

RICOH

Ricoh Document Scanners

SP1120N\1125N\1130N

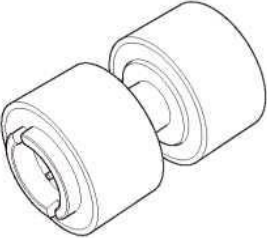
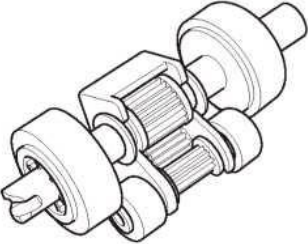
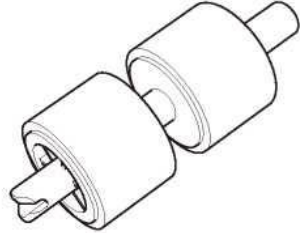
Consumable Replacement and Cleaning Guide

For Fujitsu and Ricoh Scanners



CG00002-291501 Revision B

Consumables and Replacement Cycles

Name	Part No.	Suggested Replacement Cycle
<p data-bbox="71 489 245 520">ROLLER SET</p> <ul style="list-style-type: none"> <li data-bbox="71 554 240 585">● Brake roller  <ul style="list-style-type: none"> <li data-bbox="71 852 220 884">● Pick roller  	<p data-bbox="418 489 542 552">PA03708-0001</p>	<p data-bbox="592 489 922 520">100,000 sheets or one year</p>

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

Note that the suggested replacement cycles are references for using A4 (80 g/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.

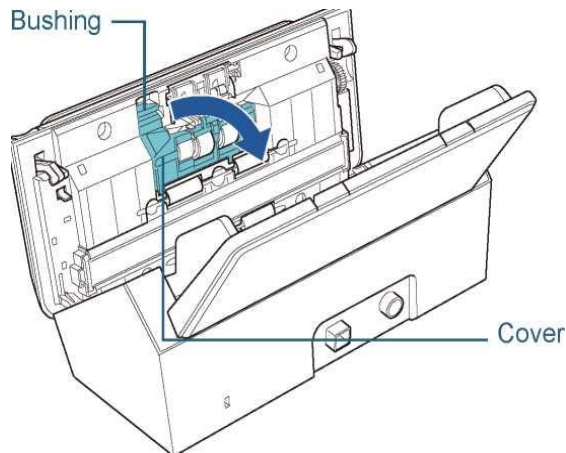
HINT
Only use the specified consumables.

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

Replacing the Roller Set

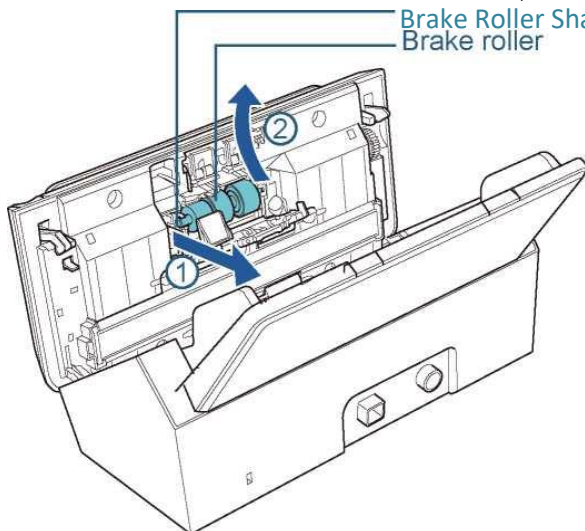
The roller set consists of a brake roller and a pick roller. Replace each roller in the following procedure.

- 1** Remove all documents from the ADF paper chute (feeder).
- 2** Open the ADF.
- 3** Remove the brake roller.
 - a. Press the cover bushing of the brake roller to open the cover in the direction of the arrow.

