**Ricoh IM C3000**

# RICOH IM C3000 Color Laser Multifunction Copier User Manual

Model: IM C3000

## Introduction

The RICOH IM C3000 is a versatile color laser multifunction device designed for efficient office environments. It integrates printing, copying, and scanning functionalities, with an optional fax capability. Featuring RICOH Always Current Technology, this device allows for future capability enhancements as they become available. It delivers professional color prints at a speed of 30 pages per minute.



Figure 1: Front view of the RICOH IM C3000 Multifunction Copier.

## Setup

### Unpacking

Carefully remove the device from its packaging. Ensure all packing materials, including tapes and protective films, are removed from the exterior and interior of the copier. Retain packaging for future transportation if needed.

### Component Check

Verify that all included components are present:

- Toner Cartridges (Cyan, Magenta, Yellow, Black)
- Power Cable
- Setup Guide

### Initial Power On

1. Connect the power cable to the device and a grounded electrical outlet.
2. Press the power button, typically located on the side or front panel.
3. Follow the on-screen prompts on the control panel for initial setup, including language and date/time settings.

### Network Connection

The RICOH IM C3000 supports Wi-Fi connectivity for network integration.

1. From the control panel, navigate to Network Settings.
2. Select Wi-Fi and choose your network from the list of available networks.
3. Enter the network password if prompted.
4. Confirm the connection.

## Operating Instructions

### Basic Functions

The device offers the following core functions:

- **Print:** Produce hard copies of documents from connected devices.
- **Copy:** Duplicate existing documents.
- **Scan:** Convert physical documents into digital files.

### Printing

The IM C3000 prints at speeds up to 30 pages per minute (ppm) for both color and monochrome documents, with a maximum print resolution of 1200x1200 dpi.

1. Load paper into the appropriate tray.
2. From your computer or mobile device, select the RICOH IM C3000 as your printer.
3. Adjust print settings (e.g., color/mono, duplex, paper size) as needed.
4. Send the print job.

### Copying

The device supports a maximum copy resolution of 1200x1200 dpi for both color and black-white copies.

1. Place the original document on the scanner glass or in the Automatic Document Feeder (ADF).
2. On the control panel, select the 'Copy' function.
3. Adjust settings such as number of copies, color mode, and duplex options.
4. Press the 'Start' button.

### Scanning

The IM C3000 features a flatbed scanner.

1. Place the document on the flatbed or in the ADF.
2. Select the 'Scan' function on the control panel.
3. Choose scan destination (e.g., email, network folder, USB) and file format.
4. Press the 'Start' button.

### Duplex Printing

The device supports automatic dual-sided printing (Auto-Duplex), allowing for efficient use of paper.

1. When printing or copying, select the duplex option in the settings.
2. The device will automatically flip the paper to print on both sides.

### Paper Handling

The IM C3000 has a maximum input sheet capacity of 4700 pages across its 2 standard trays and bypass tray. Supported sheet sizes include Letter, Legal (Bypass), 12 x 18, and various custom sizes.

## Maintenance

### Toner Replacement

The device uses Cyan, Magenta, Yellow, and Black toner cartridges. The control panel will display alerts when toner levels are low or empty.

1. Open the front cover of the device.
2. Identify the empty toner cartridge.
3. Gently pull out the empty cartridge.
4. Unpack the new toner cartridge and shake it gently a few times.
5. Insert the new cartridge firmly until it clicks into place.
6. Close the front cover.

### Cleaning

Regular cleaning helps maintain optimal performance and print quality.

- Wipe the exterior of the device with a soft, damp, lint-free cloth.
- Clean the scanner glass regularly with a glass cleaner and a soft cloth to prevent streaks on scanned documents.
- Refer to the on-screen prompts or service manual for internal cleaning procedures.

## Troubleshooting

| Problem | Solution |
|---|---|
| Device does not power on. | Ensure the power cable is securely connected to both the device and a working electrical outlet. Check the power button. |
| Paper jam. | Open all accessible covers and trays. Carefully remove any jammed paper following the instructions on the control panel or internal labels. |
| Poor print quality (streaks, faded prints). | Check toner levels and replace if necessary. Clean the print heads or internal components as per maintenance instructions. Ensure correct paper type is used. |
| Cannot connect to Wi-Fi. | Verify the Wi-Fi password. Ensure the device is within range of the wireless router. Restart the device and the router. |
| Scanner not working. | Ensure the scanner glass is clean. Check network connection if scanning to a network destination. Restart the device. |

## Technical Specifications

| Feature | Detail |
|---|---|
| Model Number | IM C3000 |
| Functions | Print, Copy, Scan, (Optional Fax) |
| Printing Technology | Laser |
| Printer Output | Color |
| Max Print Speed (Color/Mono) | 30 ppm |
| Max Print Resolution | 1200x1200 dpi |
| Max Copy Resolution (Color/B&W) | 1200x1200 dpi |
| Scanner Type | Flatbed |
| Duplex Printing | Automatic |
| Max Input Sheet Capacity | 4700 pages |
| Number of Trays | 2 (plus bypass) |
| Sheet Sizes Supported | Letter, Legal (Bypass), 12 x 18, Various custom sizes |
| Connectivity Technology | Wi-Fi, USB (1 port) |
| Ink Color | Cyan, Magenta, Yellow, Black |
| Included Components | Toner Cartridges |
| Product Dimensions | 23"D x 37.9"W x 27"H |
| Manufacturer | Ricoh |
| Date First Available | November 17, 2024 |

## Warranty and Support

### Warranty Information

The RICOH IM C3000 comes with a limited warranty. For specific terms and conditions, please refer to the warranty documentation included with your purchase or visit the official Ricoh support website.

### Customer Support

For technical assistance, troubleshooting beyond this manual, or service requests, please contact Ricoh customer support. Contact information can typically be found on the manufacturer's official website or in your product documentation.


### Ask a question about this manual

Ask about setup, troubleshooting, compatibility, parts, safety, or missing instructions. Manuals+ will review the question

and use this page's manual context to help answer it.

**Name**

Anonymous

**Email**

you@example.com

After a successful submission, we securely hash the supplied account or form email before sending it to Microsoft Advertising for conversion attribution. Privacy details.

**Question**

Example: How do I reset this device or fix this error?

**Details**

Model number, symptoms, what you tried, or the section of the manual you are using.

**Submit question**