

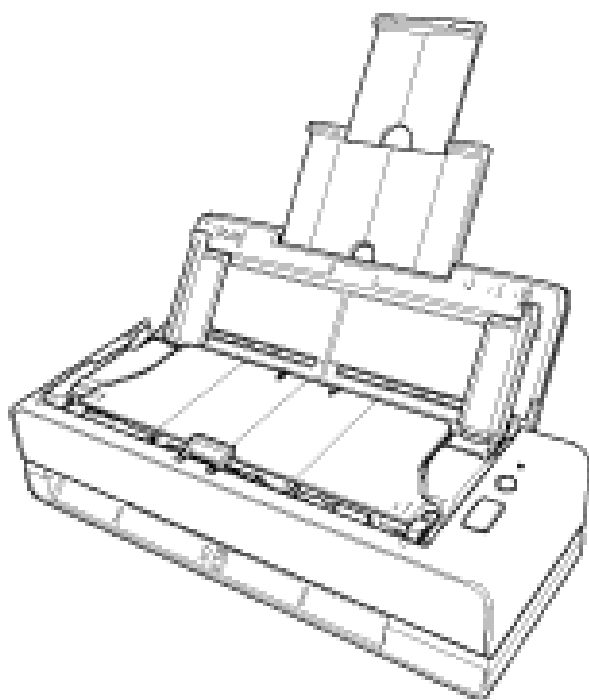
# RICOH

## Ricoh Document Scanners

### fi-800R

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# Consumable Replacement and Cleaning Guide For Fujitsu and Ricoh Scanners



CG00002-302301 Revision B



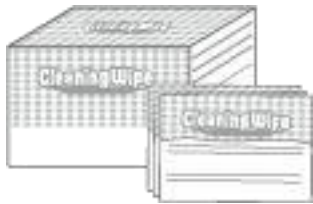
# Daily Care

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 Location		Frequency
Inside of the scanner (ADF)	Pad unit	Every 1,000 sheets
	Pick roller	
	Glass	
	Ultrasonic sensor	
	Document sensor	
	Feed roller	
	Eject roller	
Outside of the scanner	Scanner	Clean when dust and dirt are noticeable.

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.

### **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:

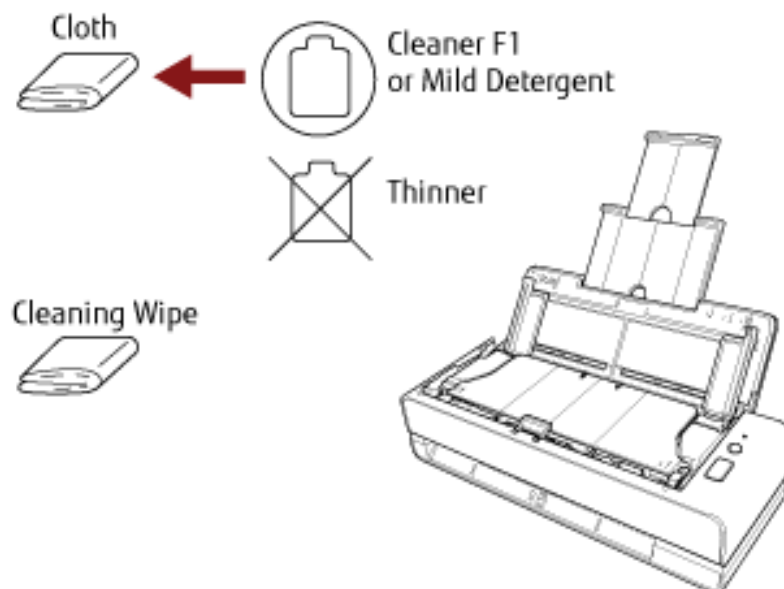
- Smooth-faced documents such as coated paper
- Documents with printed text/graphics that almost cover the entire surface
- Chemically-treated documents such as carbonless paper
- Documents containing a large amount of calcium carbonate
- Documents written in lead pencil
- Documents on which the toner is not sufficiently fused

## Cleaning the Outside of the Scanner

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.