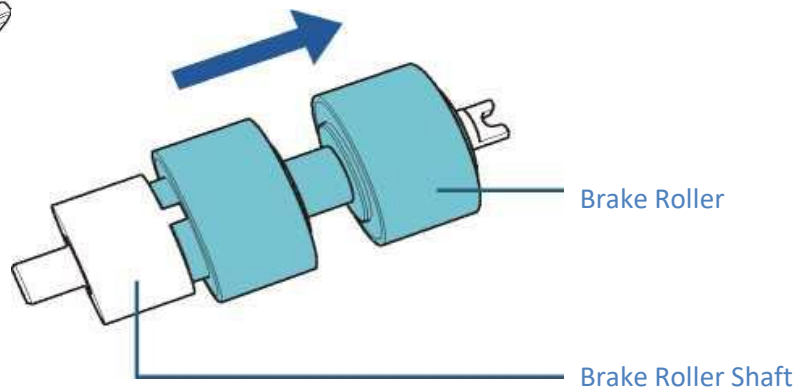


Be careful not to have your fingers caught when the ADF closes.

- b. Pull out the left side of the brake roller shaft, and then pull out the right side of the shaft from the hole.

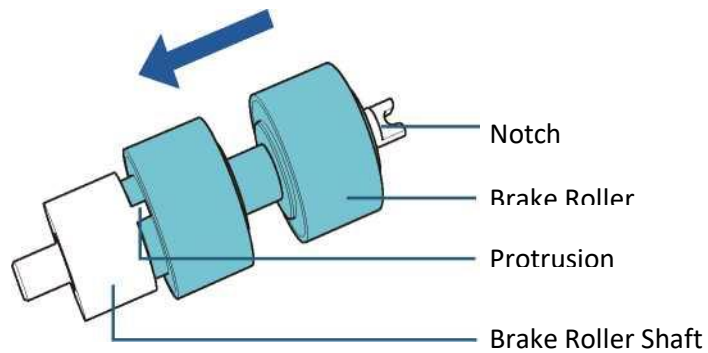


- 4.** Remove the brake roller from its shaft



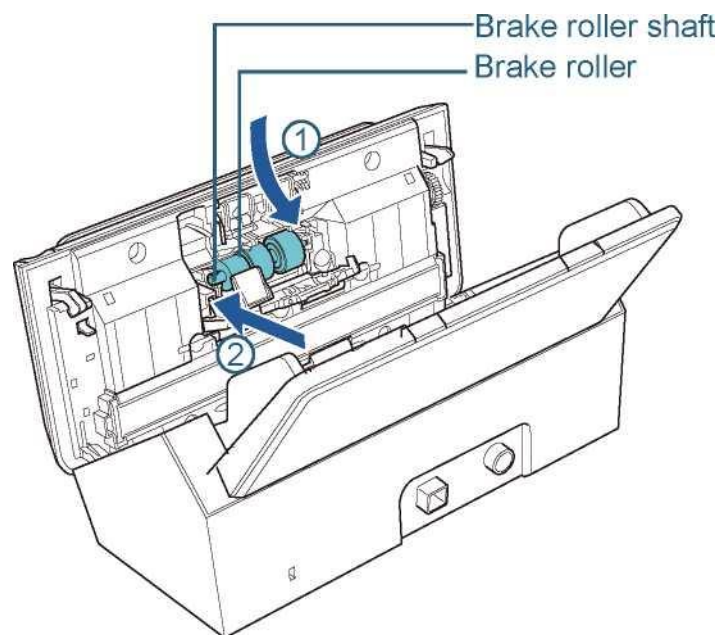
- 5.** Attach a new brake roller on the shaft

Insert the protrusion on the shaft into the slot.



6. Attach the shaft.

a. Attach the notch, which is on the brake roller shaft, to the slot on the right then attach the left side of the shaft.



