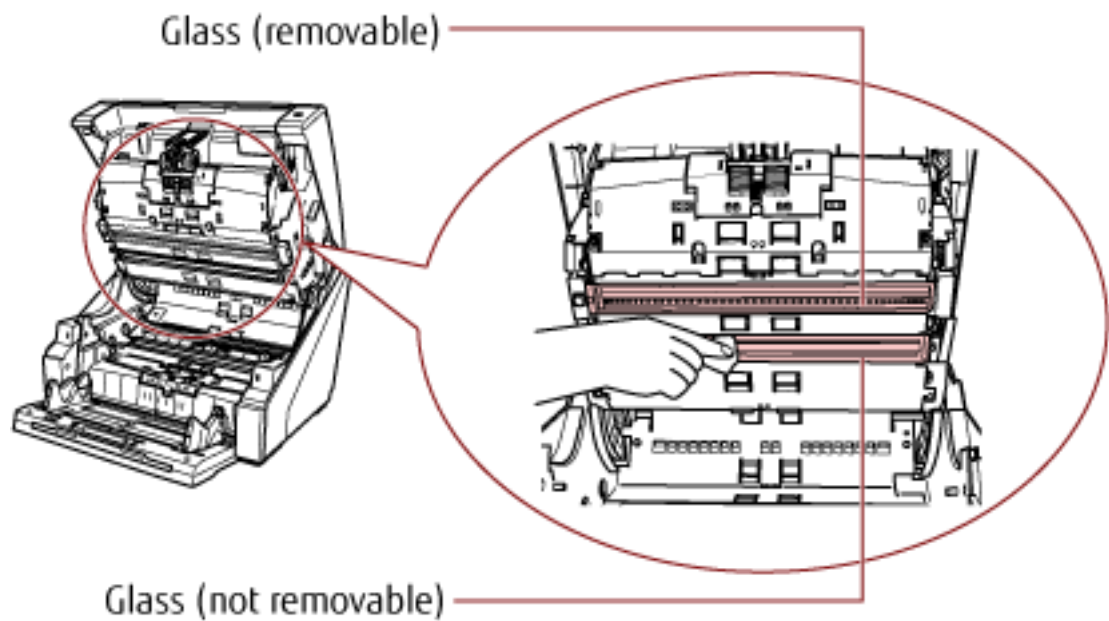
HINT

Use a vacuum cleaner if there is a lot of paper dust in the paper path.

Scan Glass

Clean it lightly.

- Paper path upper-side (glasses: 2 sheets)

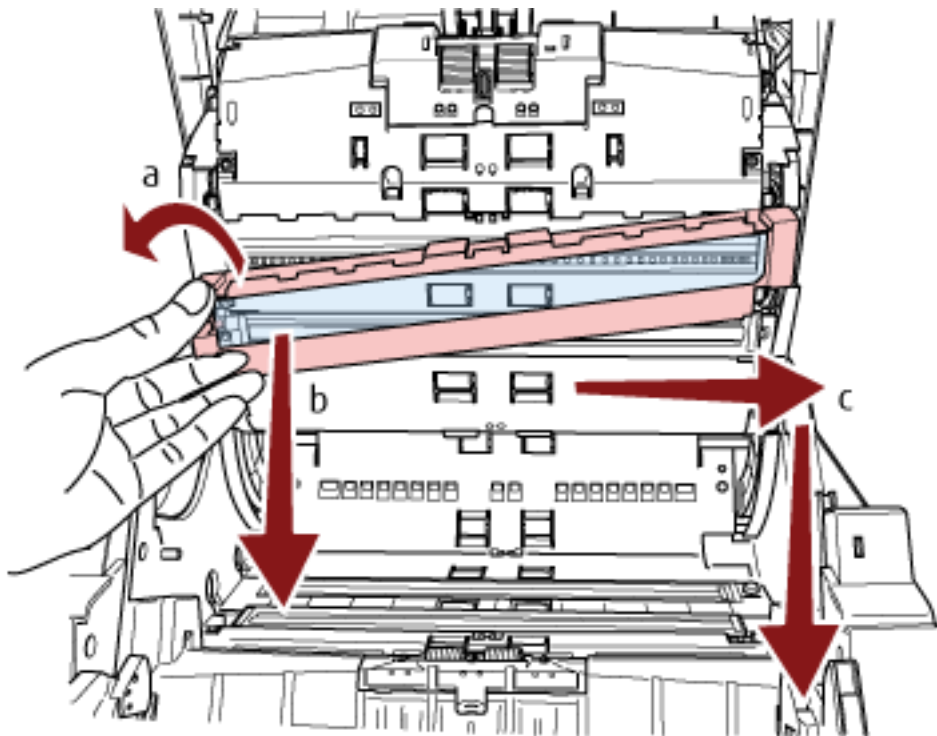


ATTENTION

Normally, the glass should not be removed, because it is designed to block paper dust. Remove and clean the glass only if the scanner is being used in an environment with large amounts of paper dust and vertical streaks appear on the scanned image even after cleaning the glass.

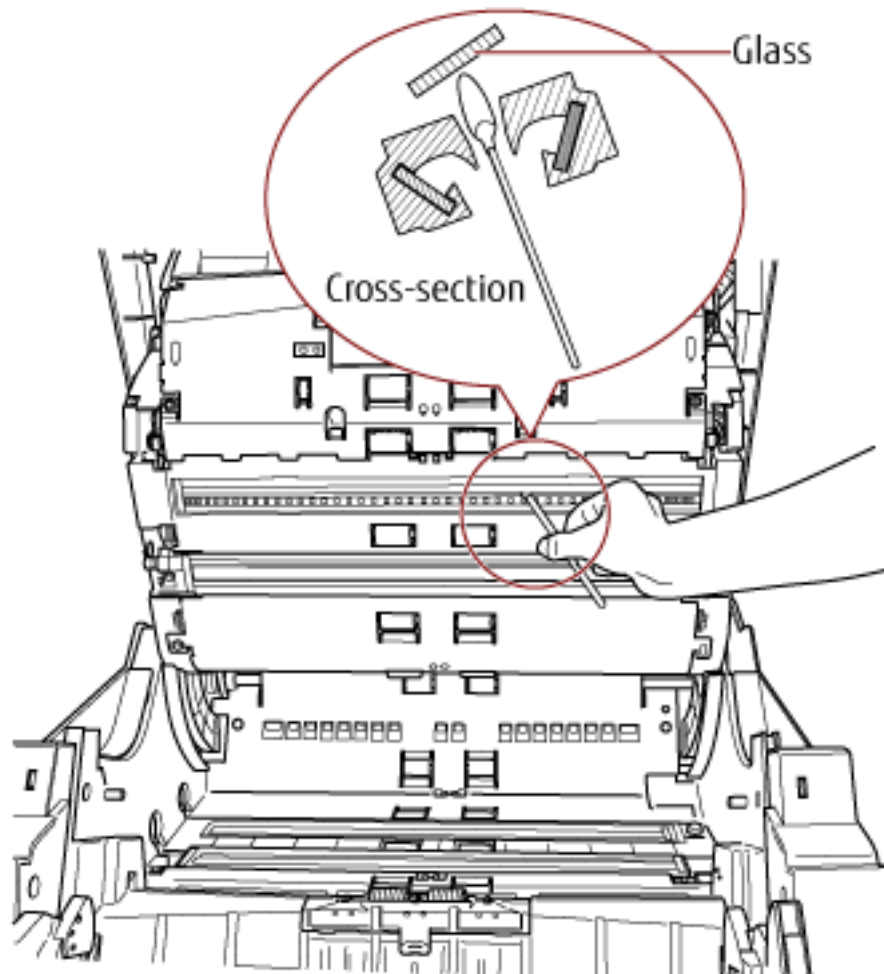
Use a vacuum cleaner in advance and be careful not to let any paper dust in when removing the glass.

