RICOH

Ricoh Document Scanners

FI-8950 / FI-8930 / FI-8820

Consumable Replacement and Cleaning Guide

Cleaning

Guidelines for the location and frequency of cleaning are listed below.

Location		Cleaning Paper/ Cleaning Sheet	Cloth Sprayed with Cleaner F1/ Cleaning Wipe	Frequency
Inside of the scanner (ADF)	Pick roller	Y	Y	Every 10,000 sheets
	Separator roller	Y	Y	
	Brake roller	Y	Y	
	Feed roller	Y	Y	
	Eject roller	Y	Y	
	Pinch roller	Y	Y	
	Paper path	Y	Y	
	Sheet guide	-	Y	
	Glass	-	Y	
	Ultrasonic sensor	-	Y	
	Document sensor	-	Y	
	Friction pad	-	Y	
Outside of the scanner	Scanner	-	Y	Clean when dust and dirt are noticeable.
	Touch screen	-	Y	

Y: Cleanable
-: Not cleanable
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 [Cleaning cycle] screen on the touch screen (displayed when the time for cleaning is approaching)
  Check the information about the cleaning cycle.
  The screen can be displayed in the following procedure:

   —> —> [Cleaning cycle]

- The [Consumable counters] screen on the touch screen
  Check the color of [After cleaning].
    - When the background color of the counter is green
      It is not time to clean the scanner yet.
    - 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.

The screen can be displayed in the following procedure:

   —> [Scanner Settings] —> [Cleaning & Maintenance] —> [Consumable counters]

NOTICE

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

## Checking and Resetting the Cleaning Counter

1. Start up the Software Operation Panel.
2. From the list on the left, select [Device Setting].
   - Checking when to perform cleaning
     Check [After cleaning].
     The counter for [After cleaning] turns yellow when the sheet count after cleaning reaches the value specified in [Cleaning Cycle] in the Software Operation Panel.
   - Resetting the cleaning counter
     Click the [Clear] button for [After cleaning]. The counter is reset to 0.
     —> The counter is reset to 0.
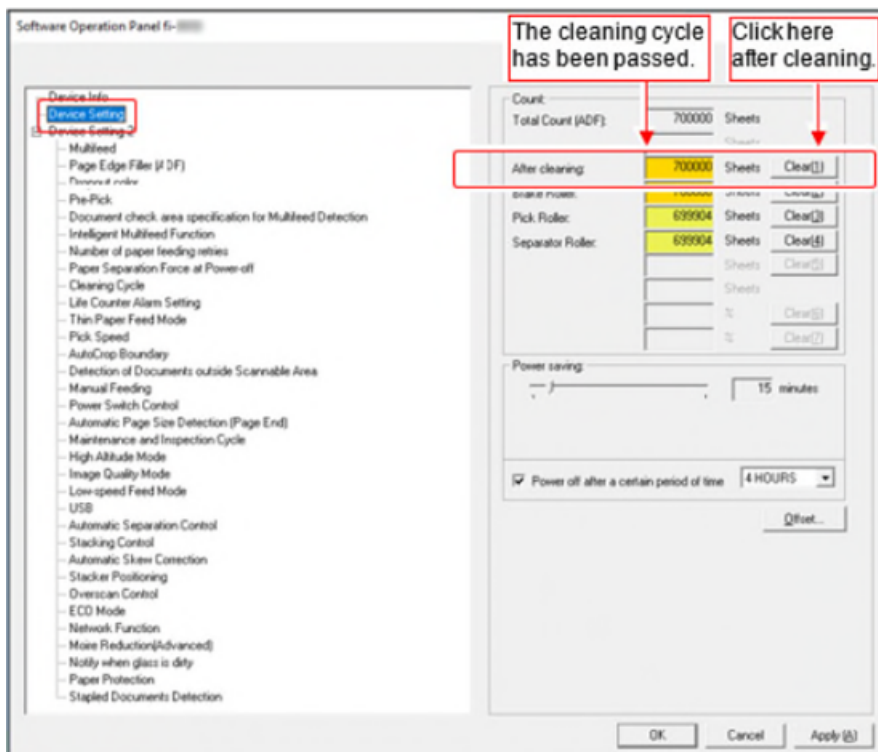
3. Click the [OK] button.
   A message window appears.
4. Click the [OK] button.
   The settings are saved.

[Reference]
The following message may sometimes appear while using the scanner:
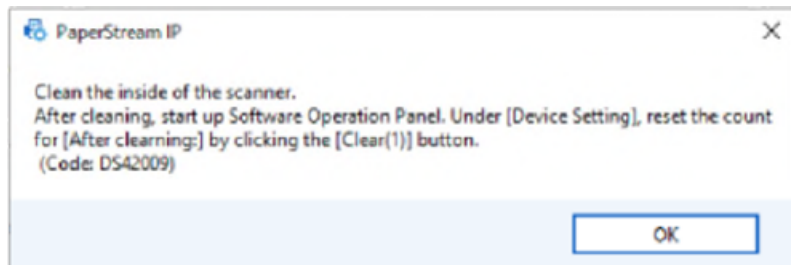
In that case, check the message and perform cleaning.

Cleaning the Outside of the Scanner

Scanner

The scanner including the hopper and 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.

NOTICE

- Never use paint thinner or any other organic solvents. Doing so could result in deformation or discoloration.
- 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.
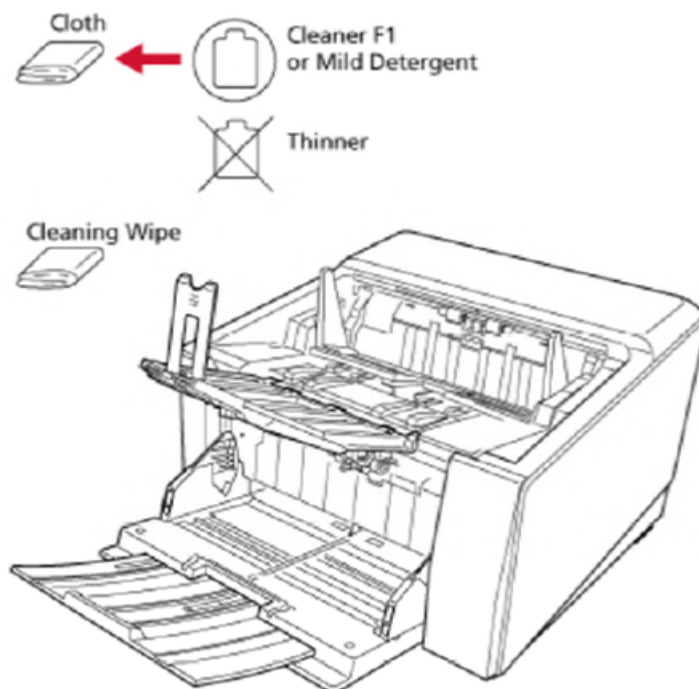
Touch screen

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.