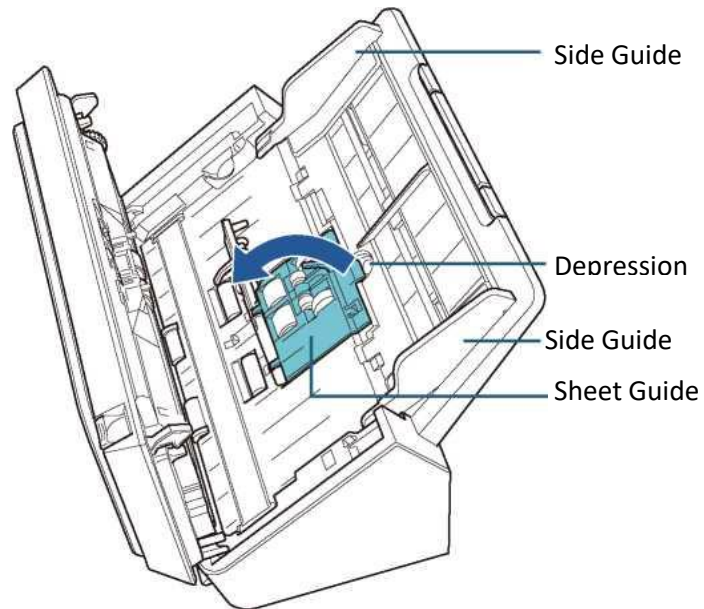
b. Close the cover.

ATTENTION

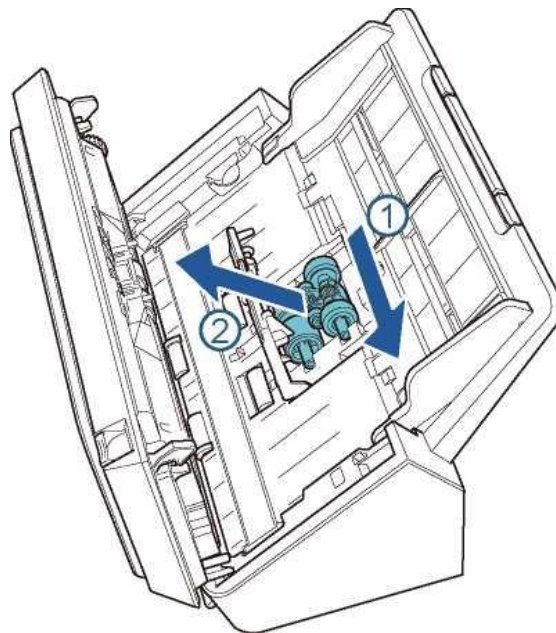
Confirm that the brake roller is installed properly. Otherwise, it may cause feeding errors such as paper jams.

7. Remove the pick roller.

a. Open the side guide fully to both sides. Then place your finger into the depression and open the sheet guide in the direction of the arrow.

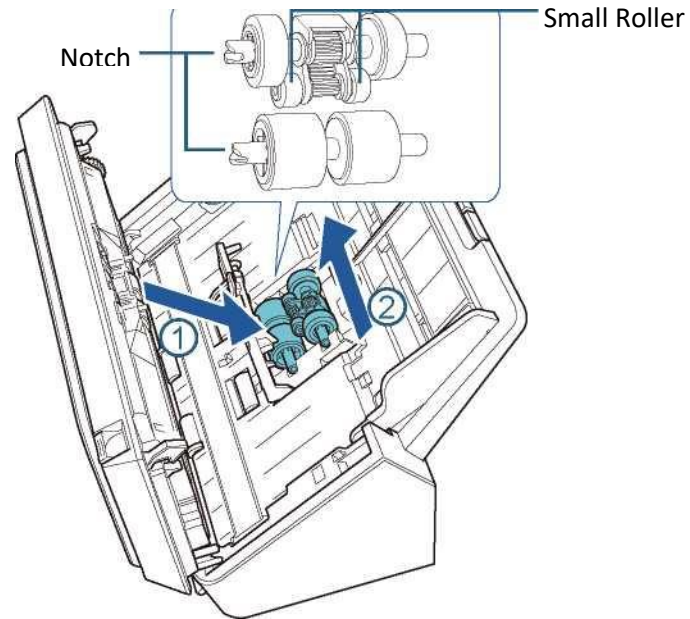


b. Slide the pick roller and remove it from the top.



8. Attach a new pick roller from the bottom.

a. Check the direction of the notch on the pick roller and of the small roller, and insert it in the hole.



b. Close the sheet guide.