Clean the glass on the paper path upper-side (removable) as follows:



- a** Loosen the screw until the glass can be lifted.
- b** Tilt the glass to the angle as shown above.
- c** Remove the glass as you slide it to the right.
- d** Clean the removed glass.

- e From the gap where the glass was attached, clean the other layer of glass inside, using a cotton swab or something alike.

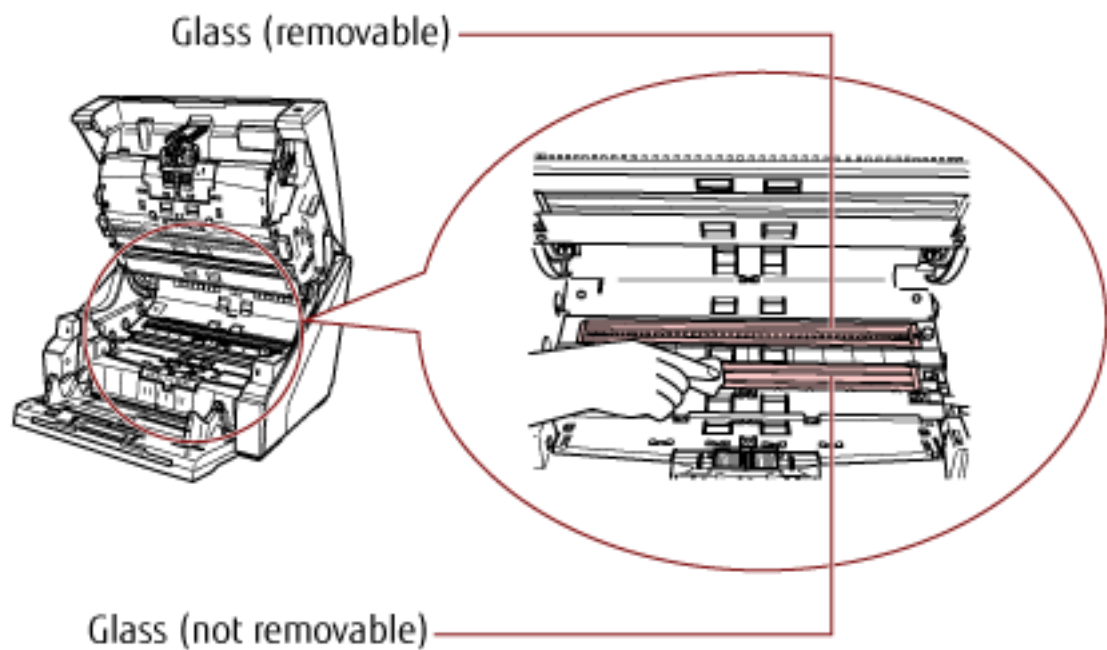


- f After cleaning, place the glass that you removed back to its original place.
- g Fasten the screw to fix it in place.

HINT

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

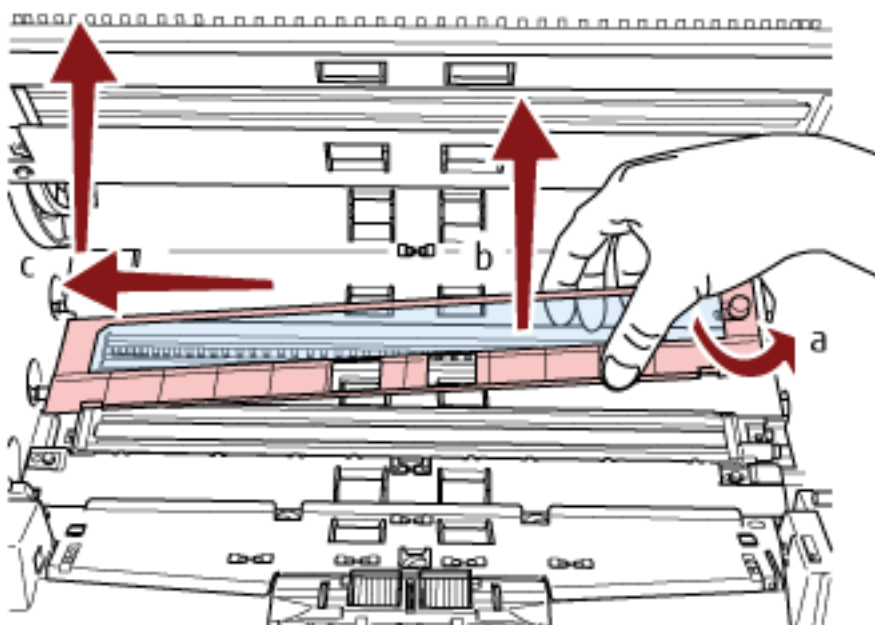
- Paper path lower-side (glasses: 2 sheets)



ATTENTION

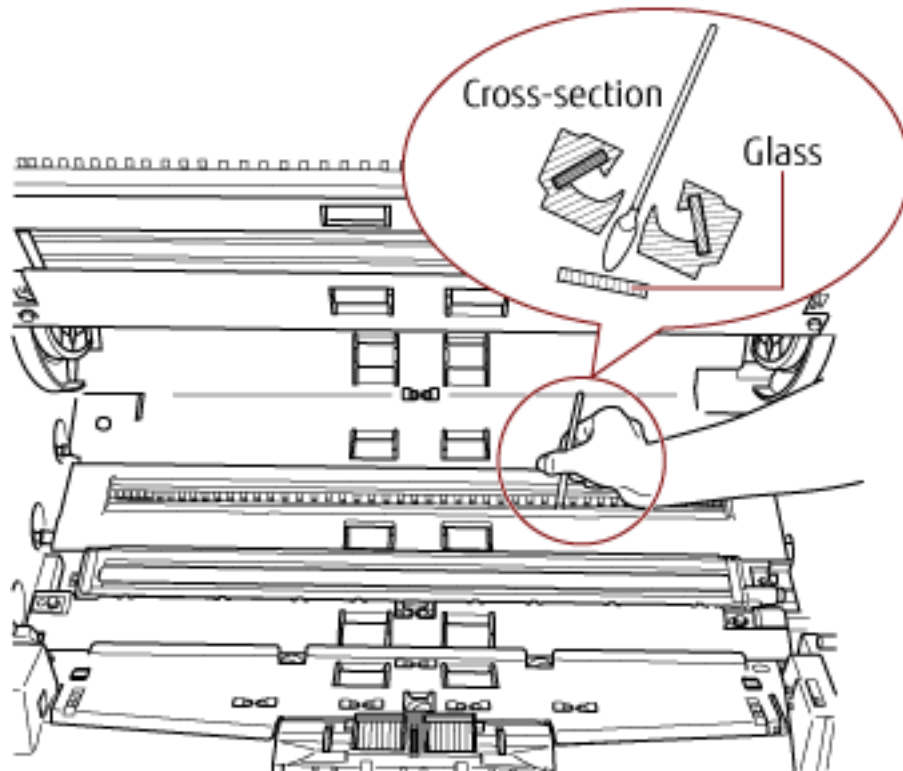
Normally, the glass should not be removed, because it is designed to block paper dust. Remove and clean the glass only if the scanner is being used in an environment with large amounts of paper dust and vertical streaks appear on the scanned image even after cleaning the glass. Use a vacuum cleaner in advance and be careful not to let any paper dust in when removing the glass.