NOTICE

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 the Cleaning Paper/Cleaning Sheet)

Use the Cleaning Paper/Cleaning Sheet to clean the rollers on both the upper and lower sides of the paper path. For more details about the Cleaning Paper/Cleaning Sheet, refer to "Cleaning Materials" in the "Operator's Guide" Clean according to the procedure for each cleaning material, such as the Cleaning Paper or Cleaning Sheet.

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 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.

NOTICE

Do not use water or mild detergent to clean the inside of the ADF.
It may take a long time to dry if an excessive amount of Cleaner F1 is used. Use only a small amount.
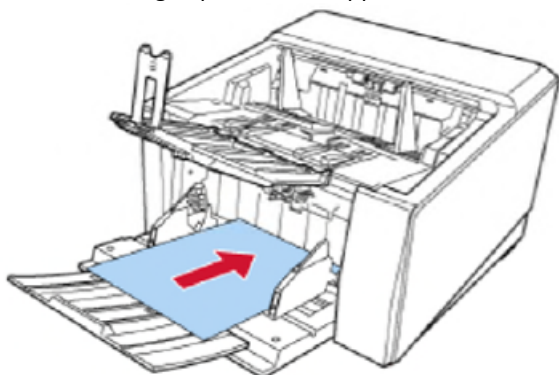
Cleaning with the Cleaning Paper

1. Turn on the scanner.
2. Switch to U-turn Scan by sliding the paper output selection switch upward.
3. On the touch screen, press ⚙ —> [Cleaning & Maintenance] —> [Cleaning] —> [Cleaning Paper].

   The [Cleaning Paper] screen is displayed.

NOTICE

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

4. Spray the Cleaning Paper with Cleaner F1.
5. Adjust the hopper extension according to the length of the Cleaning Paper.
6. Adjust the stacker according to the length of the Cleaning Paper.
7. Load the Cleaning Paper on the hopper.

8. Adjust the hopper side guides to the width of the Cleaning Paper.
   Move the hopper side guides so that there is no space between the hopper side guides and the Cleaning Paper.
   Otherwise, the Cleaning Paper may be fed skewed.
9. Scan the Cleaning Paper.
   On the touch screen, press the [Start] button on the [Cleaning Paper] screen to scan the cleaning paper.
   The Cleaning Paper is fed and ejected onto the stacker.
10. Press the [Scan/Stop] button.
    Cleaning is completed.

11. Use one of the following methods to clear the cleaning counter.
    - The [Cleaning cycle] screen on the touch screen (displayed when the time for cleaning is approaching)
      Press the [Clear] button.
   The screen can be displayed in the following procedure:

      (i) —> ⚠ —> [Cleaning cycle]

    - The [Consumable counters] screen on the touch screen
      Press the [Clear] button for [After cleaning].
      The screen can be displayed in the following procedure:

      ⚙ —> [Scanner Settings] —> [Cleaning & Maintenance] —> [Consumable counters]

Cleaning with the Cleaning Sheet

1. Turn on the scanner.
2. Switch to U-turn Scan by sliding the paper output selection switch upward.
3. On the touch screen, press ⚙ —> [Cleaning & Maintenance] —> [Cleaning] —> [Cleaning Paper].

NOTICE

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

4. Set the width of the hopper side guides to B4.
5. Adjust the stacker according to the length of the Cleaning Sheet.
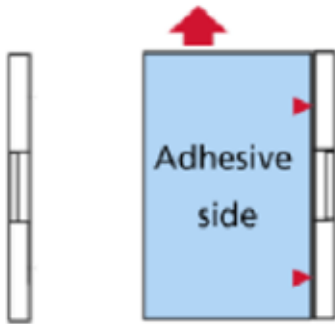6. Remove the protective paper from the Cleaning Sheet.
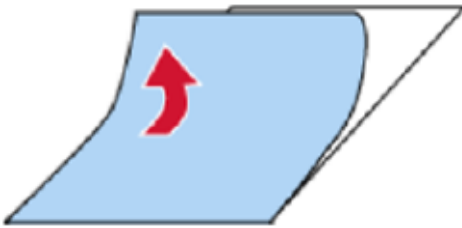
7. Place the Cleaning Sheet on the left-hand side between the side guides with its adhesive side facing up.
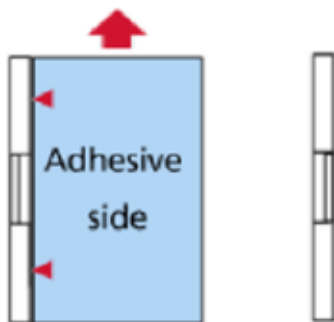
8. Scan the Cleaning Sheet.
   On the touch screen, press the [Start] button on the [Cleaning Paper] screen to scan the Cleaning Sheet.
   The Cleaning Sheet is fed through and ejected onto the stacker.

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

10. Scan the Cleaning Sheet.
    On the touch screen, press the [Start] button on the [Cleaning Paper] screen to scan the Cleaning Sheet.
    The Cleaning Sheet is fed through and ejected onto the stacker.
11. Remove the protective paper from a new Cleaning Sheet.
12. Place the Cleaning Sheet on the left-hand side between the hopper side guides with its adhesive side facing down.
13. Scan the Cleaning Sheet.
    On the touch screen, press the [Start] button on the [Cleaning Paper] screen to scan the Cleaning Sheet.
    The Cleaning Sheet is fed through and ejected onto the stacker.
14. Press the [Scan/Stop] button.
    Cleaning is completed.
15. Use one of the following methods to clear the cleaning counter.
    - The [Cleaning cycle] screen on the touch screen (displayed when the time for cleaning is approaching)
      Press the [Clear] button.
      The screen can be displayed in the following procedure:

      ⓘ —> ⚠ —> [Cleaning cycle]

    - The [Consumable counters] screen on the touch screen
      Press the [Clear] button for [After cleaning].
      The screen can be displayed in the following procedure:

      ⚙ —> [Scanner Settings] —> [Cleaning & Maintenance] —> [Consumable counters]

Cleaning the Inside of the (ADF) with a Cloth

The inside of the ADF can be cleaned with a piece of cloth moistened with Cleaner Fl, 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 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.

⚠ 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.

NOTICE

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

1. If the hopper has been raised, bring it back down to the lower position.
2. Turn off the scanner, unplug the power cable, then wait for at least 15 minutes until the temperature inside the ADF lowers.
3. Switch to U-turn Scan by sliding the paper output selection switch upward.
4. Clean the following locations with a cloth moistened with Cleaner F1, or a sheet of Cleaning Wipe.