ATTENTION

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

9. Close the ADF.



CAUTION

Be careful not to have your fingers caught when the ADF closes.

10. Reset the roller set counter.

Start the Software Operation Panel and reset the counter.

Checking and Resetting the Sheet Counters

Checking the sheet counters

The status on each consumable part can be checked to determine when to replace the consumables.

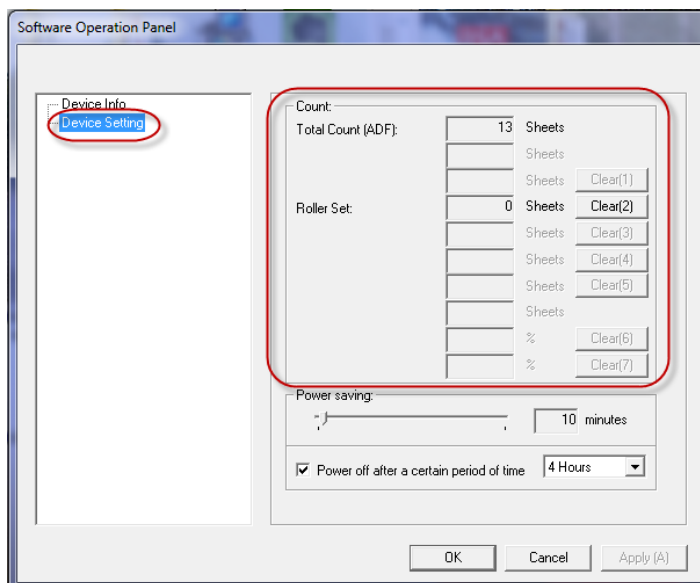
When a consumable needs to be replaced soon, the background color of the counter for the consumable changes. The background color of the roller set counter turns light yellow when the number of sheets scanned reaches 95,000, and turns yellow when it reaches 100,000.

Start the Software Operation Panel

Check that the scanner is connected to the computer, then turn on the scanner.

Display the [Software Operation Panel] window.

- Windows Vista/Windows Server 2008/Windows 7
 - Select the [Start] menu - [All Programs] – [SP Series] - [Software Operation Panel].
- Windows Server 2012/Windows 8
 - Right-click the Start screen, and select [All apps] on the app bar - [Software Operation Panel] under [SP Series].
- Windows Server 2012 R2/Windows 8.1
- Select [] on the lower left side of the Start screen - [Software Operation Panel] under [SP Series]