Clean the glass on the paper path lower-side (removable) as follows:



- a** Loosen the screw until the glass can be lifted.

- b** Tilt the glass to the angle as shown above.
- c** Remove the glass as you slide it to the left.
- d** Clean the removed glass.
- e** From the gap where the glass was attached, clean the other layer of glass inside, using a cotton swab or something alike.



- f** After cleaning, place the glass that you removed back to its original place.
- g** Fasten the screw to fix it in place.

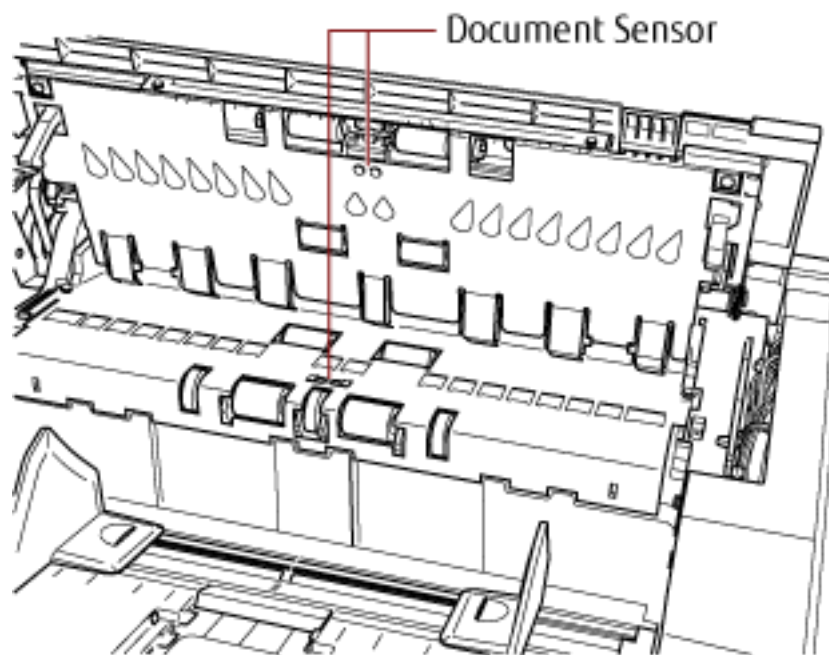
HINT

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

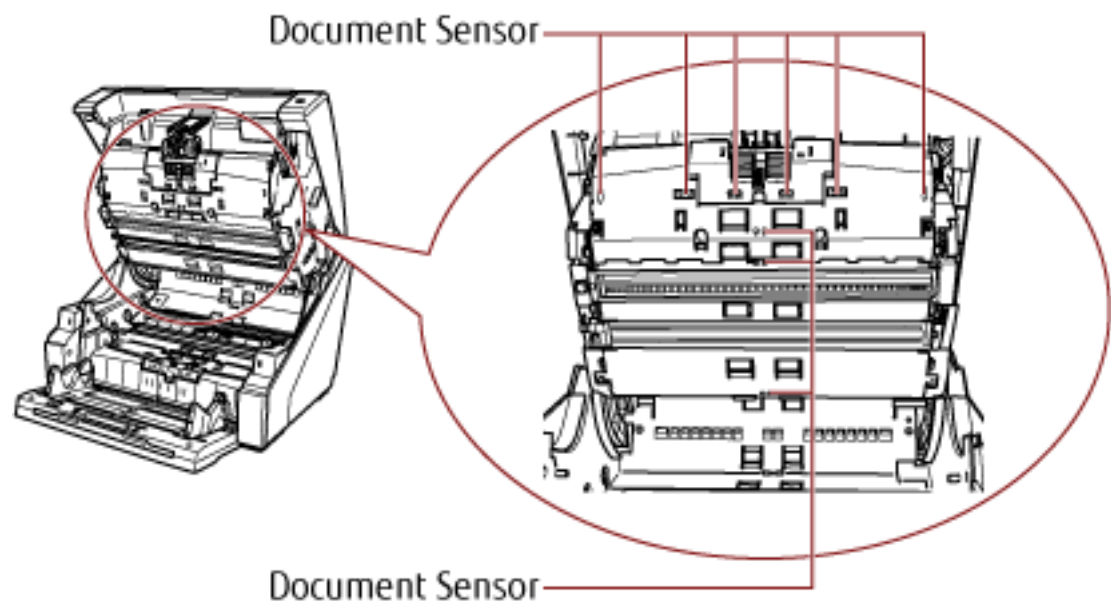
Document Sensor

Clean off the dust quickly.

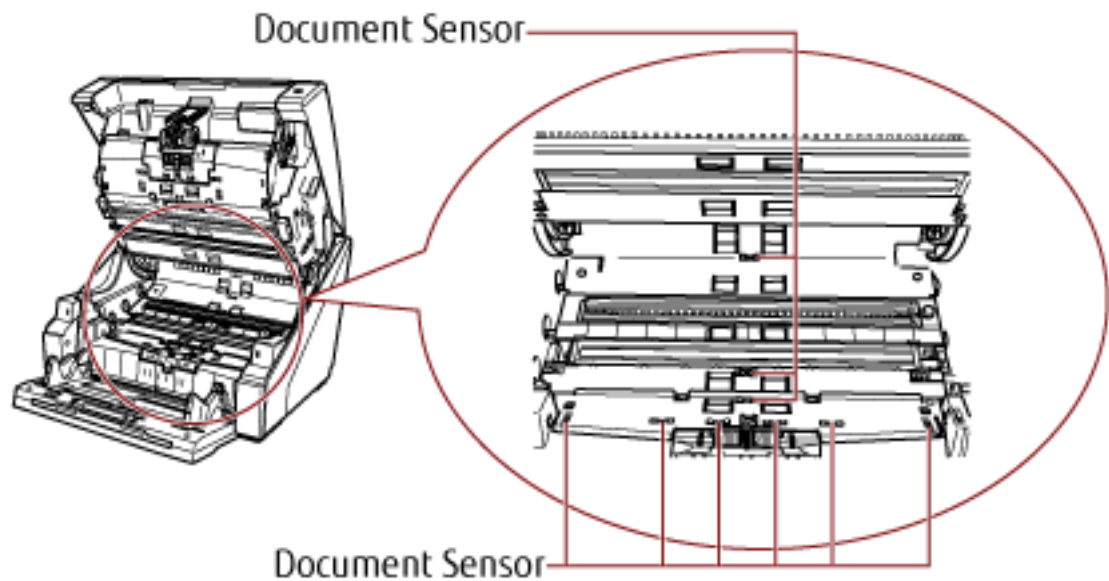
- Inside the top cover (sensors: 2 units)