- Pick Roller (2 units)
 Gently wipe the pick rollers so that the pick roller surface does not get damaged.
  Wipe along the grooves of the pick 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 pick rollers from the scanner.
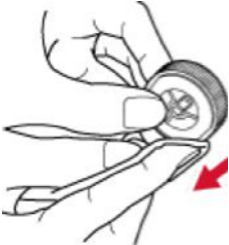
- Separator Roller (1 unit)
  Gently wipe the separator roller so that the separator roller surface does not get damaged.
  Wipe along the grooves of the separator roller surface. Make sure to clean thoroughly because the feeding performance is affected especially when there is black foreign matter on the roller. Remove the separator roller from the scanner.
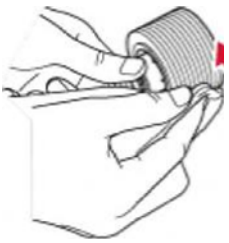
- Brake Roller (1 unit)
  Gently wipe the brake roller so that the brake roller surface does not get damaged.
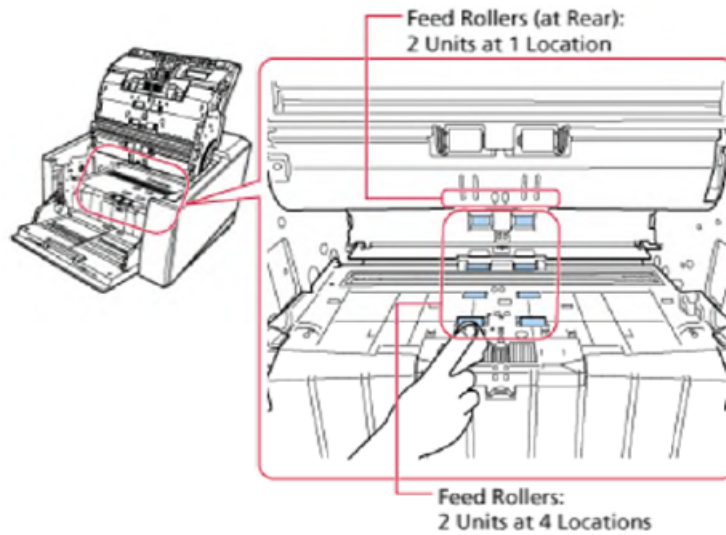 Wipe along the grooves of the brake roller surface. Remove the brake roller from the scanner.
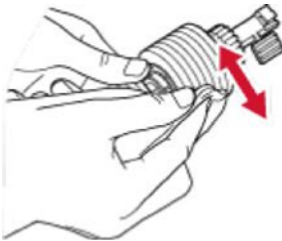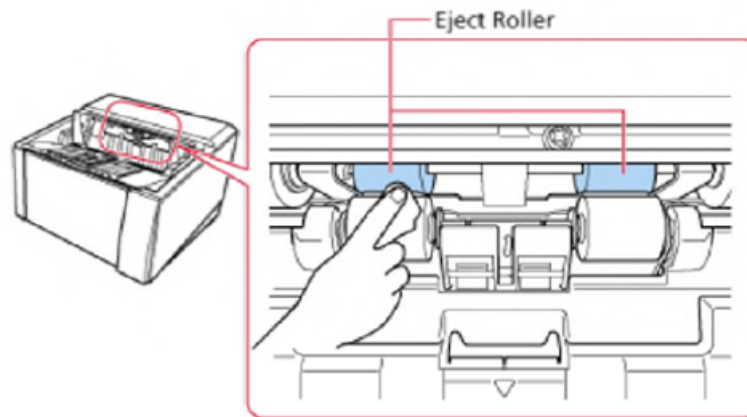

- Feed Roller/Eject Roller
  The power must be turned on to rotate the feed/eject rollers for cleaning.
  Paper path lower-side (feed rollers: 5 locations x 2 units)

Feed Rollers (at Rear):
2 Units at 1 Location

Feed Rollers:
2 Units at 4 Locations

- Paper output unit (eject rollers: 1 location x 2 units)

Eject Roller

Clean the rollers in the following procedure:
- Plug in the power cable and turn on the scanner.
- On the touch screen, press ⚙ —> [Cleaning & Maintenance] —> [Cleaning] —> [Cleaning Wipe].

The [Cleaning Wipe] screen is displayed.

NOTICE

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

- Follow the instructions below in accordance with the part to be cleaned.
- When cleaning the feed rollers on the lower side of the paper path
  Open the ADF.
- When cleaning the eject rollers in the paper output unit
  Open the ADF over halfway (about 70°).

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

- If you press the [Start] button on the [Cleaning Wipe] screen on the touch screen, the feed/eject rollers will rotate a certain amount simultaneously.
If you press and hold the [Start] button, the feed/eject rollers rotate continuously.

- Be careful not to touch the feed/eject rollers with your hand while they are rotating.
- If you press the [Start] button firmly on the [Cleaning Wipe] screen on the touch screen, the ADF may close accidentally. Be careful not to get your fingers caught.

- While rotating the feed/eject rollers by pressing the [Start] button, place a piece of cloth moistened with Cleaner F1 or a sheet of Cleaning Wipe against the surface of the rollers and wipe horizontally to clean dirt and dust off the entire surface of the rollers.

  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 [Start] button seven times will rotate the feed/eject rollers one revolution.

- When you have cleaned the feed rollers on the lower side of the paper path, close the ADF. For details, refer to "How to Close the ADF".

