

Ricoh MP C3004

Ricoh Aficio MP C3004 Color Laser Multifunction Copier User Manual

Model: MP C3004 | Item Model Number: 417483

1. INTRODUCTION

This manual provides essential information for the safe and efficient operation of your Ricoh Aficio MP C3004 Color Laser Multifunction Copier. Please read this manual thoroughly before using the machine and keep it in a safe place for future reference. The Ricoh Aficio MP C3004 is designed for high-performance copying, printing, scanning, and faxing, featuring a 10.1-inch Smart Operation Panel and network connectivity.

2. SAFETY INFORMATION

Observe the following safety precautions to prevent injury or damage to the machine.

- **Power Supply:** Connect the machine to a grounded power outlet. Do not overload power strips.
- **Placement:** Place the machine on a stable, level surface with adequate ventilation. Avoid direct sunlight, excessive heat, humidity, or dust.
- **Handling:** Do not attempt to disassemble or modify the machine. Refer all servicing to qualified personnel.
- **Moving the Machine:** When moving the machine, ensure all paper trays are closed and the power cord is disconnected. Use appropriate lifting techniques or assistance due to its weight.
- **Children:** Keep the machine out of reach of children.

3. SETUP

3.1 Unpacking and Placement

Carefully remove the machine from its packaging. Ensure all packing materials are removed. Place the machine on a sturdy, level surface capable of supporting its weight. Allow sufficient space around the machine for ventilation and access to trays and covers.



This image displays the complete Ricoh Aficio MP C3004 multifunction copier unit, featuring its main body, integrated stand, multiple paper input trays, and the Smart Operation Panel.

3.2 Power Connection

Connect the power cord securely to the machine and then to a grounded electrical outlet. Turn on the main power switch, usually located on the side of the machine.

3.3 Initial Setup and Network Configuration

Upon first power-on, the 10.1-inch Smart Operation Panel will guide you through initial setup, including language selection and basic network settings. For network connectivity, you can use either a wired Ethernet connection or the built-in Wi-Fi. Access network settings via the Smart Operation Panel to configure IP addresses or connect to your wireless network.

3.4 Driver Installation

Install the necessary printer and scanner drivers on your computer. The machine comes with a pre-installed PostScript 3 Supplement, ensuring compatibility with various operating systems and applications. Drivers can typically be found on the Ricoh support website.

3.5 Loading Paper

Open the desired paper tray and adjust the paper guides to fit the paper size. Load paper with the print side facing up (or as indicated by the tray diagram). Ensure the paper stack does not exceed the maximum fill line. The machine supports paper sizes up to 11" x 17" / A3 and various media types.

4. OPERATING INSTRUCTIONS

4.1 Using the Smart Operation Panel

The 10.1-inch Wide Super VGA Smart Operation Panel provides an intuitive interface for all machine functions. Tap, drag, swipe, and scroll to navigate through menus and applications. The home screen displays icons for common functions and allows for personalization with widgets.

Use personalization to push the pace

Enjoy a new way to work with the 10.1" wide Smart Operation Panel. Integrate multiple processes and simplify complex tasks for faster digital workflows. Download apps and place them on the Home Screen as widgets. Check settings, search for information and complete jobs with a single swipe or tap of your finger.



This image shows a detailed view of the 10.1-inch Smart Operation Panel, highlighting its touch interface with icons for functions like Quick Copy, Printer, Quick Scanner, Document Server, Web Browser, and User Guide.

4.2 Copying Documents

1. Place your original document on the exposure glass or in the Automatic Document Feeder (ADF).
2. On the Smart Operation Panel, select the 'Copy' application.
3. Adjust settings such as quantity, color mode (color/black and white), duplex (auto duplex supported), paper tray, and zoom.
4. Press the 'Start' button to begin copying.

4.3 Printing Documents

To print from a computer, ensure the drivers are installed and the machine is connected to the network. Select the Ricoh Aficio MP C3004 as your printer from your application's print dialog. Adjust print settings as needed (e.g., color, duplex, paper size) and send the print job. Mobile printing is also supported via Wi-Fi connectivity.

4.4 Scanning Documents

1. Place your original document on the exposure glass or in the ADF.
2. Select the 'Scanner' application on the Smart Operation Panel.
3. Choose your scan destination (e.g., Scan to Email, Scan to Folder, Scan to USB).
4. Configure scan settings such as resolution, color mode, and file format.
5. Press the 'Start' button to begin scanning.

4.5 Faxing Documents

To send a fax, place your document in the ADF. Select the 'Fax' application on the Smart Operation Panel. Enter the recipient's fax number using the on-screen keypad or select from an address book. Adjust any necessary settings and press 'Start' to send the fax.

5. MAINTENANCE

5.1 Cleaning the Machine

Regularly clean the exterior of the machine with a soft, damp cloth. For the scanner glass, use a lint-free cloth

and a mild glass cleaner. Avoid abrasive cleaners or solvents.

5.2 Replacing Toner Cartridges

The Smart Operation Panel will display a warning when a toner cartridge is low or empty. Follow the on-screen instructions or refer to the machine's internal guide for specific steps on replacing toner cartridges. Ensure you use genuine Ricoh toner for optimal performance.

