RICOH

Ricoh Document Scanners

fi-8040

Consumable Replacement and Cleaning Guide
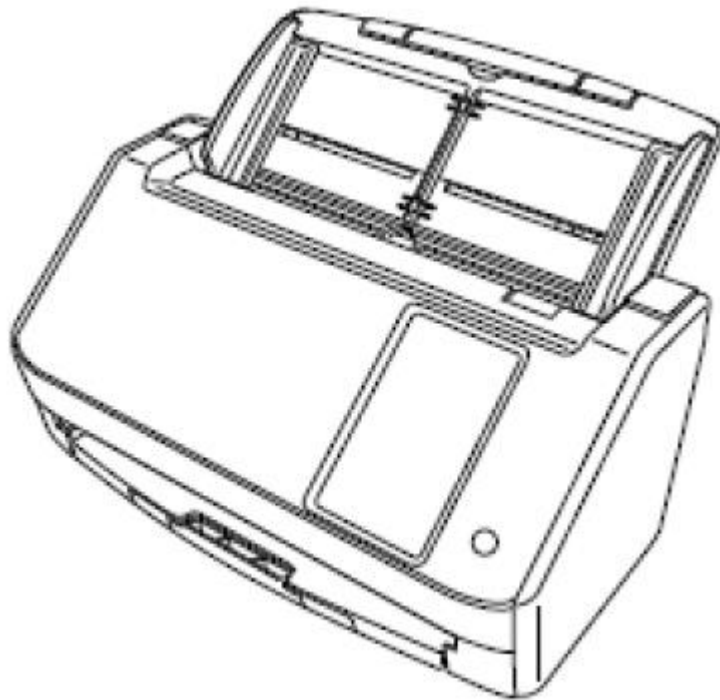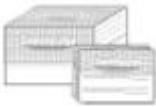
Daily Care

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. 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.

Location and Frequency

Location		Frequency
Inside of the scanner (ADF)	Brake roller	Every 3,000 sheets
	Pick roller	
	Rubber idler roller	
	Plastic idler roller	
	Glass	
	Ultrasonic 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.

Use one of the following methods to check the number of sheets that have been scanned.

• The procedure when using the touch screen 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],
- When the background color of the counter is yellow

  It is about time to clean the scanner.
- 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

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 asmall amount. Wipe off the cleaner completely to leave no residue on the cleaned parts.
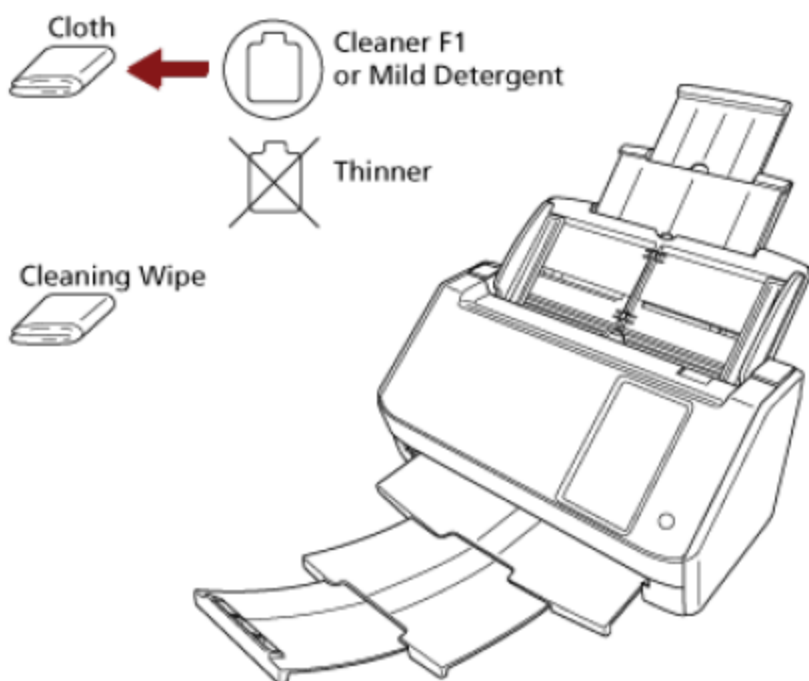
- Touch screen