## 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 1,000 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**

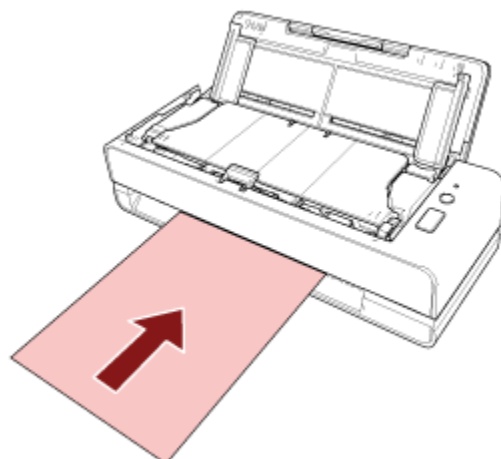
- Do not use water or mild detergent to clean the ADF.
- It may take a long time to dry if an excessive amount of Cleaner F1 is used. Use only a small amount. Wipe off the cleaner completely to leave no residue on the cleaned parts.

1. Turn on the scanner
2. Spray the Cleaning Paper with Cleaner F1
3. Insert the Cleaning Paper into the return path opening or load the Cleaning Paper in the ADF paper chute (Feeder).

Inside the ADF should be cleaned from both the return path opening and the ADF paper chute (feeder).

- For the return path opening

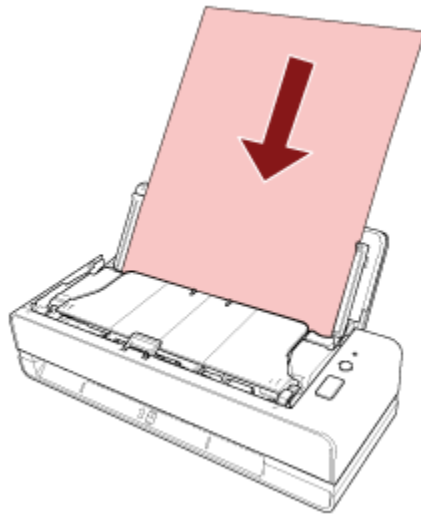
Insert the Cleaning Paper into the return path opening.



- For the ADF paper chute (feeder)

Open the ADF paper chute (feeder), load the Cleaning Paper, and 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.

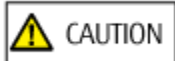


4. Scan the document with the image scanning application.
5. Clear the sheet counter after cleaning using the Software Operation Panel.

## 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 1,000 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.

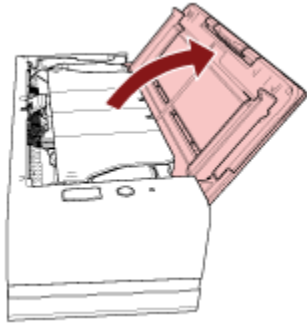


The inside of the ADF becomes very hot when the scanner is being used.

Before you start cleaning the inside 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.