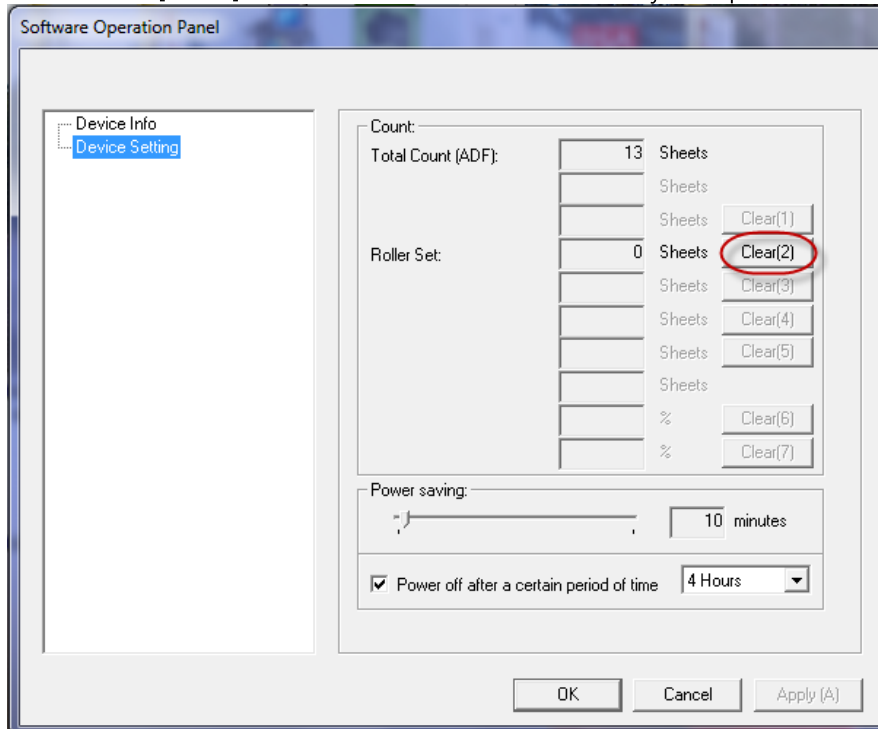


From the listing on the left, select [Device Setting].

Resetting the sheet counters

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

- 1 Click the [Clear] button for the consumable that you replaced.



- 2 Click the [OK] button in the Software Operation Panel.



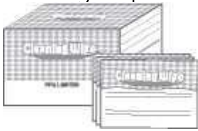
A confirmation message appears.

- 3 Click the [OK] button.

The settings are saved.

Cleaning Materials and Locations that Require Cleaning

Cleaning Materials

Name	Part No.	Notes
Cleaner F1 	PA03950-0352	1 bottle (100 ml) Moisten a cloth or Cleaning Paper with this liquid to wipe the scanner clean. It may take a long time to dry if an excessive amount is used. Use it in small quantity. Wipe off the cleaner completely to leave no residue on the cleaned parts.
Cleaning Paper 	CA99501-0012	1 pack (10 sheets) Use this non-woven sheet with Cleaner F1.
Cleaning Wipe 	PA03950-0419	1 box (24 packets) Pre-moistened with Cleaner F1. It can be used instead of moistening a cloth with Cleaner
CLEANING SWAB (100 / PK)	CG90000-120601	
CLEANING CLOTH (25/PK)	CG90000-120001	

ATTENTION

In order to use the cleaning materials safely and correctly, read the precautions on each product thoroughly.

For more information about the cleaning materials, contact your RICOH scanner dealer or an authorized RICOH scanner service provider.

Location and Frequency

Location		Frequency
ADF	Brake roller	Every 3,000 sheets
	Pick roller	
	Plastic idler roller	
	Glass	
	Ultrasonic sensor	
	Feed roller	
	Eject roller	

ATTENTION

Cleaning cycles may vary depending on the condition of the documents. Also, cleaning must be performed more frequently when the following types of documents are scanned:

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

Cleaning the Outside

The outside of the scanner, including the ADF paper chute (feeder) and the stacker, should be cleaned with 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 get inside the scanner during cleaning.

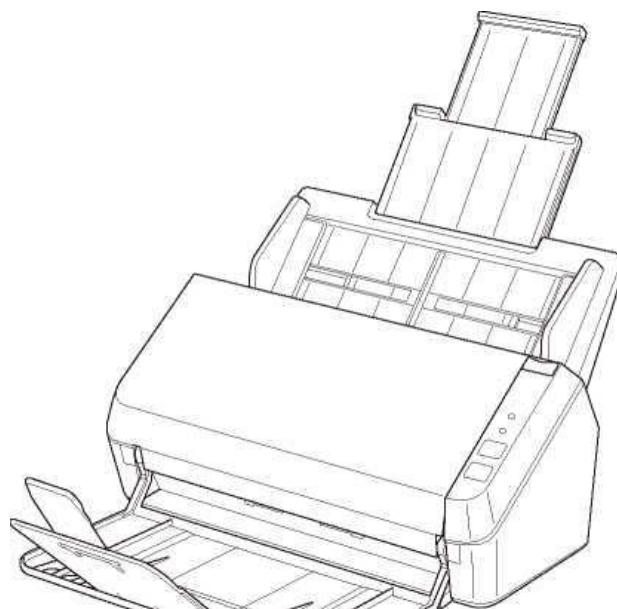
It may take a long time to dry if an excessive amount of Cleaner F1/ mild detergent is used. Use it in small quantity. Wipe off the cleaner completely to leave no residue on the cleaned parts

Cloth



Cleaner F1 or mild
detergent

Cleaning Wipe



Cleaning the Inside

Cleaning the ADF (with Cleaning Paper)

The ADF can be cleaned with a sheet of Cleaning Paper moistened with Cleaner F1.