    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 problems related to scanning or affect the scanned results. 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.
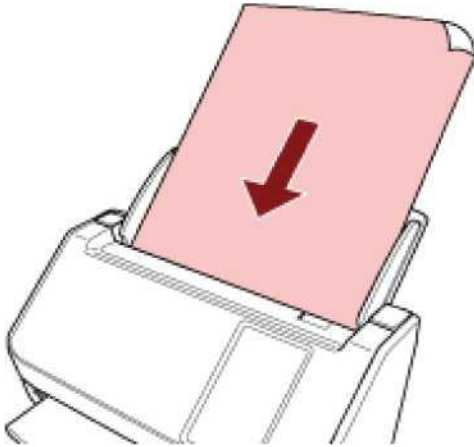
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1   Turn on the scanner.

2   **On the touch screen, press** → [Cleaning & Maintenance] —> [Cleaning] —>■ [Cleaning Paper].

3   Spray the Cleaning Paper with Cleaner F1.

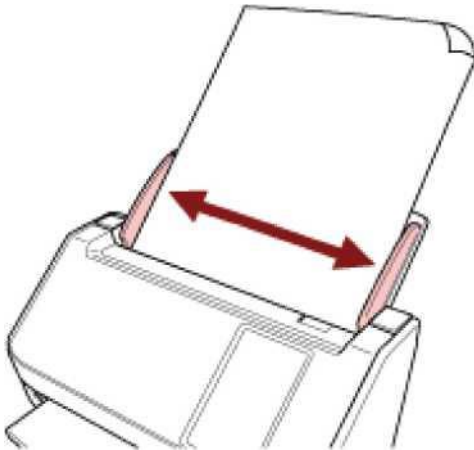4   Pull out the chute extensions according to the length of the Cleaning Paper.

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.

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 Use one of the following methods to clear the cleaning counter.

- The procedure when using the touch screen is as follows.

    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 problems related to scanning or affect the scanned results. Cleaning should be performed approximately every 3,000 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.

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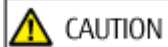
The inside of the ADF becomes very hot when the scanner is being used.