- Paper path upper-side (sensors: 9 units)



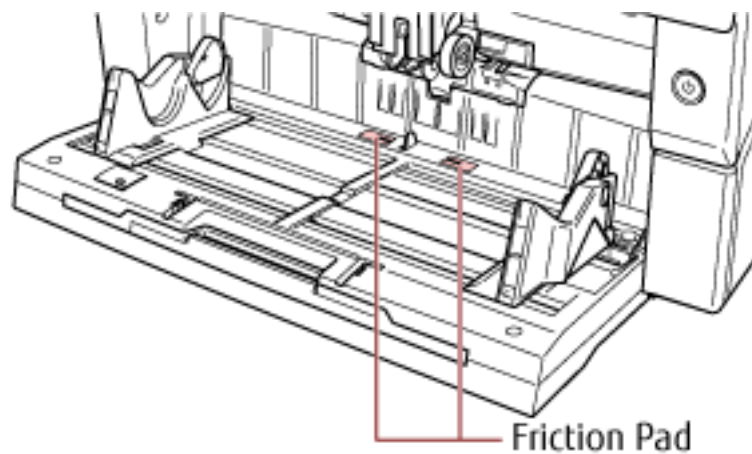
- Paper path lower-side (sensors: 9 units)



Friction Pad (2 units)

Clean off the dust quickly.

Friction pads are located on the hopper table.

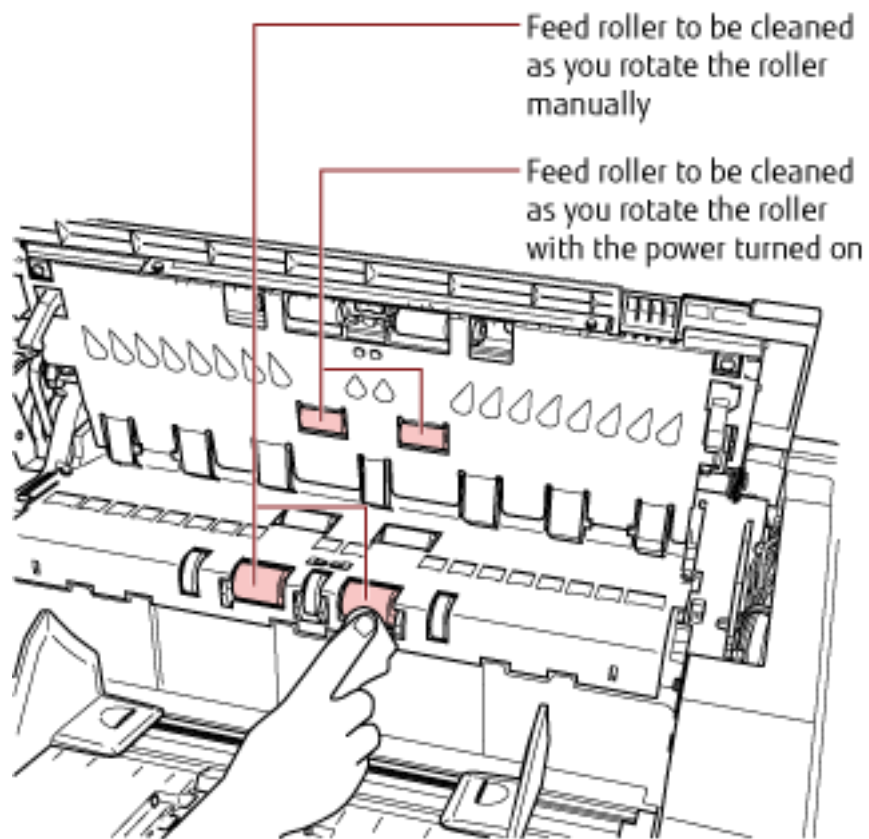


Feed Roller/Assist Roller

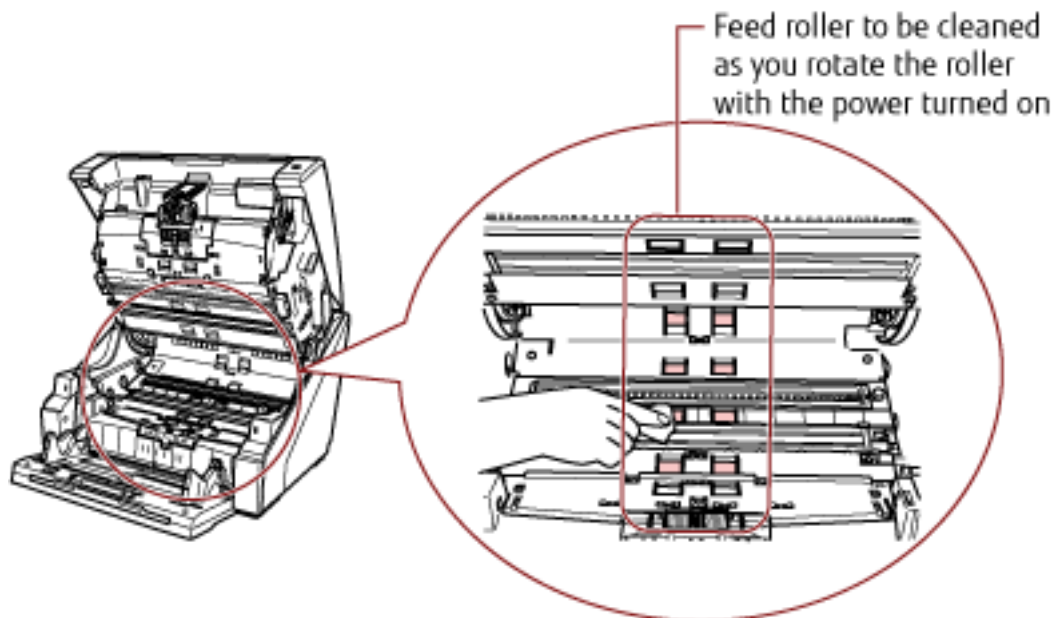
There are two types of feed rollers, one must be cleaned as you rotate the roller manually, and the other must be cleaned as you rotate the roller with the power turned on.

The assist roller must be cleaned as you rotate the roller with the power turned on.