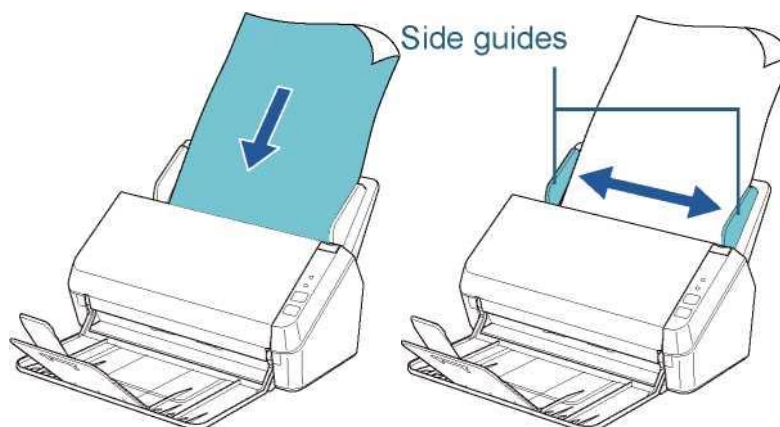
As the scanner continues to feed the documents, paper dust will accumulate inside the ADF and it may cause scanning errors.

Cleaning should be performed approximately every 3,000 sheets scanned. Note that the cleaning frequency varies depending on the types of documents you scan. For instance, it may be necessary to clean the scanner more frequently when you scan documents on which the toner is not sufficiently fused.

ATTENTION

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

- Turn on the scanner.
- Spray the Cleaning Paper with Cleaner F1
- Pull out the chute extensions according to the length of the Cleaning Paper. Lift the stacker and stacker extension according to the length of the Cleaning Paper.
- Load the Cleaning Paper in the ADF paper chute (feeder). Adjust the side guides to the width of the Cleaning Paper. Do not leave space between the side guides and the Cleaning Paper. Otherwise, the Cleaning Paper may be fed skewed

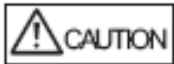


- Start an application for scanning and perform a scan.

Cleaning the ADF (with Cloth)

The ADF can be cleaned with a piece of cloth moistened with Cleaner F1 or a sheet of Cleaning Wipe. As the scanner continues to feed the documents, paper dust will accumulate inside the ADF and it may cause scanning errors.

Cleaning should be performed approximately every 3,000 sheets scanned. Note that the cleaning frequency 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 scanner becomes very hot when the scanner is being used.

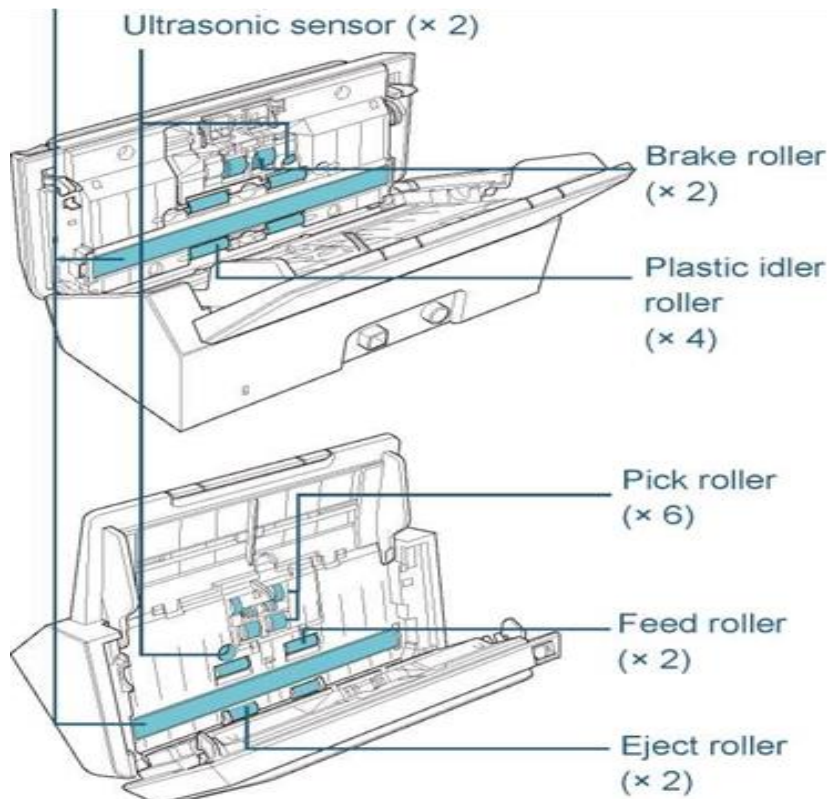
Before you start cleaning the inside, make sure to turn off the power, unplug the power cable and wait at least 15 minutes for the ADF glass to cool down.