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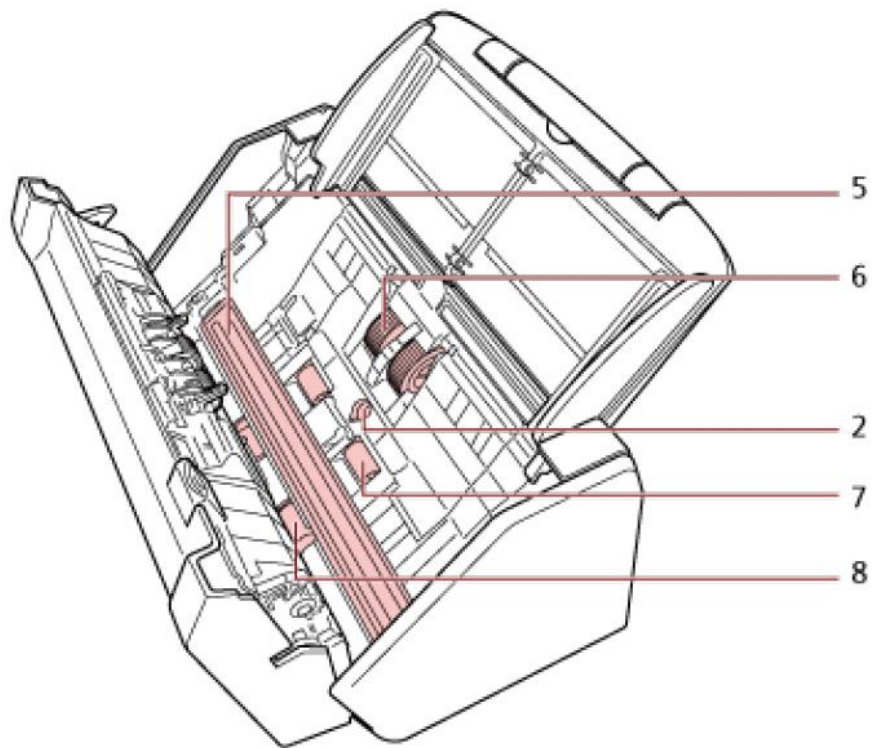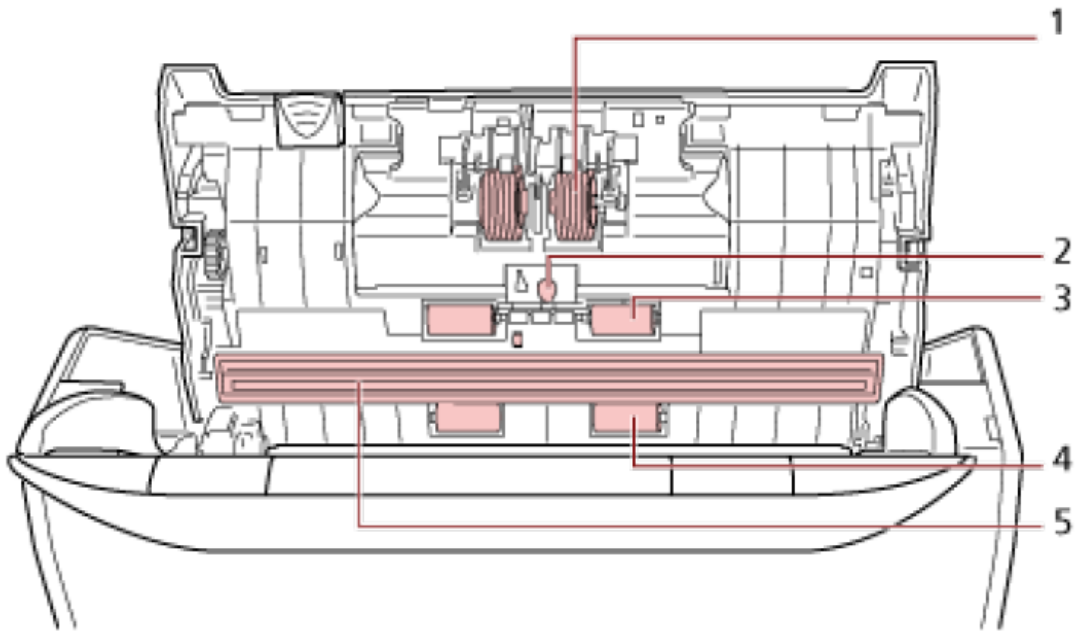
1. **Turn off the scanner, unplug the power cable and wait for at least 15 minutes.**

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.

No.	Location
1	Brake roller (x 2)
2	Ultrasonic sensor (x 2)

No.	Location
3	Rubber idler roller (x 2)
4	Plastic idler roller (x 2)
5	Glass (x 2)
6	Pick roller (x 2)
7	Feed roller (x 2)
8	Eject roller (x 2)

1 Brake roller (x 2)

Remove the brake roller from the scanner.

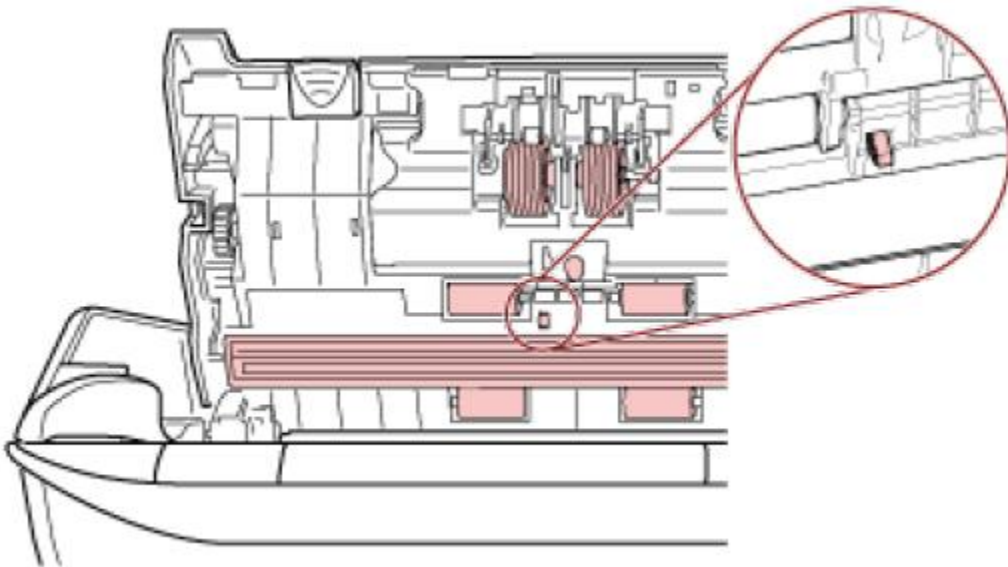Gently wipe off any dirt or dust along the grooves, taking care not to damage the roller surface.
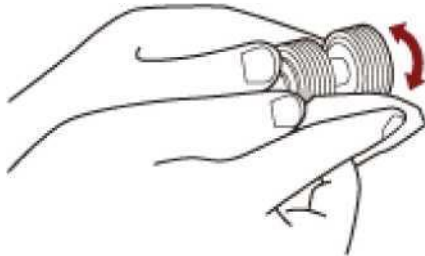
2 Ultrasonic sensor (x 2)