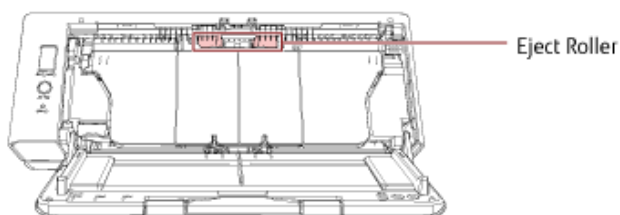
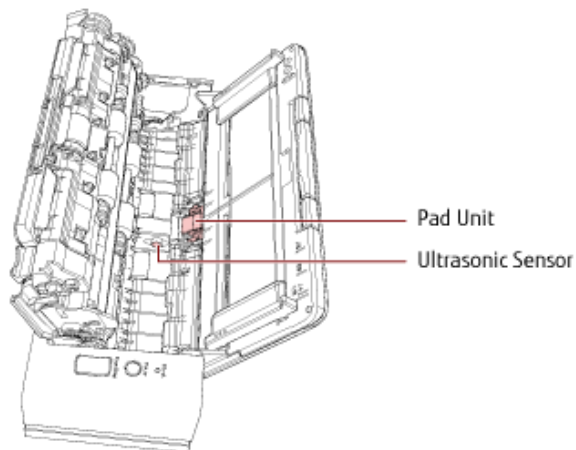
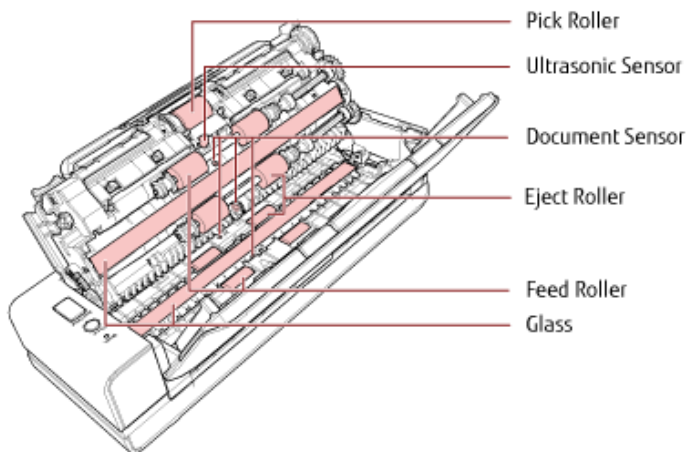
- **ATTENTION**
  - Do not use water or mild detergent to clean the ADF.
  - It may take a long time to dry if an excessive amount of Cleaner F1 is used. Use only a small amount. Wipe off the cleaner completely to leave no residue on the cleaned parts.

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



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

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



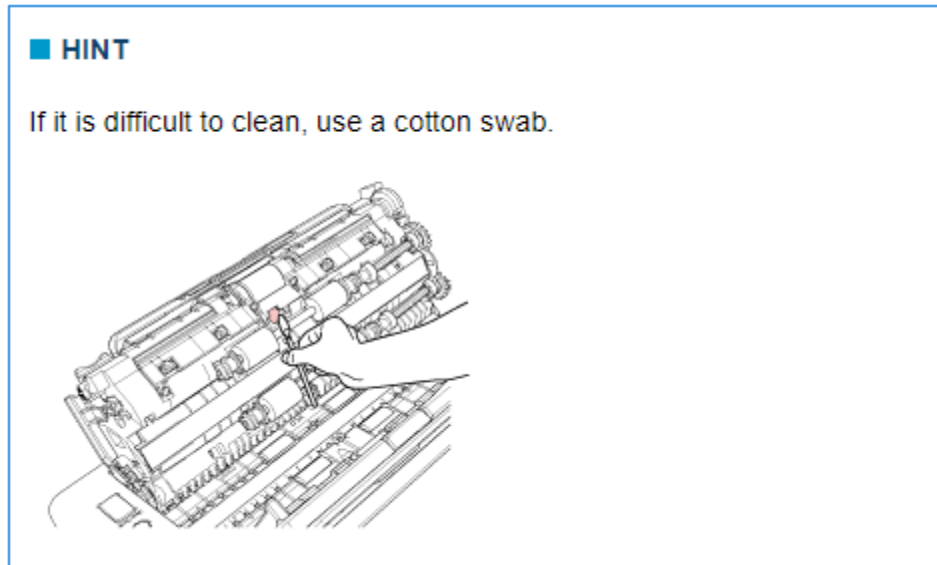


- Pick Roller 1

Gently wipe dirt and dust off the roller 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.

- Ultrasonic Sensor (x2) / Document Sensor (x4)

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



- Glass (x2)

Gently wipe dirt and dust off the glass sections.

**■ ATTENTION**

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

- Pad Unit (x1)

Wipe the rubber surface of the pad downward to remove any dirt and dust. Be careful not to accidentally get your hand or a cloth on the pick spring (metal part).

- Feed Roller (x4) / Eject Roller (x8)

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. Open the ADF



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

- c. Press the [Scan/Stop] button for 3 seconds or more in order for the scanner to enter cleaning mode.
- d. Press the [Scan/Stop] button.

The feed/eject rollers rotate a certain amount simultaneously.

As a guideline, pressing the [Scan/Stop] button seven times will rotate the feed rollers/eject rollers one revolution.