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

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

- Pinch Roller
Gently wipe the pinch rollers so that the pinch roller surface does not get damaged. Clean the whole surface as you rotate the pinch roller manually.
    - Paper path uppers-side (pinch rollers: 5 locations x 2 units)
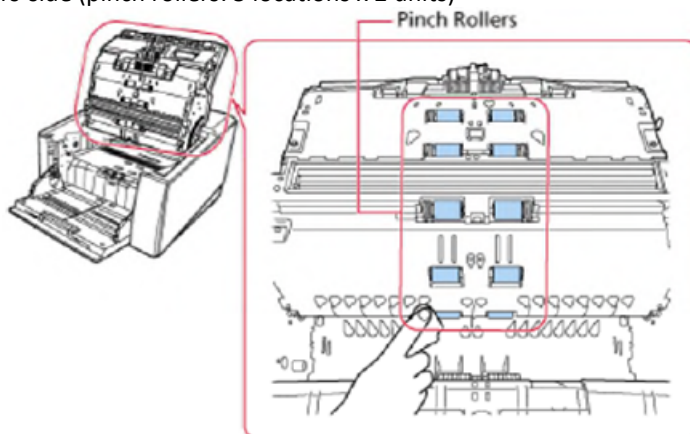
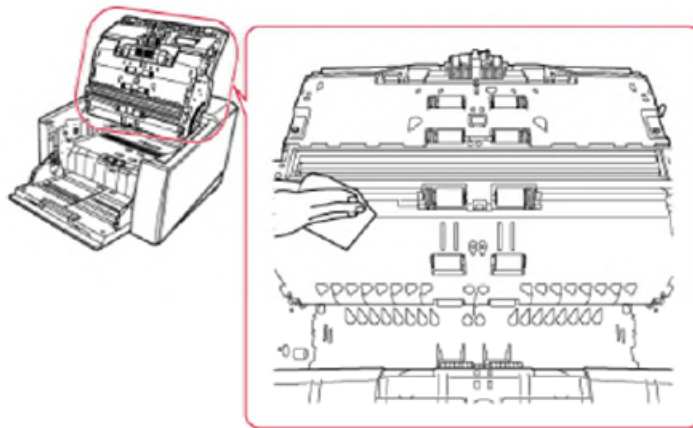   - Paper output unit (pinch rollers: 1 location x 2 units)

Pinch Rollers
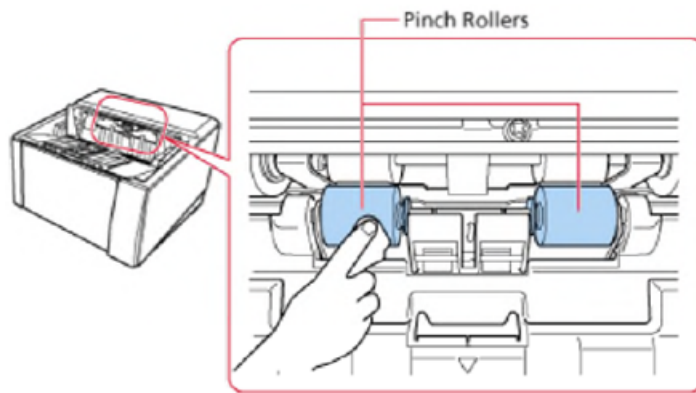
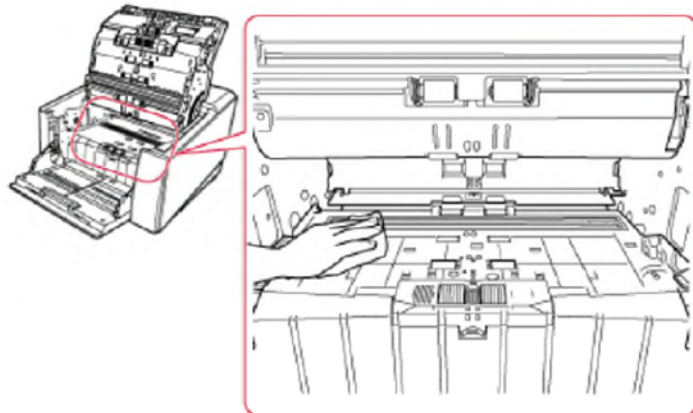- **Paper Path/Sheet Guide**
  Give the whole area a quick cleaning.

- **Paper path upper-side**

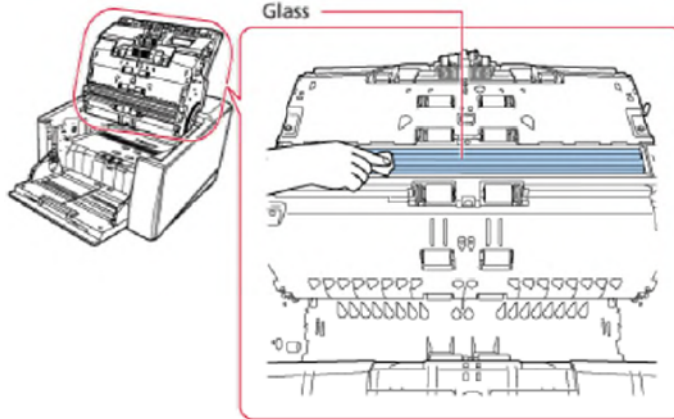- **Paper path lower-side**

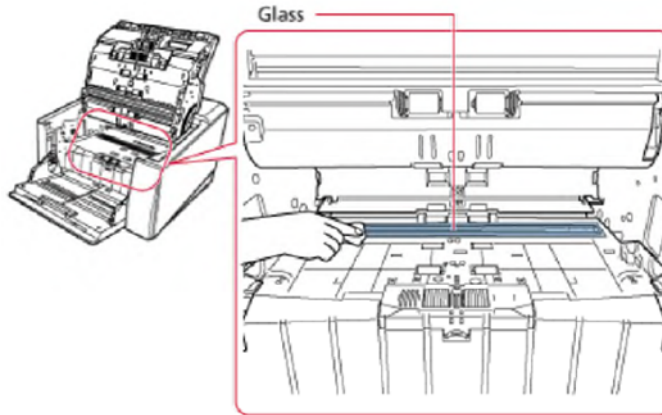- Glass
  Clean it lightly.

NOTICE

Vertical streaks may appear on the scanned image when the glass is dirty.
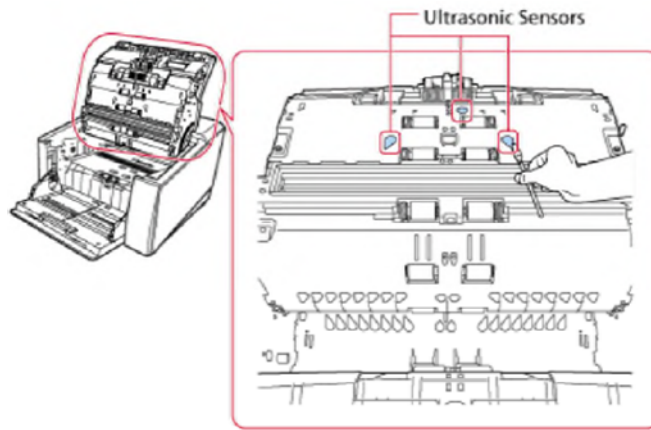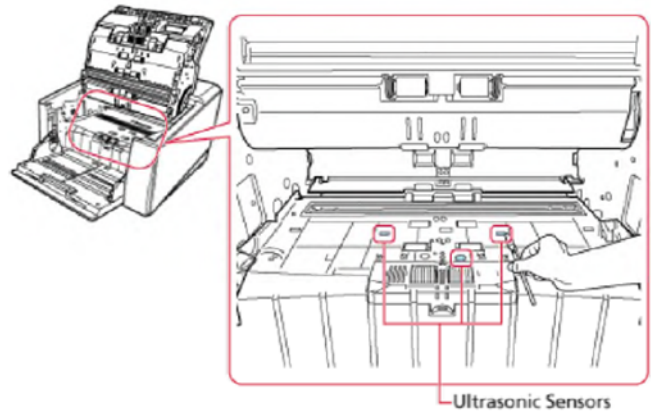
- Paper path upper-side (glass: 1 sheet)