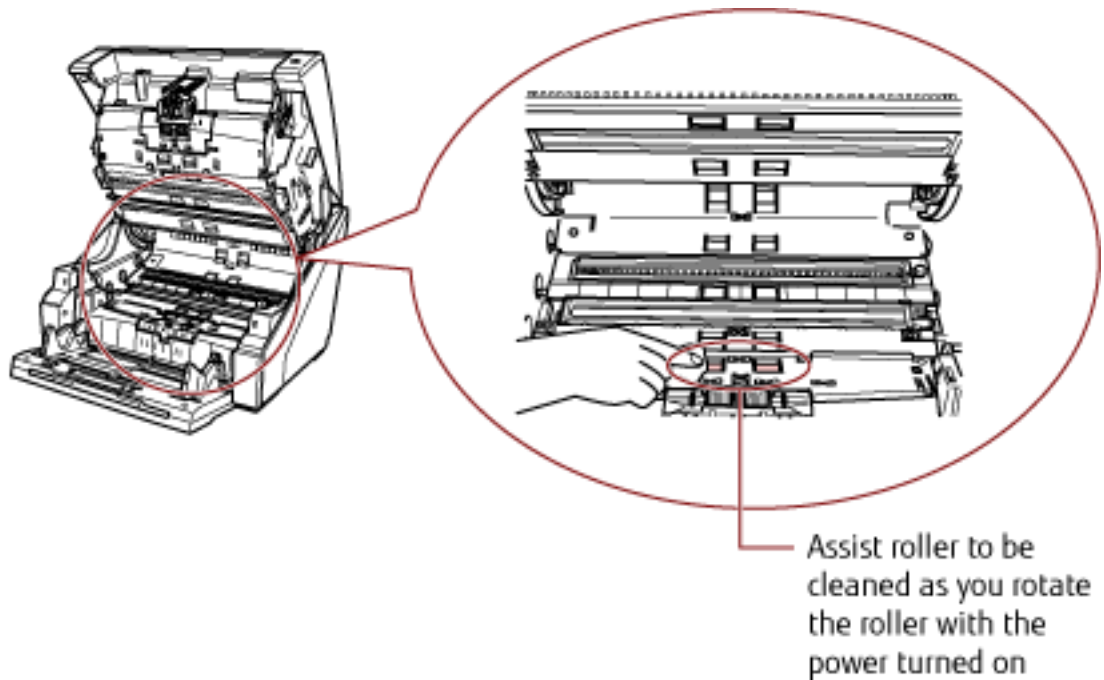
- Inside the top cover (rollers: 2 locations × 2 units)



- Paper path lower-side (rollers: 5 locations × 2 units)



- Paper path lower-side (rollers: 1 location × 2 units)



Feed Roller to Be Cleaned as You Rotate the Roller Manually

Gently wipe the rollers so that the roller surface does not get damaged.

Clean the whole surface as you rotate the roller manually.

Make sure to clean thoroughly because the feeding performance is affected especially when there is black foreign matter on the roller.

Feed Roller/Assist Roller to Be Cleaned as You Rotate the Roller with the Power Turned On

Clean the rollers in the following procedure:

- a** Plug in the power cable and turn on the scanner.
[Ready] is displayed on the LCD.
- b** Press the [Menu] button.
[Main Menu] is displayed on the LCD.
- c** Press the [\triangle] or [∇] button and select [21: Cleaning], then press the [Function/Enter] button to confirm.
[Cleaning] is displayed on the LCD.
- d** Press the [\triangle] or [∇] button and select [2: Wipe], then press the [Function/Enter] button to confirm.
A message is displayed on the LCD.

ATTENTION

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

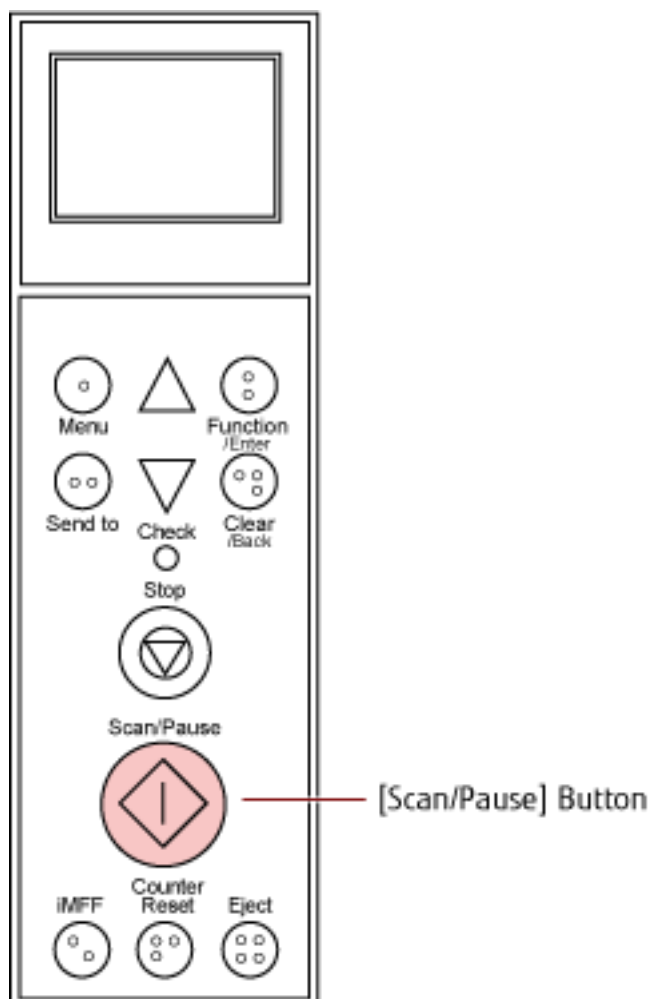
- e Open the ADF/top cover.

When you open the ADF with the power turned on, the LED comes on.



- When the ADF/top cover is open, it might close accidentally. Be careful not to get your fingers caught.
- When you open the ADF with the power turned on, the LED comes on.
Do not look at the LED light source directly. Doing so may cause visual impairment. Note that the amount of light from the LED light source that is exposed through the scanner does not pose any risk of eye damage.

- f** When you press the [Scan/Pause] button, the feed rollers/assist rollers rotate a certain amount.



CAUTION

- When you press the [Scan/Pause] button, the feed rollers/assist rollers rotate at the same time. When cleaning, be careful not to touch the rollers with your hand while they are rotating.
- If you press the [Scan/Pause] button firmly with the ADF open, the ADF might close accidentally. Be careful not to get your fingers caught.

- g** Put a piece of cloth moistened with Cleaner F1 or a sheet of Cleaning Wipe against the surface of the feed roller/assist roller, and wipe horizontally to clean it. Press the [Scan/Pause] button to rotate the rollers in order to clean dirt and dust off the entire surface of each roller. Make sure to clean thoroughly because the feeding performance is affected especially when there is black foreign matter on the roller. As a guideline, pressing the [Scan/Pause] button seven times will rotate the feed rollers/assist rollers one revolution.

4 Close the hopper/ADF/top cover.



CAUTION

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

ATTENTION

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

5 Press the [Stop] button.

Cleaning is completed.

6 Reset the cleaning counter.

Use one of the following methods to reset the counter.

- Select [23: Show/Clear Counters] from [Main Menu] on the operator panel, then reset the counter.
- Start up the Software Operation Panel and reset the counter.

Replacing the Consumables


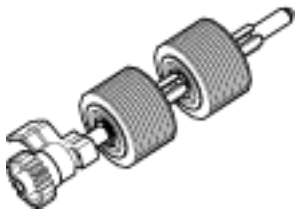
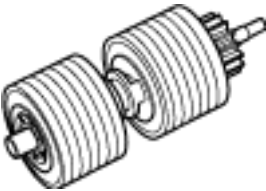

This section explains how to replace the consumables for the scanner.