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 roller will affect the feeding performance.

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, documents may not be fed into the ADF.

6. Clear the sheet counter after cleaning.

Start up the Software Operation Panel and clear the counter.

## Cleaning the Carrier Sheet/Photo Carrier Sheet/Booklet Carrier Sheet

The Carrier Sheet/Photo Carrier Sheet/Booklet 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/Photo Carrier Sheet/Booklet Carrier Sheet.

As you keep using the Carrier Sheet/Photo Carrier Sheet/Booklet 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/Photo Carrier Sheet/Booklet 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/Photo Carrier Sheet/Booklet Carrier Sheet because doing so may cause damage or deformation.
- After cleaning the inside of the Carrier Sheet/Photo Carrier Sheet/Booklet Carrier Sheet with a cloth moistened with Cleaner F1/mild detergent or a sheet of Cleaning Wipe, do not close the Carrier Sheet/Photo Carrier Sheet/Booklet Carrier Sheet until it is completely dry.
- The Carrier Sheet and Photo Carrier Sheet should be replaced approximately every 500 scans.

The Booklet Carrier Sheet should be replaced approximately every 2,500 scans.

For information on purchasing the Carrier Sheets/Photo Carrier Sheets/Booklet Carrier Sheets, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.

# Consumable Replacement

## Replacing the Consumables

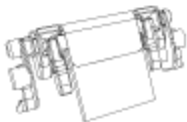

This section explains how to replace the consumables for the scanner.



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.

## Consumable Replacement Cycles

Name	Part No.	Suggested Replacement Cycle
<p>PAD Unit</p> 	PA03795-0002	30,000 sheets or one year
<p>PICK ROLLER</p> 	PA03795-0001	150,000 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 (pad unit and pick roller), which allows you to determine when to replace the consumables.

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**

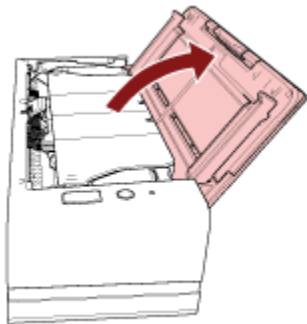
Only use the specified consumables.

For information on purchasing the consumables, contact the distributor/dealer where you purchased this product. Refer to the contact information in the Contact List if supplied with this product, or refer to the contact information in the Contact for Inquiries section if provided in Safety Precautions supplied with this product, and then make an inquiry.

## Replacing the Pad Unit

Replace the pad unit in following procedure.

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



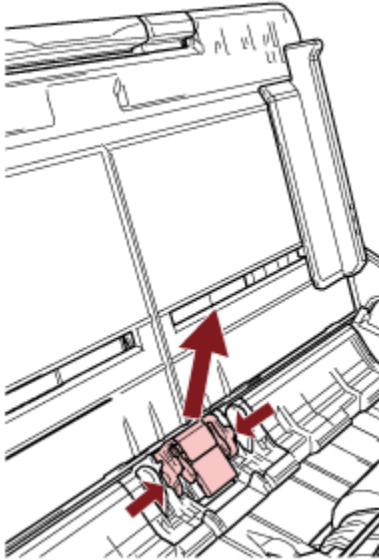
3. Open the ADF



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

4. Remove the pad unit.

Squeeze both ends of the pad unit (gray parts) and pull it out in the direction of the arrow.