- Paper path lower-side (glass: 1 sheet)

- Ultrasonic
  Clean it lightly.
  If it is difficult to clean, use a cotton swab.
   - Paper path upper-side (ultrasonic sensor: 3 units)

Ultrasonic Sensors

- • Paper path lower-side (ultrasonic sensor: 3 units)

Ultrasonic Sensors

- ▪ Document sensor
  Clean it lightly.
  If it is difficult to clean, use a cotton swab.
  - • Paper path upper-side (document sensor: 10 units)

Document Sensor (at Rear): 1 Unit

Document Sensors: 9 Units
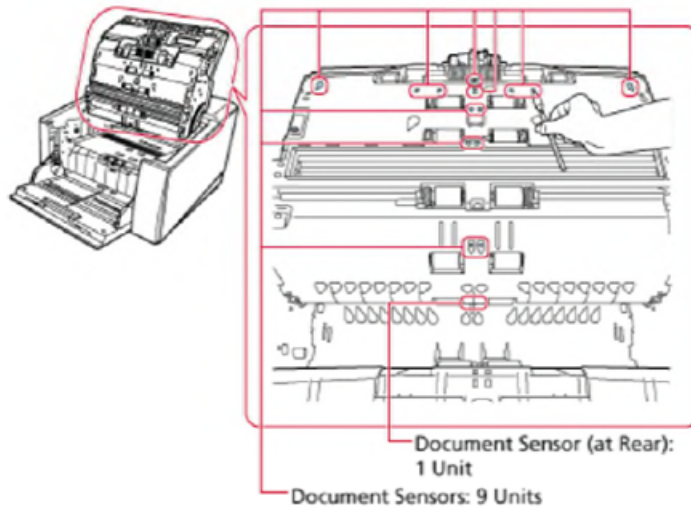
- Paper path lower-side (document sensor: 10 units)

Document Sensors: 9 Units

Document Sensor (at Rear): 1 Unit
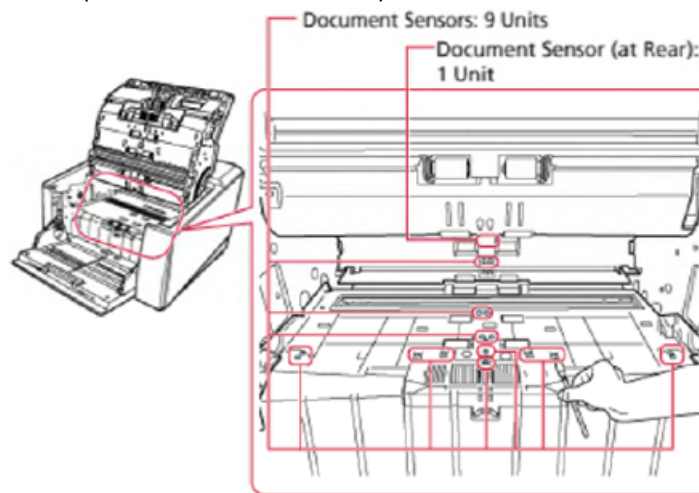
- Friction Pad (2 units)
  Clean it lightly.
  Friction pads are located on the hopper table.
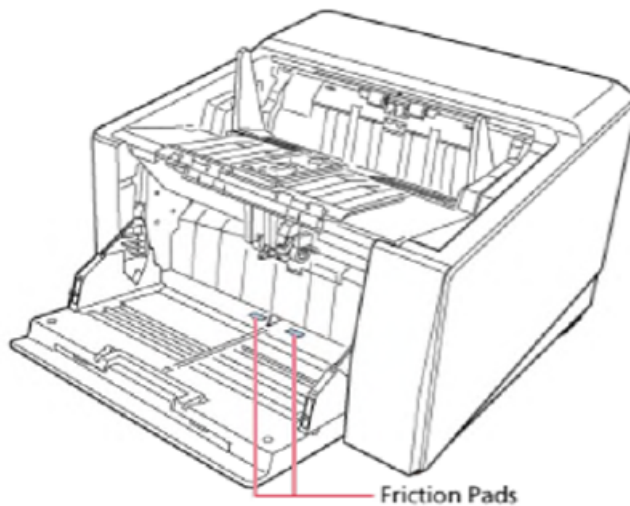
Friction Pads

5. Use one of the following methods to clear the cleaning counter.
   - The [Cleaning cycle] screen on the touch screen (displayed when the time for cleaning is approaching)
     Press the [Clear] button.
     The screen can be displayed in the following procedure:

      —> —> [Cleaning cycle]

   - The [Consumable counters] screen on the touch screen
     Press the [Clear] button for [After cleaning].
     The screen can be displayed in the following procedure:

      —> [Scanner Settings] —> [Cleaning & Maintenance] —> [Consumable counters]

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.
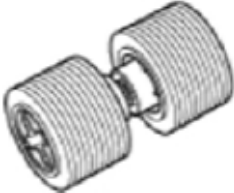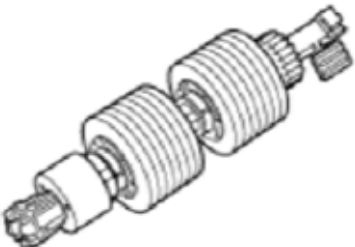
NOTICE

- Make sure that the (Carrier) Sheet is not creased.
- Never use paint thinner or any other organic solvents. Doing so could result in deformation or discoloration.
- Do not use force to rub against the (Carrier) Sheet because doing so may cause damage or deformation.
- 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 and Photo Carrier Sheet should be replaced approximately every 500 scans.

Consumables

This device has consumables that need to be replaced in a certain period of time. It is recommended that the user replace the consumables periodically.