CAUTION

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

Name	Part No.	Suggested Replacement Cycle
PICK ROLLER 	PA03575-K011	600,000 sheets or one year
SEPARATOR ROLLER 	PA03800-K012	600,000 sheets or one year
BRAKE ROLLER 	PA03575-K013	600,000 sheets or one year
PRINT CARTRIDGE (*1) 	CA00050-0262	4,000,000 characters or less (this may be less depending on the font specified)

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. The scanner records the number of sheets scanned for each consumable (pick roller, separator roller, and brake roller) and the amount of remaining ink (print cartridge), which allows you to determine when to replace consumables.

Use one of the following methods to check the number of sheets that have been scanned and the amount of remaining ink.

- You can select [23: Show/Clear Counters] from [Main Menu] on the operator panel to check the number of sheets that have been scanned and the amount of remaining ink.
- You can start up the Software Operation Panel to check the number of sheets that have been scanned and the amount of remaining ink.

Note that the suggested replacement cycles are guidelines for using A4 (80 g/m² [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. Refer to the contact information in the Contact List or the Contact for Inquiries section in Safety Precautions bundled with this product and make an inquiry.

Please note that some parts (other than the consumables) need to be replaced by a service engineer, depending on the type of documents scanned and how often the scanner is used. For instance, Maintenance Parts (e.g. assist roller) need to be replaced by a service engineer.

For details, contact a service engineer. Refer to the contact information in the Contact List or the Contact for

Inquiries section in Safety Precautions bundled with this product and make an inquiry.

Replacing the Pick Roller

Replace the pick roller in following procedure.

HINT

There are two pick rollers. Make sure to replace both units.

- 1 Turn off the scanner, unplug the power cable and wait for at least 15 minutes.**
- 2 Remove all documents from the stacker.**
- 3 Open the ADF.**



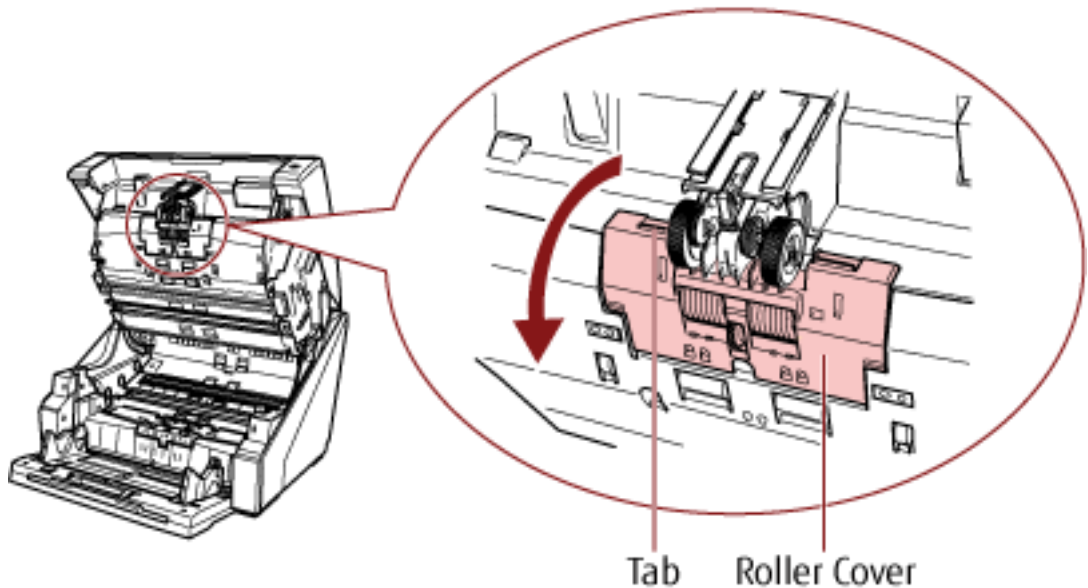
CAUTION

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

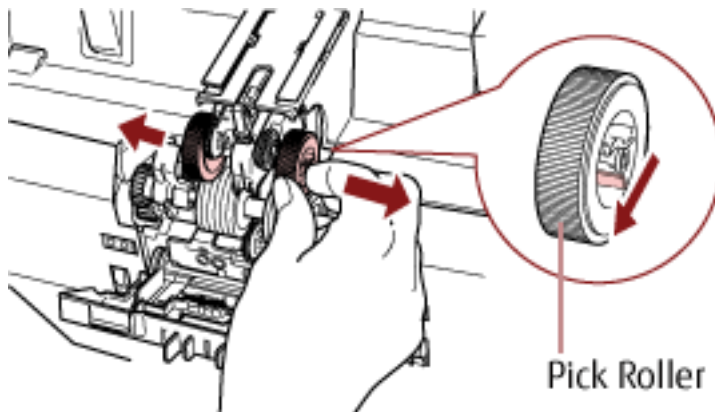
- 4 Remove the pick rollers (× 2) from the scanner.**

- a Open the roller cover.**

Grab the tabs on the left and right side with your fingers and pull down the cover towards you.

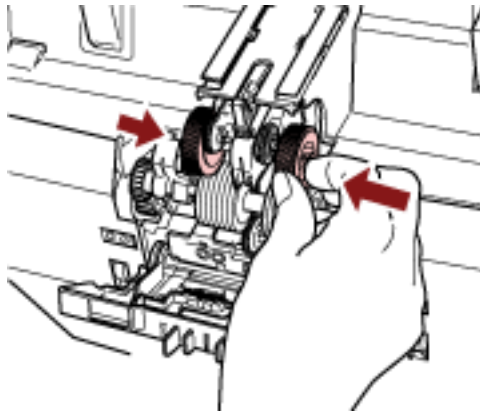


- b** Grab the tabs on the pick rollers (× 2) to pull the pick rollers off the rotating shaft.



5 Install a new set of pick rollers (× 2) in the scanner.

- a** Place the pick rollers (× 2) on the shaft.



- b** Close the roller cover.

Make sure that both ends of the cover are locked firmly.

6 Close the ADF.



CAUTION

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

ATTENTION

- Do not close the ADF while the roller cover is open.
- Confirm that the pick rollers are installed properly. When the pick rollers are not installed properly, it causes feeding errors such as paper jams.

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

8 Reset the pick roller counter.

Use one of the following methods to reset the counter.

- Select [23: Show/Clear Counters] from [Main Menu] on the operator panel, then reset the counter.
- Start up the Software Operation Panel and reset the counter.

Replacing the Separator Roller

Replace the separator roller in following procedure.