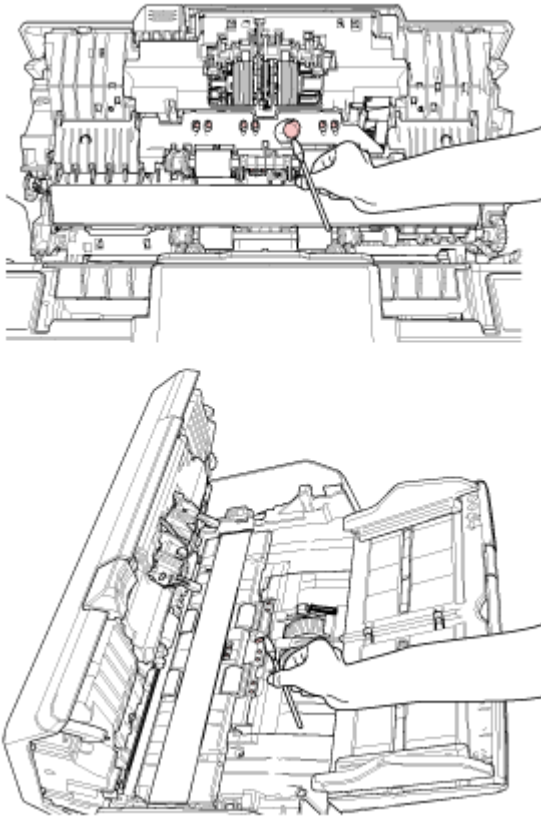Gently wipe the dirt and dust off the surface of the ultrasonic sensors.

ATTENTION

When cleaning, be careful not to damage the document sensor with a cloth or Cleaning Wipe.

3 Rubber idler roller (x 2)

4 Plastic idler 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.

5 Glass (x 2)

Gently wipe dirt and dust off the glass sections

ATTENTION

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

- When you receive a [Clean glass!] message from ![icon] on the touch screen, check which glass section is dirty and clean it.

- When a [Clean glass!] message shows that the glass section is dirty only on the one side, the message may not disappear even if you clean it. In that case, clean both glass sections.

6   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.

7   Feed roller (x 2)

8   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

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

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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. Use one of the following methods to clear the cleaning counter.

- The procedure when using the touch screen is as follows.

  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 cause problems related to scanning or affect the scanned results.

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.
- Note that these guidelines vary depending on the type of documents scanned and how often the scanner is used and cleaned.
  For information on purchasing the 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.
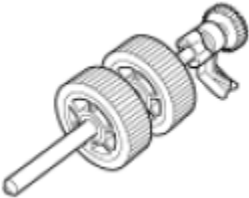
Replacing the Consumables

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

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

Consumables and Replacement Cycles

Name	Part No.	Suggested Replacement Cycle
Roller Set S • BRAKE ROLLER • PICK ROLLER 	PA03750-0001	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. The scanner records the number of sheets scanned for each consumable (pick roller and brake roller), which allows you to determine when to replace the consumables.

Use one of the following methods to check the number of sheets that have been scanned.

• The procedure when using the touch screen 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].
- When the background color of the counter is yellow It is about time to replace the consumables.

- When the background color of the counter is red

It is time to replace the consumables. Replace them.

•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.