List of Consumables

Part Name	Part No.	Suggested Replacement Cycle
PICK ROLLER	PA03830-K021	700,000 sheets or one year
SEPARATOR ROLLER	PA03830-K022	700,000 sheets or one year
BRAKE ROLLER	PA03830-K023	700,000 sheets or one year
PRINT CARTRIDGE (*1)	CA00050-0262	4,000,000 characters or less (this may be less depending on the font specified)
(Reserved)	(Reserved)	-

*1: Replace the print cartridge only when the imprinter is installed.
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.
- The [Replacement of the Pick Roller] screen on the touch screen (displayed when the time for replacement is approaching) Check the information about consumable parts.
  The screen can be displayed in the following procedure:
   —> —> [Replacement of the Pick Roller]
- The [Replacement of the Separator Roller] screen on the touch screen (displayed when the time for replacement is approaching)
  Check the information about consumable parts.
  The screen can be displayed in the following procedure:

ⓘ —> ⚠ —> [Replacement of the Separator Roller]

- The [Replacement of the Brake Roller] screen on the touch screen (displayed when the time for replacement is approaching)
  Check the information about consumable parts.
  The screen can be displayed in the following procedure:

  ⓘ —> ⚠ —> [Replacement of the Brake Roller]

- The [Remaining Ink] screen on the touch screen (displayed when the time for replacement is approaching)
  Check the information about consumable parts.
  The screen can be displayed in the following procedure:

  ⓘ —> ⚠ —> [Remaining Ink]

- The [Consumable counters] screen on the touch screen
  Check the information about consumable parts.
  - When the background color of the counter is green
    It is not time to replace the consumable yet.
  - 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.

  The screen can be displayed in the following procedure:

  ⚙ —> [Scanner Settings] —> [Cleaning & Maintenance] —> [Consumable counters]

Note that the suggested replacement cycles are guidelines for using A4 (80 g/m2 [20 Ib]) 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.

NOTICE

Only use the specified consumables.

For information on purchasing the consumables, contact the distributor/dealer where you purchased this product.

Replacing the Pick Roller

Replace the pick roller in following procedure.

NOTICE

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

1. Turn off the scanner, unplug the power cable, then wait for at least 15 minutes until the temperature inside the ADF lowers.
2. Remove all documents from the stacker.
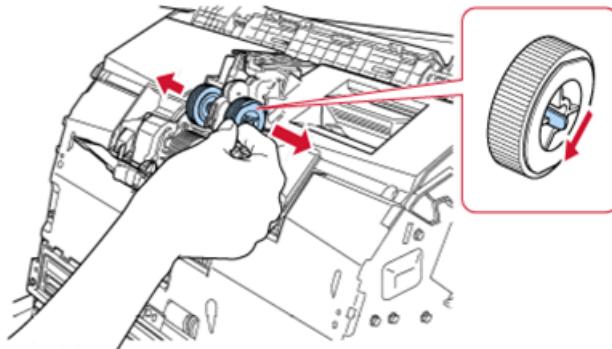3. Open the ADF.

⚠ CAUTION

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

4. Remove the two (2) pick rollers from the scanner.
   (1) Open the roller cover.
       Grab the tabs on the left and right side with your fingers and pull down the cover towards you.
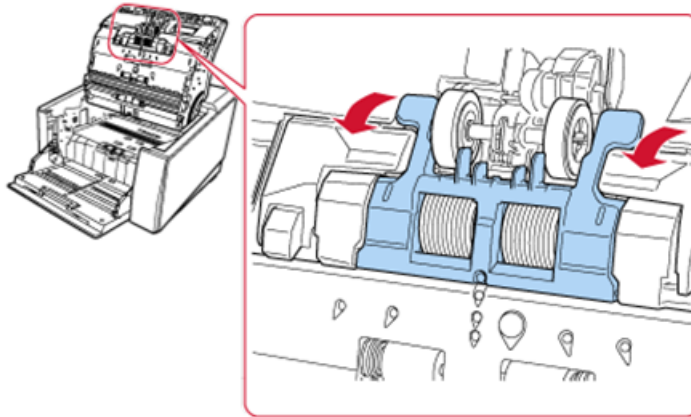
   (2) Grab the tabs on the two (2) pick rollers to pull the pick rollers off the rotating shaft.

5. Install a new set of two (2) pick rollers in the scanner.
   (1) Place the two (2) pick rollers on the shaft.
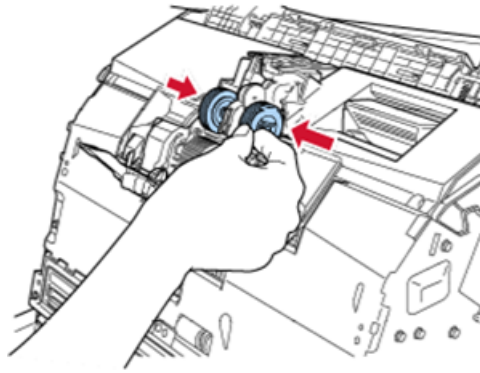
(2) Close the roller cover.
Make sure that both ends of the cover are locked firmly.
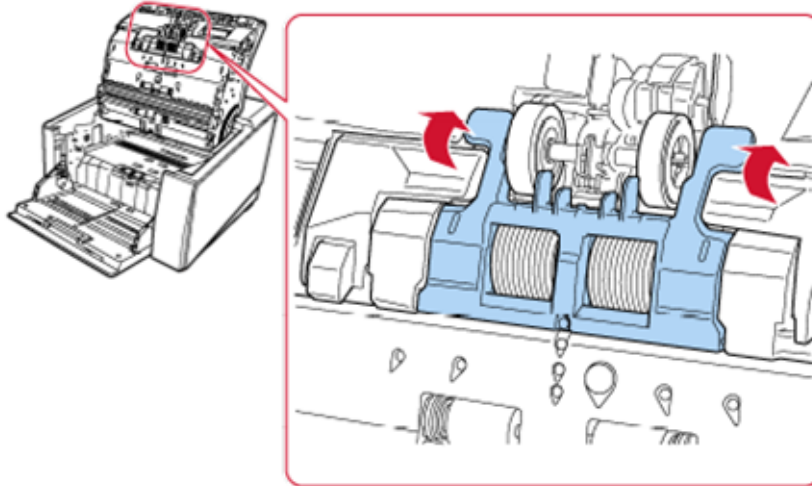
6. Close the ADF.

⚠ CAUTION

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

NOTICE

- 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.