ATTENTION

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

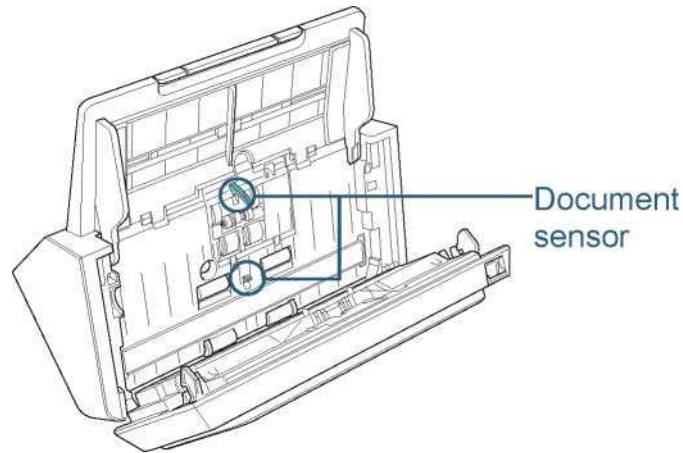
1. Turn off the scanner and wait for at least 15 minutes
2. Open the ADF.
3. Clean the following locations with a cloth moistened with Cleaner F1 or a sheet of Cleaning Wipe.

Glass (x2)



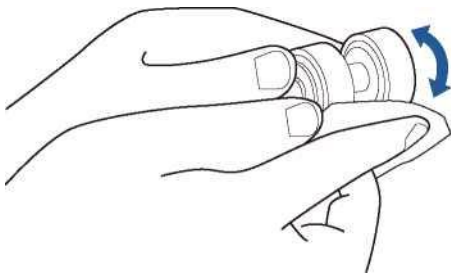
ATTENTION

Make sure that the cloth does not get caught and damage the document sensors.



Brake roller (x 2)

Remove the roller from the scanner.
Gently wipe the surface of the rollers



Pick roller (x 6)

Gently wipe the surface as you rotate the roller manually, taking care not to damage the roller surface. Make sure that it is cleaned properly because residue on the roller will affect the feeding performance.

Plastic idler roller (x 4)

Gently wipe the surface as you rotate the roller manually, taking care not to damage the roller surface. Make sure that it is cleaned properly because residue on the roller will affect the feeding performance.

Glass (x 2)