ATTENTION

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 Roller Set S

The Roller Set S consists of the brake roller and the pick roller.
Replace the Roller Set S 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.

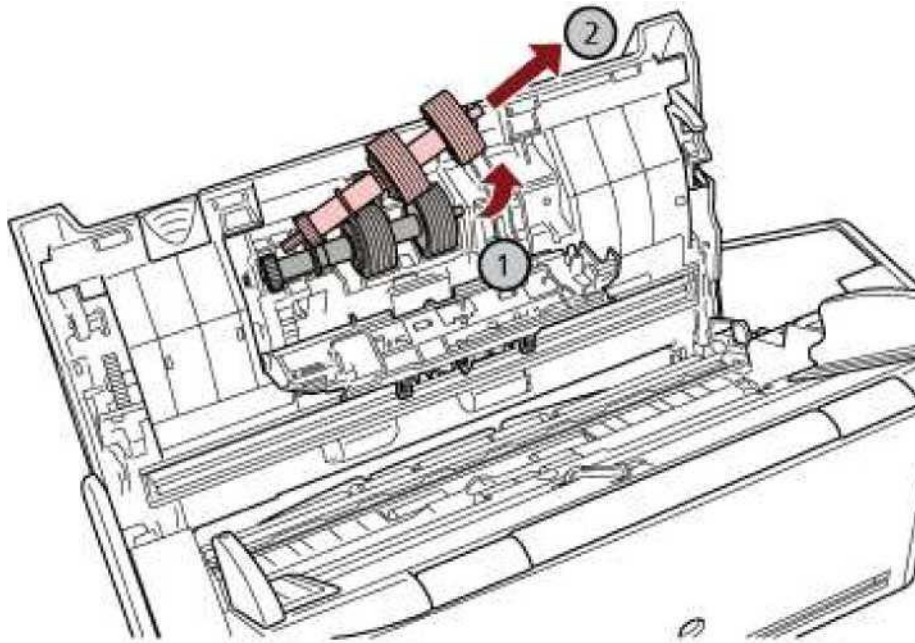| ⚠ CAUTION	When the ADF is open, it might close accidentally. Be careful not to get your fingers caught.

4 Replace the brake roller.

　a Open the brake roller cover.
　　Hold both ends of the cover, and open it in the direction of the arrow.
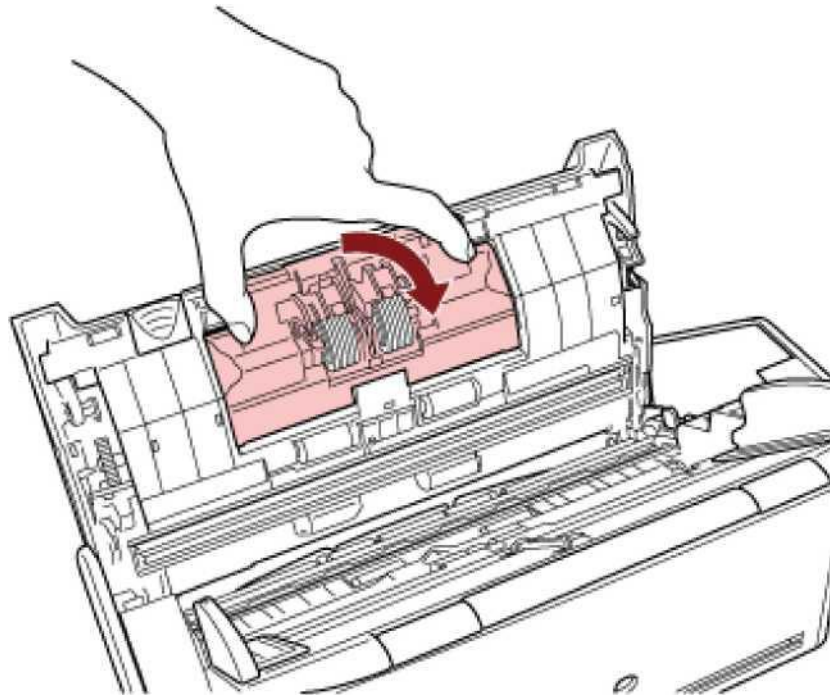
　b Remove the brake roller.