5.3 Clearing Paper Jams

If a paper jam occurs, the Smart Operation Panel will indicate the location of the jam. Open the specified covers and carefully remove the jammed paper, pulling it gently in the direction of the paper path. Close all covers securely after clearing the jam.

6. TROUBLESHOOTING

This section addresses common issues you might encounter with your Ricoh Aficio MP C3004.

- **Machine Does Not Power On:** Check the power cord connection and ensure the main power switch is on. Verify the power outlet is functional.
- **Poor Print Quality:** Check toner levels. Perform a print head cleaning or calibration from the maintenance menu on the Smart Operation Panel. Ensure you are using appropriate paper for your print settings.
- **Paper Jams:** Refer to Section 5.3 for clearing paper jams. Ensure paper is loaded correctly and not creased or damaged.
- **Network Connectivity Issues:** Verify network cable connections or Wi-Fi settings. Restart the machine and your network router. Check IP address settings on the Smart Operation Panel.
- **Smart Operation Panel Unresponsive:** Try restarting the machine. If the issue persists, contact support.



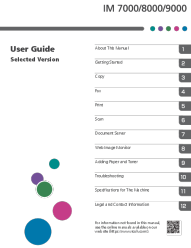

7. SPECIFICATIONS




Feature	Specification
Functions	Copy, Print, Scan, Fax, Auto Duplex, Network, Wi-Fi
Print Speed	Up to 30 pages per minute (color and black & white)
Paper Size	Up to 11" x 17" / A3
Display	10.1-inch Wide Super VGA Smart Operation Panel
Resolution	1200 x 1200 dpi (maximum)
Connectivity	Ethernet, Wi-Fi
Model Number	417483

8. WARRANTY AND SUPPORT

Your Ricoh Aficio MP C3004 is covered by a manufacturer's warranty. For specific warranty terms and conditions, please refer to the documentation provided at the time of purchase or visit the official Ricoh website. For technical support, driver downloads, or service requests, please contact Ricoh customer support or your authorized dealer.

Related Documents - MP C3004

	<p>Ricoh M052/M053/M054 Series Product Support Guide</p> <p>Comprehensive support guide for the Ricoh M052, M053, and M054 series multifunction printers. Features detailed specifications, options, installation requirements, and performance data for these business-class MFPs.</p>
	<p>RICOH IM 370/370F/460F User Guide: Operation, Features, and Troubleshooting</p> <p>Official user guide for RICOH IM 370, 370F, and 460F multifunction printers. Covers setup, copying, scanning, faxing, maintenance, and error resolution for enhanced office productivity.</p>
	<p>Ricoh IM 7000/8000/9000 Series User Guide</p> <p>Comprehensive user guide for the Ricoh IM 7000, IM 8000, and IM 9000 series multifunction printers. Learn about setup, copying, faxing, printing, scanning, maintenance, and troubleshooting for these advanced office devices.</p>
	<p>Ricoh IM C Series SD: Advanced A3 Color Multifunction Printers for Smart Workplaces</p> <p>Discover the Ricoh IM C3010SD, IM C4510SD, and IM C6010SD A3 color multifunction devices. Featuring advanced scanning, robust security, seamless workflow integration, and sustainable design for intelligent workplaces.</p>

<div data-bbox="156 107 271 340">  D067/D068/D069/D072 SERVICE MANUAL <small>LANEIR TRICOH SERVICE</small></div>	<p>Ricoh D067/D068/D069/D072 Service Manual</p> <p>Comprehensive service manual for Ricoh D067, D068, D069, and D072 office equipment, detailing service techniques, procedures, processes, and spare parts. Includes a legend of product codes and documentation history.</p>
<div data-bbox="127 414 303 638"> RICOH IM 7000 IM 8000 IM 9000 <small>High-Speed B&W Multifunction Printers</small></div> <p>Our latest range of intelligent printers are designed to revolutionise workplace printing.</p> <p>These high-performance printers are designed to meet the needs of modern workplaces, offering the highest quality, most secure and most sustainable printing solutions. They are designed to be easy to use, easy to integrate and easy to maintain, making them the perfect choice for any business.</p> <ul style="list-style-type: none">• High performance - Designed for speed, security and sustainability, offering the highest quality, most secure and most sustainable printing solutions.• Easy to use - Designed for ease of use, with intuitive touchscreens and simple navigation.• Easy to integrate - Designed to be easy to integrate into existing workflows and IT environments.• Easy to maintain - Designed for ease of maintenance, with simple access to consumables and components. <p>These high-performance printers are designed to meet the needs of modern workplaces, offering the highest quality, most secure and most sustainable printing solutions. They are designed to be easy to use, easy to integrate and easy to maintain, making them the perfect choice for any business.</p>	<p>Ricoh IM 7000/8000/9000: High-Speed B&W Multifunction Printers for Modern Workplaces</p> <p>Explore the Ricoh IM 7000, IM 8000, and IM 9000 series, advanced black and white multifunction office printers designed for speed, scalability, security, and sustainability. Enhance your business workflows with intelligent features and seamless integration.</p>