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

ATTENTION

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

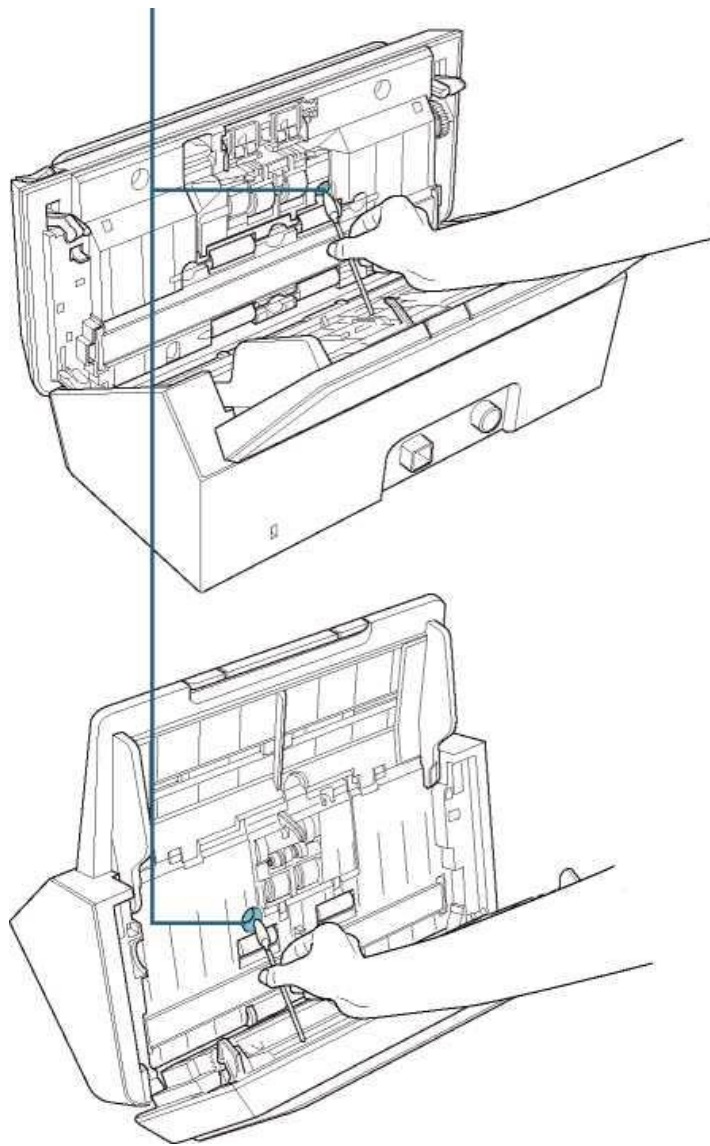
Ultrasonic sensor (x 2)

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

HINT

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

Ultrasonic Sensor



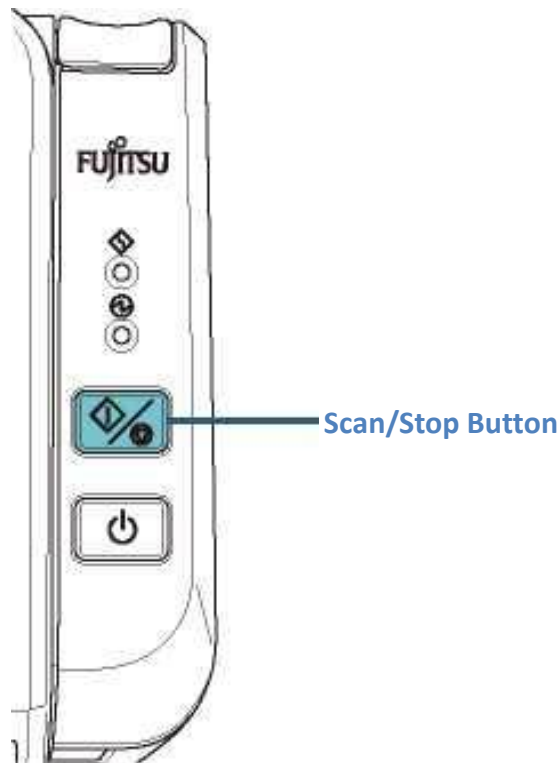
Feed roller (x 2)/Eject roller (x 2)

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

Turn on the scanner.

When the operator panel is in ready status, open the ADF.

When you press the scan/stop button on the operator panel for more than 2 seconds, the feed/eject rollers rotate



Put a piece of cloth moistened with Cleaner F1 or a sheet of Cleaning Wipe against the roller surface, and wipe horizontally. Wipe the whole surface by pressing the scan/stop button to rotate the rollers.

Make sure that it is cleaned properly because residue on the roller will affect the feeding performance.



CAUTION

When you press the Scan/Stop button, the feed/eject rollers rotate at the same time. Be careful not to touch the rollers with your hand while they are rotating.