Lift the right side of the roller first, then pull out the shaft from the slot on the left.
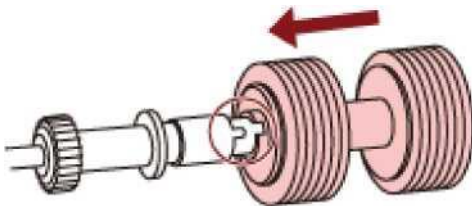

c Remove the brake roller from its shaft.
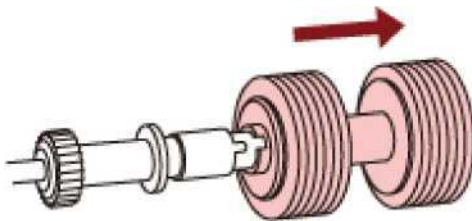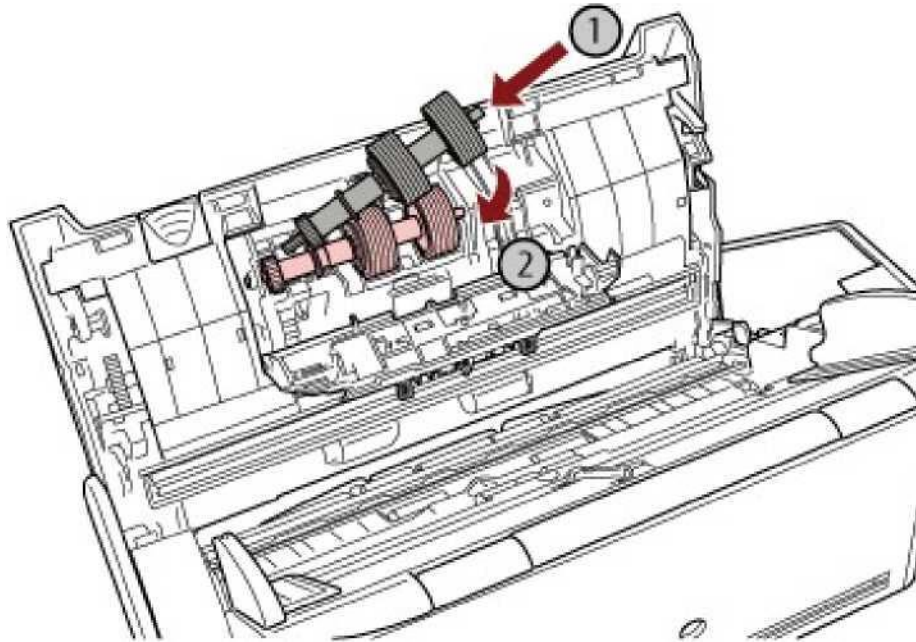

d Attach a new brake roller on the shaft.

Insert the protrusion on the shaft into the slot.

e Attach the brake roller back in the scanner.

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.
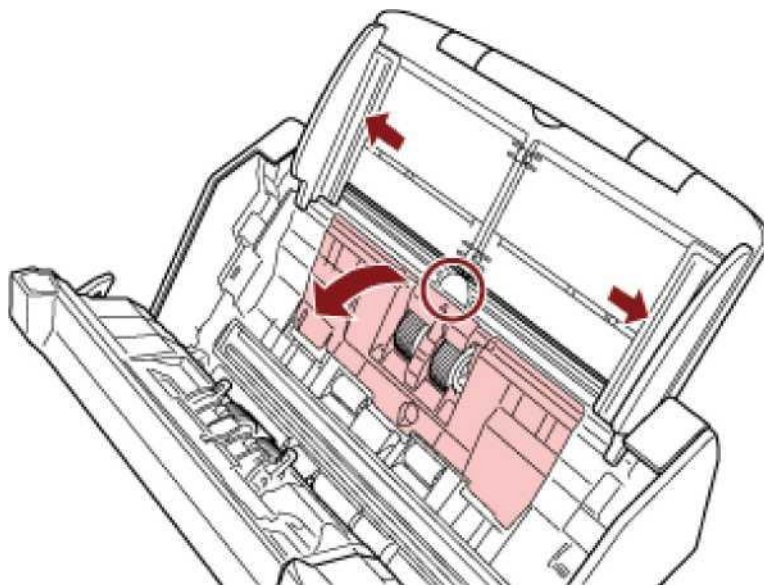

f   Close the brake roller cover.