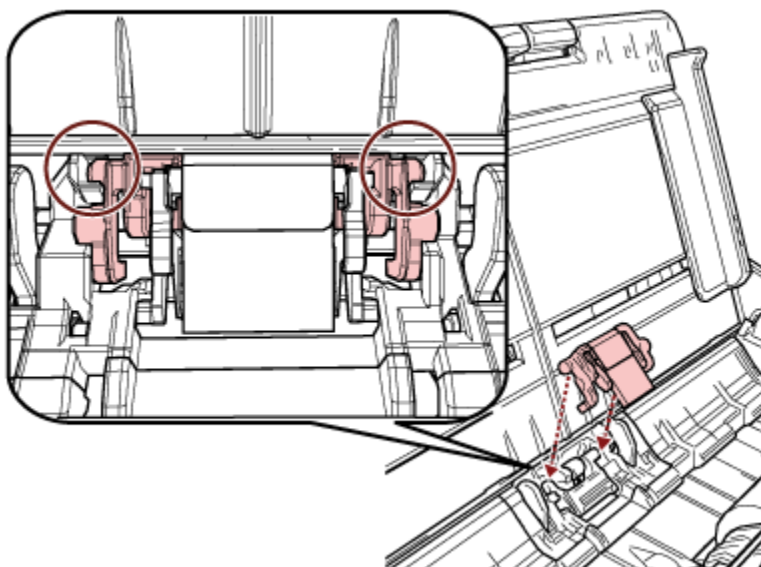


■ **ATTENTION**

Do not hold any parts other than both ends of the pad unit (gray parts).

5. Attach a new pad unit

Attach the pad unit so that the protrusions are placed as shown below



■ **ATTENTION**

- Attach the pad unit with the front side up. If the pad unit is attached upside down, paper jams or other feeding errors may occur.
- Make sure that the pad unit is attached firmly. Otherwise, paper jams or other feeding errors may occur.

6. Close the ADF.



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

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

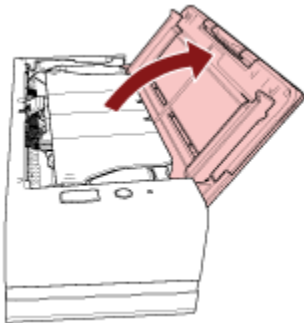
8. Clear the pad unit counter

Start up the Software Operation Panel and clear the counter.


## 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. Open the ADF paper chute (feeder).

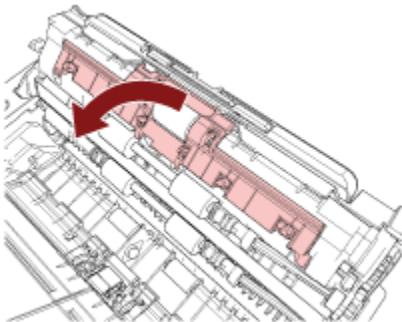


3. Open the ADF

 **CAUTION**

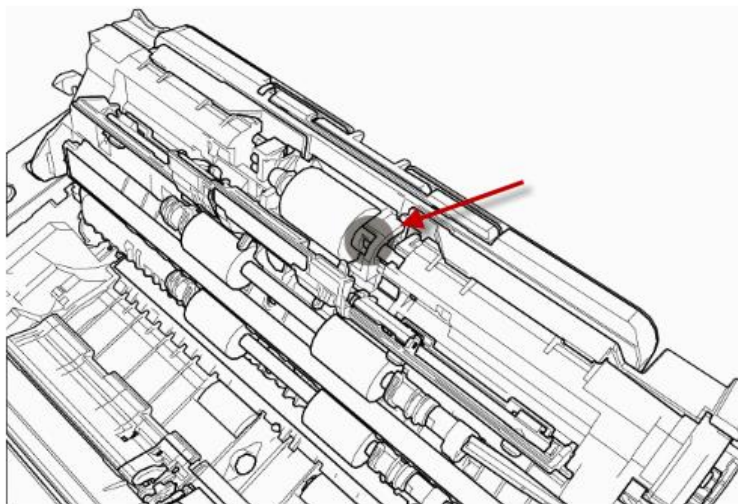
When the ADF is open, it might close accidentally. Be careful not to get your fingers caught.