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7. Plug in the power cable and turn on the scanner.
8. Use one of the following methods to clear the pick roller counter.
    - The [Replacement of the Pick Roller] screen on the touch screen (displayed when the time for replacement is approaching)
      Press the [Clear] button.
      The screen can be displayed in the following procedure:

      ⓘ —> ⚠ —> [Replacement of the Pick Roller]

- The [Consumable counters] screen on the touch screen
  Press the [Clear] button for [After Replacing the Pick Roller]. The screen can be displayed in the following procedure:

  ⚙ —> [Scanner Settings] —> [Cleaning & Maintenance] —> [Consumable counters]
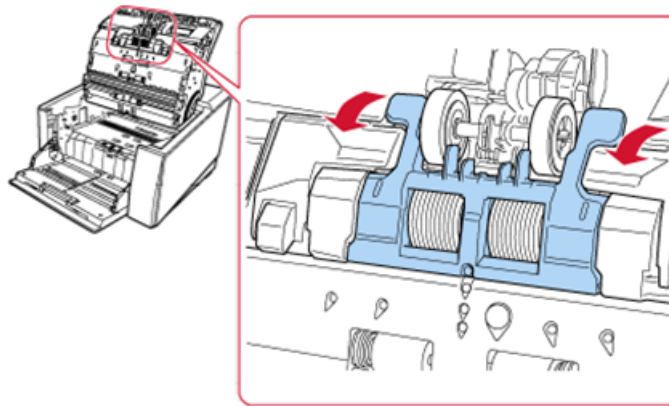
Replacing the Separator Roller

Replace the separator roller in following procedure.

1. Turn off the scanner, unplug the power cable, then wait for at least 15 minutes until the temperature inside the ADF lowers.
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.
   (1) Open the roller cover.
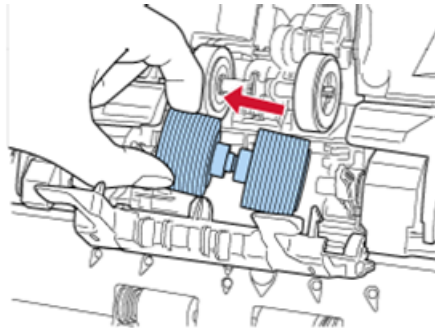   Grab the tabs on the left and right side with your fingers and pull down the cover towards you.

   (2) Pull down the levers on the right and left sides of the separator roller.
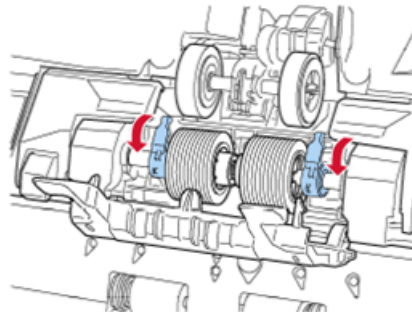
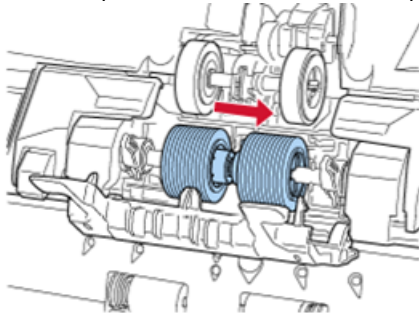   (3) Slide the levers on the right and left sides of the separator roller outward.
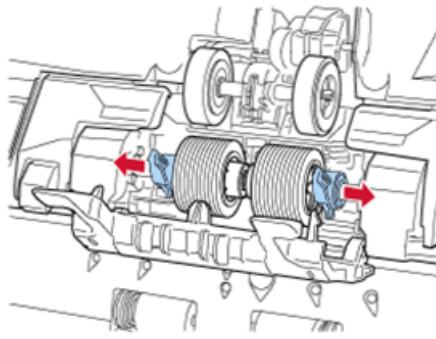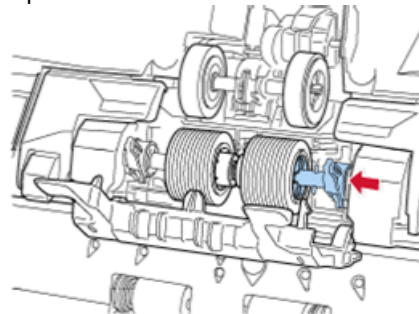
(4) Remove the separator roller.

5. Install a new separator roller on the scanner.
   (1) Install the new separator roller at the place where the removed separator roller was installed.

   (2) Slide the lever on the right side of the separator roller toward the center, fitting the two protrusions on the lever into the cross-shaped slot on the separator roller.
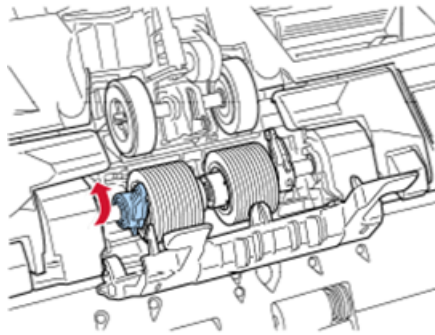
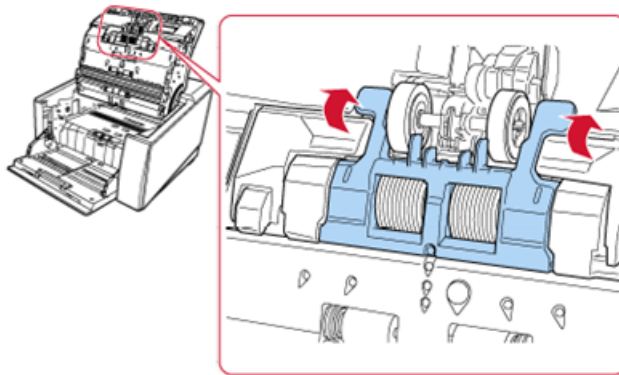   (3) Push up the lever on the right side of the separator roller.
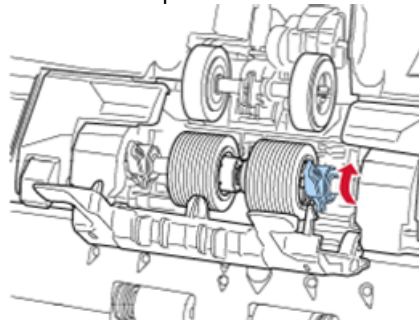
(4) Slide the lever on the left side of the separator roller toward the center, fitting the two protrusions on the lever into the cross-shaped slot on the separator roller.
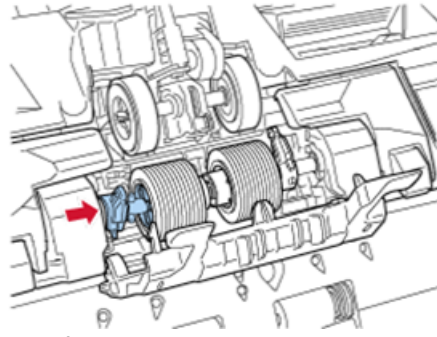
(5) Push up the lever on the left side of the separator roller.

(6) 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.