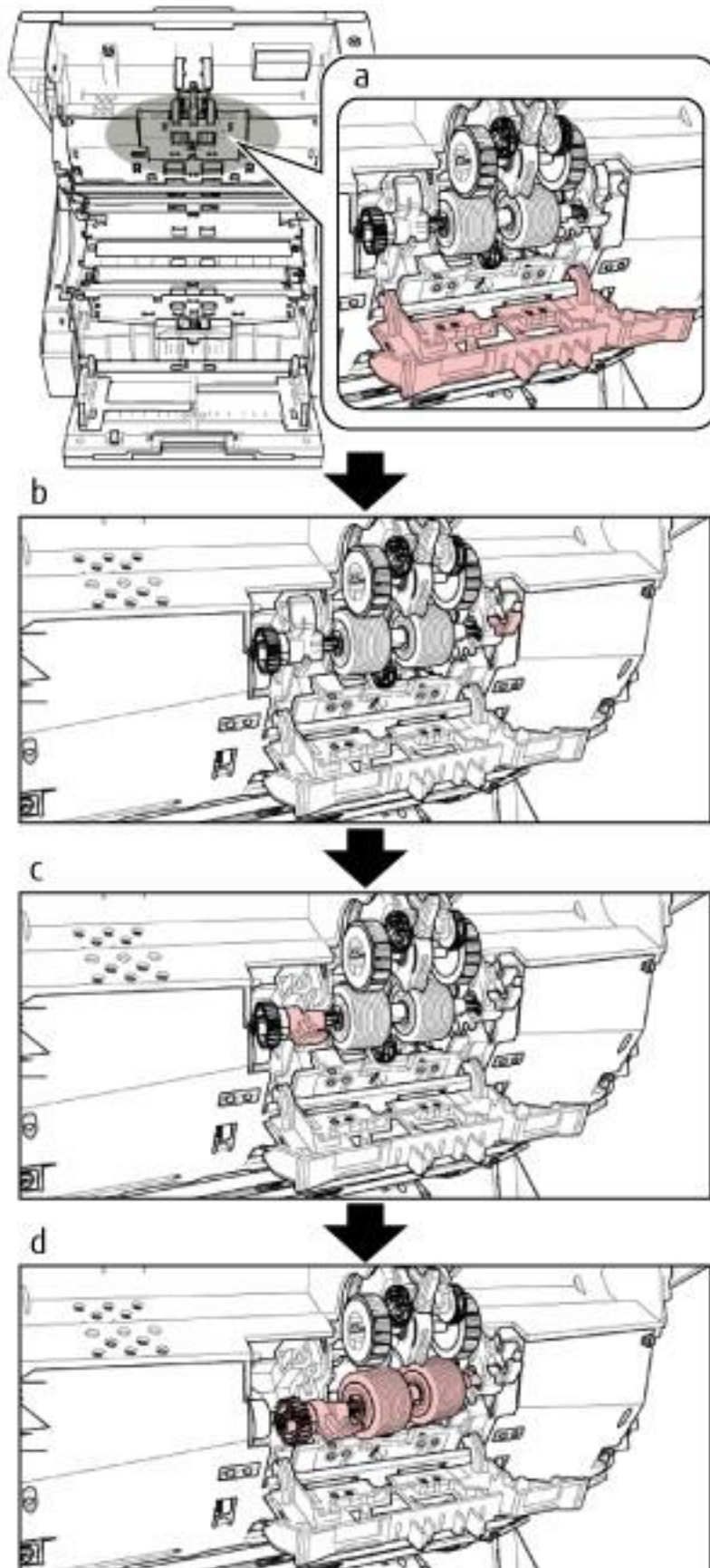
- 1 Turn off the scanner, unplug the power cable and wait for at least 15 minutes.**
- 2 Remove all documents from the stacker.**
- 3 Open the ADF.**



CAUTION

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

4 Remove the separator roller from the scanner.

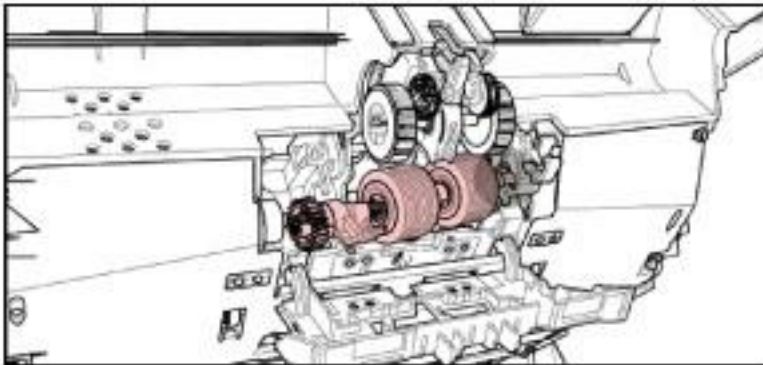


A supplementary procedure describing how to remove the separator roller from the scanner is provided below.

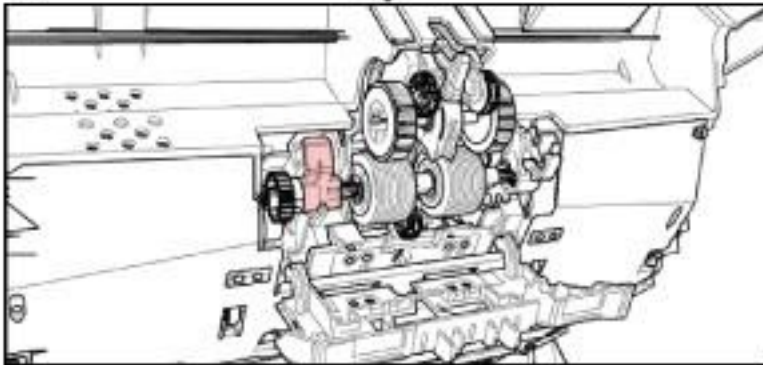
- a** Grab the tabs on the top left and right sides of the roller cover with your fingers and pull down the cover towards you.
- b** Pull down the lever which is located on the right-hand side of the separator roller.
- c** Pull down the lever which is located on the left-hand side of the separator roller.
- d** Pull the lever on the left side of the separator roller towards you, and remove it with the shaft.

5 Install a new separator roller on the scanner.

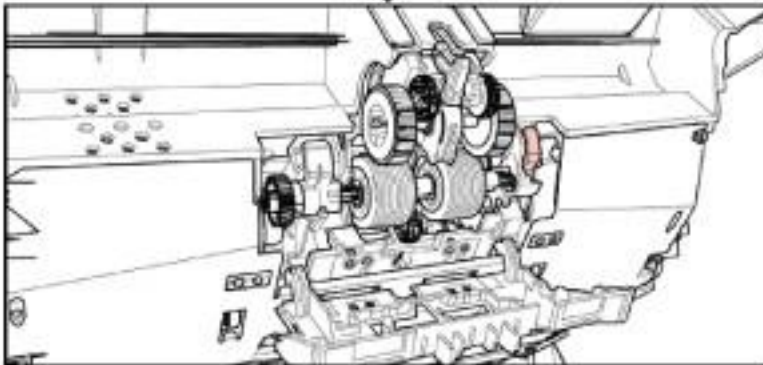
a



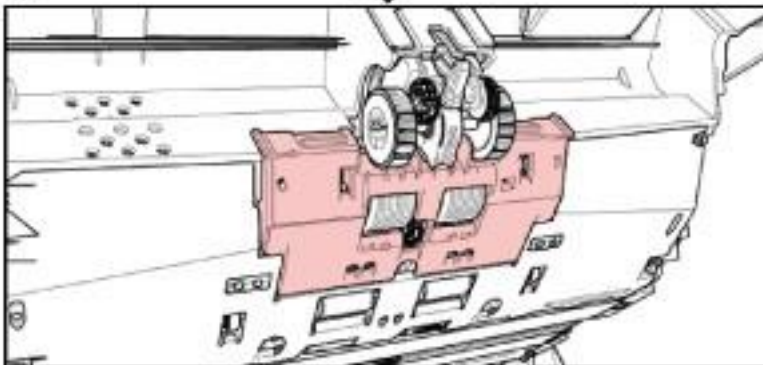
b



c



d



A supplementary procedure describing how to install the separator roller on the scanner is provided below.