ATTENTION

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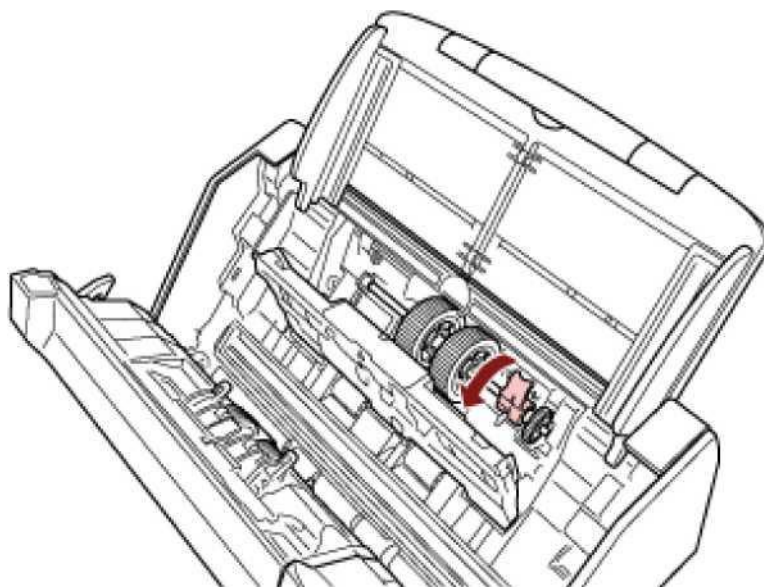
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5   Replace the pick roller.

a   Open the sheet guide.

Slide the side guides all the way, and pull the sheet guide open from the dip.
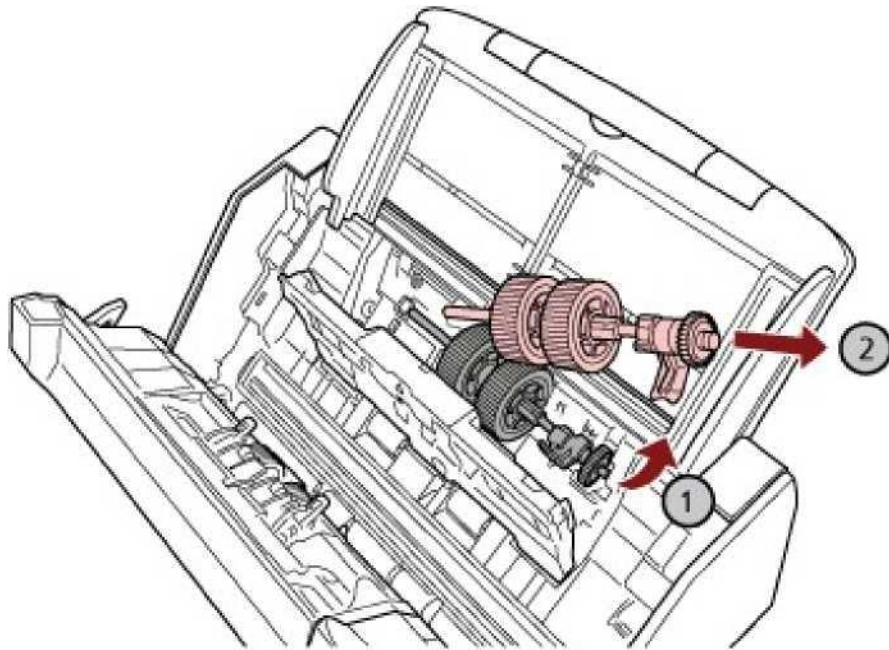

b   Rotate the bushing in the direction of the arrow.

c   Remove the pick roller.