4. Open the sheet guide.

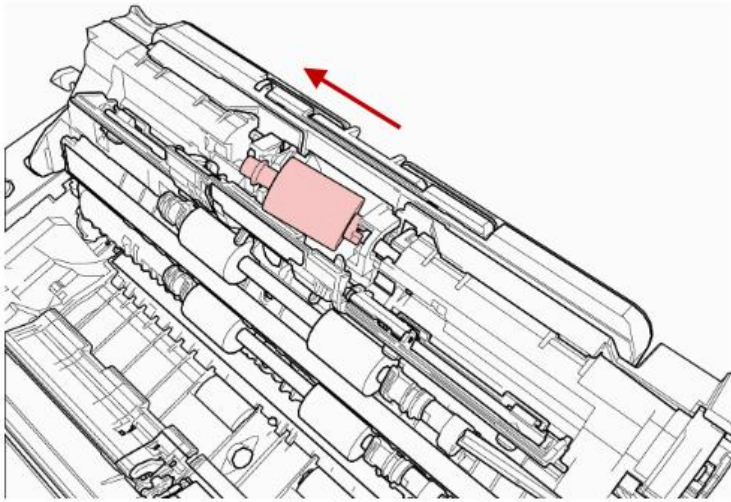


5. Remove the pick roller.

Pull out the pick roller from the shaft, and then lift up the pick roller to remove it.

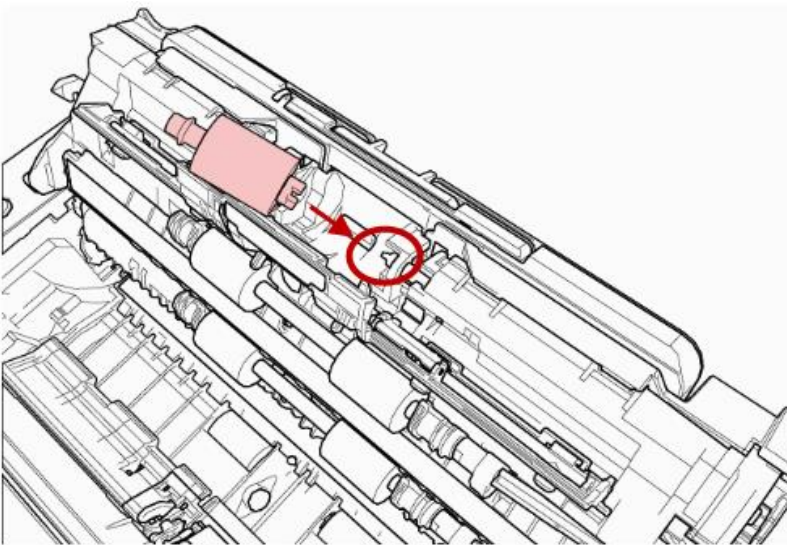


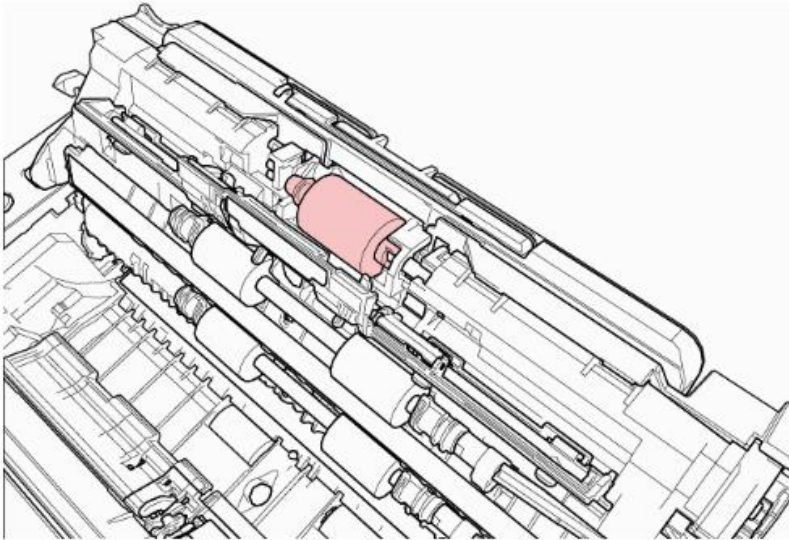




6. Attach a new pick roller.

Attach the pick roller to the shaft while aligning the slot of the pick roller with the protrusion of the shaft.





■ **ATTENTION**

Confirm that the pick roller is installed properly. Otherwise, paper jams or other feeding errors may occur.

7. Close the sheet guide. Make sure that both ends of the sheet guide are locked firmly.
8. Close the ADF.



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 pick roller counter.

Start up the Software Operation Panel and clear the counter.