NOTICE

- 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. Use one of the following methods to clear the separator roller counter.
   - The [Replacement of the Separator Roller] screen on the touch screen (displayed when the time for replacement is approaching)
     Press the [Clear] button.
     The screen can be displayed in the following procedure:

     ⓘ —> ⚠ —> [Replacement of the Separator Roller]
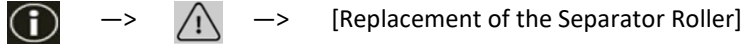
   - The [Consumable counters] screen on the touch screen
   - Press the [Clear] button for [After Replacing the Separator Roller]. The screen can be displayed in the following procedure:

     ⚙ —> [Scanner Settings] —> [Cleaning & Maintenance] —> [Consumable counters]
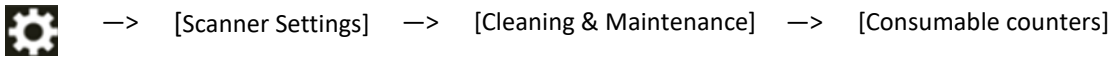
Replacing the Brake Roller

Replace the brake roller in following procedure.

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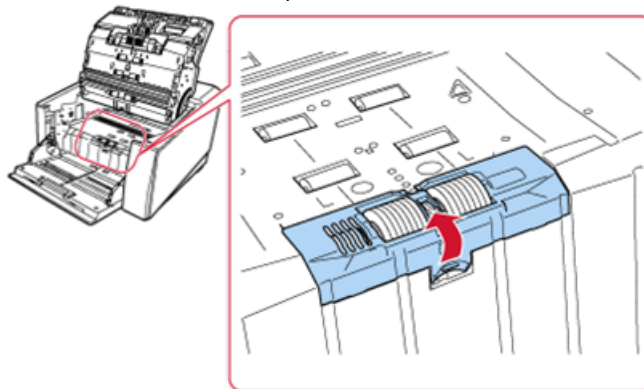3. Remove all documents from the stacker.
4. Open the ADF.

⚠ CAUTION

When the ADF is open, it might close accidentally. Be careful not to get your fingers caught.
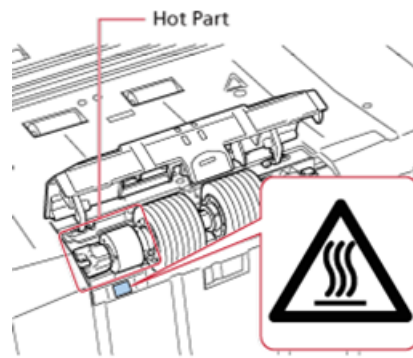
5. Remove the brake roller from the scanner.
   (1) Open the brake roller cover.
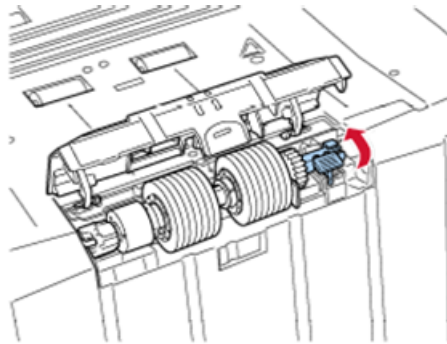   Lift up the cover from the bottom middle to open it.
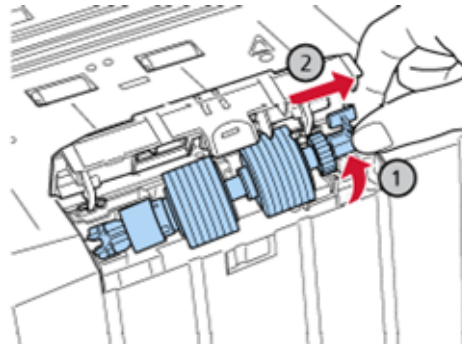

⚠ CAUTION

The inside of the cover gets extremely hot. Take care as there is a risk of burns.

Hot Part

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(2) Push up the lever on the right side of the brake roller.
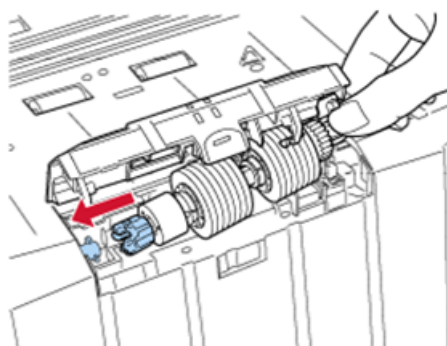

(3) Lift up the right side of the brake roller first, then remove the roller by sliding it to the right side.
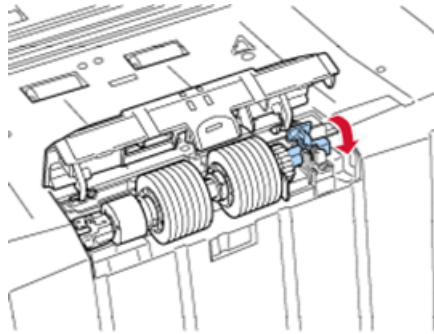

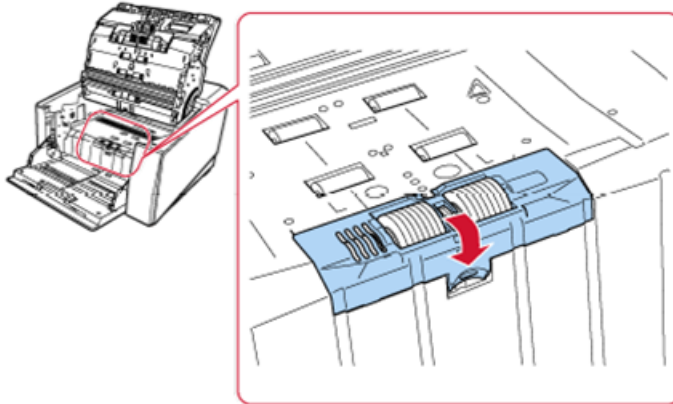6. Install a new brake roller on the scanner.
   (1) Fit the cross-shaped slot on the left side of the new brake roller onto the two protrusions located where the old brake roller was installed.

   (2) Pull down the lever on the right side of the brake roller.

(3) Close the brake roller cover.
Make sure that both ends of the cover are locked firmly.

7. Close the ADF.

⚠ CAUTION

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

NOTICE

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

9. Plug in the power cable and turn on the scanner.
10. Use one of the following methods to clear the brake roller counter.
    - The [Replacement of the Brake Roller] screen on the touch screen (displayed when the time for replacement is approaching)
      Press the [Clear] button.
      The screen can be displayed in the following procedure:
      ⓘ —> ⚠ —> [Replacement of the Brake Roller]
    - The [Consumable counters] screen on the touch screen
      Press the [Clear] button for [After Replacing the Brake Roller].
      The screen can be displayed in the following procedure:
      ⚙ —> [Scanner Settings] —> [Cleaning & Maintenance] —> [Consumable counters]