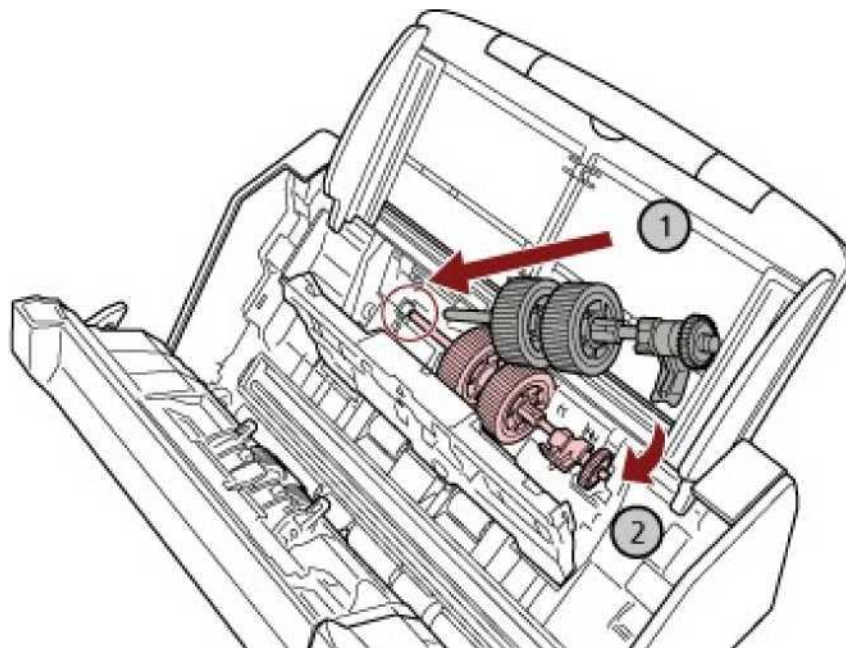Lift up the bushing side of the pick roller slightly (about 5 mm), move it towards the bushing, and pull it out.

ATTENTION

Be careful not to touch the gear near the bushing on the shaft because it has grease over it.
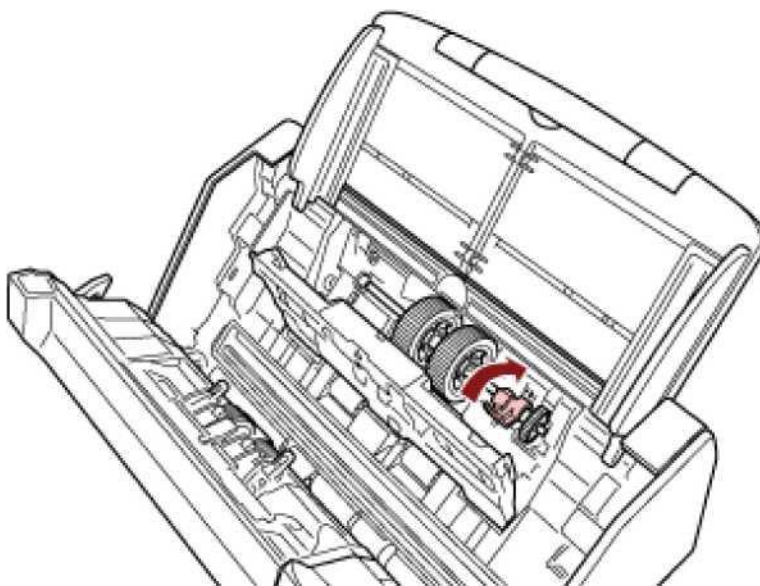
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d   Install the new pick roller in the scanner.

Insert the left end of the shaft into the slot, and lower the other end gradually.
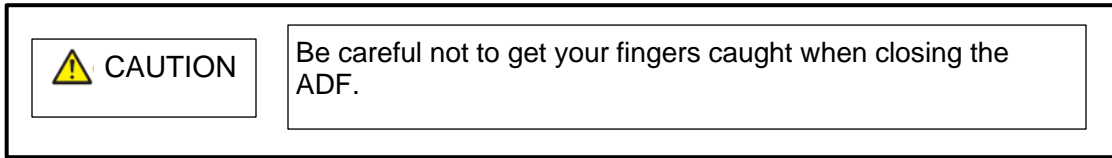

e Rotate the bushing in the direction of the arrow.

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

f Close the sheet guide.

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

6   Close the ADF.

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

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

8   Use one of the following methods to clear the counters for the consumables.

- The procedure when using the touch screen is as follows.

    a On the touch screen, press —> [Cleaning & Maintenance] —»[Consumable counters].

    b On the [Consumable counters] screen, press the [Clear] button for [Brake Roller] or [Pick Roller],