- a** Insert the right side of the separator roller shaft first, then the left side so that the tab fits in the groove.
- b** Push up the lever which is located on the left side of the separator roller.
- c** Push up the lever which is located on the right side of the separator roller.
- d** Close the roller cover, and make sure that both ends of the cover are locked firmly.

6 Close the ADF.



CAUTION

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

ATTENTION

- Do not close the ADF while the roller cover is open.
- Confirm that the separator roller is installed properly. When the separator roller is not installed properly, it causes feeding errors such as paper jams.

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

8 Reset the separator roller counter.

Use one of the following methods to reset the counter.

- Select [23: Show/Clear Counters] from [Main Menu] on the operator panel, then reset the counter.
- Start up the Software Operation Panel and reset the counter.

Replacing the Brake Roller

Replace the brake roller in following procedure.

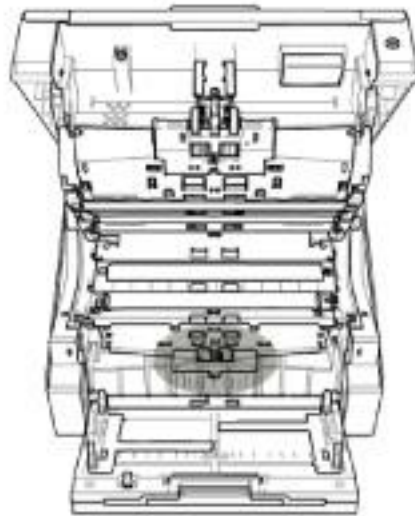
- 1 Turn off the scanner, unplug the power cable and wait for at least 15 minutes.**
- 2 Remove all documents from the stacker.**
- 3 If the hopper has been raised, bring it back down to the lower position.**
- 4 Open the ADF.**



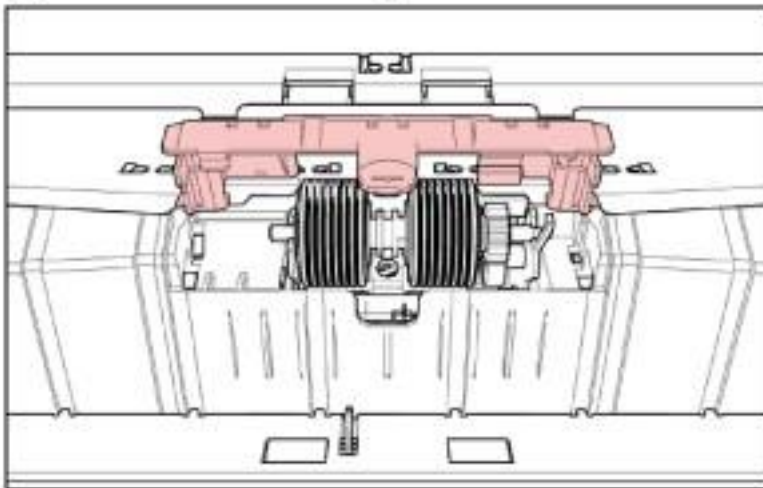
CAUTION

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

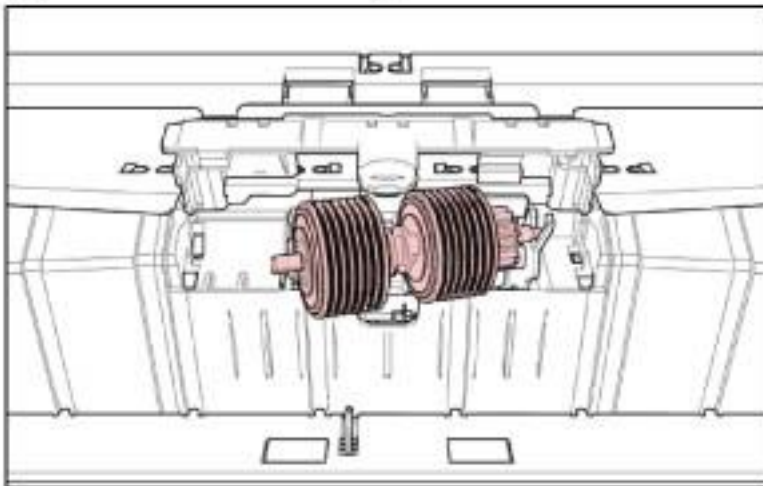
5 Remove the brake roller from the scanner.



a



b

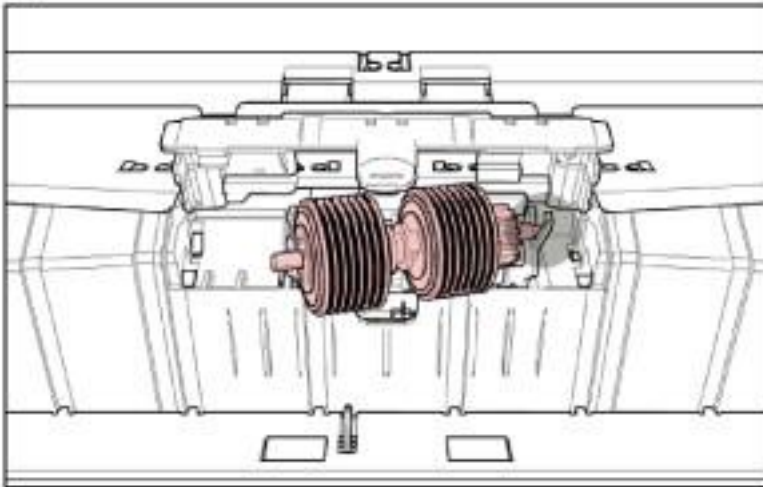


A supplementary procedure describing how to remove the brake roller from the scanner is provided below.

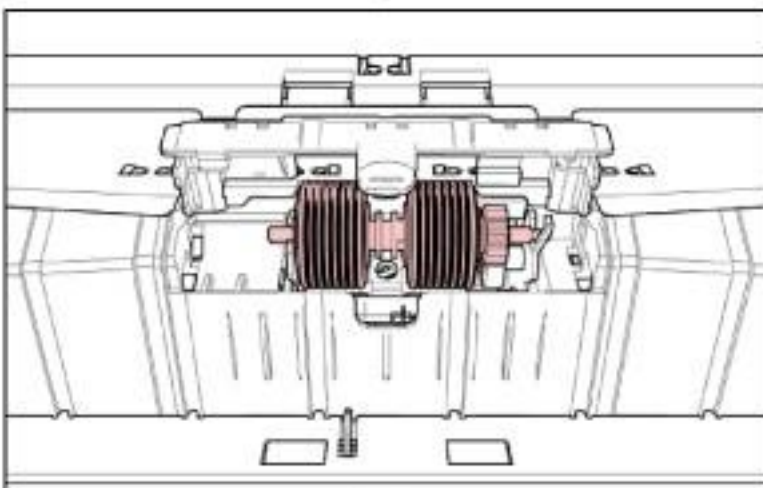
- a** Lift up the cover from the bottom middle to open it.
- b** Lift the left side of the brake roller first, then pull out the shaft from left to right.

6 Install a new brake roller on the scanner.

a



b



c

