

Ricoh C5503

Ricoh Aficio MP C5503 Color Multifunction Copier User Manual

Model: C5503 | Brand: Ricoh

1. INTRODUCTION

This manual provides essential information for the safe and efficient operation of your Ricoh Aficio MP C5503 Color 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 C5503 is an A3 color laser multifunction printer (MFP) designed for medium-sized workgroups. It offers copy, print, and scan functionalities with a speed of up to 55 pages per minute (ppm) in both black and white and color. Key features include a print resolution of up to 1200 x 1200 dpi, standard automatic duplex unit, and a 250 GB hard disk.



Figure 1: Front view of the Ricoh Aficio MP C5503 Color Multifunction Copier.

2. SAFETY INFORMATION

To ensure safe operation and prevent damage to the machine, observe the following precautions:

- Always connect the machine to a grounded power outlet with the specified voltage (120V – 127V, 60Hz, 12A).
- Do not block ventilation openings. Ensure adequate space around the machine for proper airflow.
- Keep hands and loose clothing away from moving parts, especially during paper jam clearance.
- Do not attempt to service the machine yourself beyond the procedures described in this manual. Refer to qualified service personnel for repairs.
- Keep the machine away from water and excessive humidity.
- Use only recommended consumables (toner, paper) for optimal performance and safety.

3. WHAT'S INCLUDED

Upon unpacking, verify that all the following items are present:

- Printer Unit
- As-is consumables (original OEM Toner and Drum)
- Power cord

Note: Additional trays and an inner finisher may be present if purchased as optional accessories. The unit comes with 2 standard trays and a stand.



Figure 2: Ricoh Aficio MP C5503 shown with optional accessories, including an inner finisher and additional paper trays.

4. SETUP

4.1 Unpacking and Placement

1. Carefully remove the machine from its packaging. Due to its size and weight, it is recommended to have multiple people assist with unpacking and placement.
2. Place the copier on a sturdy, level surface in a well-ventilated area, away from direct sunlight, heat sources, and excessive dust. Ensure sufficient space around the unit for operation and maintenance.

4.2 Power Connection

1. Connect the power cord securely to the power inlet on the back of the machine.

2. Plug the other end of the power cord into a grounded electrical outlet.
3. Turn on the main power switch, usually located on the side or back of the machine.

4.3 Consumables (Toner and Drum)

This renewed unit comes with original OEM toner and drum units pre-installed or included. If installation is required, refer to the quick setup guide or the machine's display for specific instructions on how to open the front cover and insert the toner cartridges and drum units correctly. Ensure each color (cyan, magenta, yellow, black) is placed in its designated slot.

4.4 Loading Paper

1. Pull out the desired paper tray (Tray 1 or Tray 2). The machine supports up to 4700 sheets with optional trays.
2. Adjust the paper guides to match the size of the paper being loaded. The machine supports paper sizes up to 12 x 18 inches (SRA3).
3. Fan the paper stack to prevent misfeeds, then load the paper into the tray. Do not overfill the tray.
4. Gently push the paper tray back into the machine until it clicks into place.
5. If prompted on the control panel, confirm the paper size and type.

4.5 Network and USB Connection

- **Ethernet:** Connect an Ethernet cable from your network router or switch to the Ethernet port on the back of the copier. The machine supports 1000Base-T/100Base-TX/10Base-T Ethernet.
- **USB:** For direct connection or printing from USB devices, use the USB 2.0 Type A or Type B ports.

4.6 Driver Installation

To enable printing and scanning from your computer, you will need to install the appropriate drivers. Drivers are downloadable from the manufacturer's official website. Visit the Ricoh support page for the MP C5503 model and follow the instructions for your operating system.

5. OPERATING THE COPIER

The Ricoh Aficio MP C5503 features an intuitive control panel for various functions.

5.1 Basic Copying

1. Place your original document face-up in the Automatic Document Feeder (ADF) or face-down on the scanner glass.
2. On the control panel, select the "Copier" function.
3. Adjust settings such as quantity, color/black & white, duplex (two-sided), and zoom as needed. The machine supports automatic duplex copying.
4. Press the Start button to begin copying.

5.2 Basic Printing

1. From your computer, open the document you wish to print.
2. Select "Print" from the application's menu.
3. Choose the Ricoh Aficio MP C5503 as your printer.
4. Adjust print settings (e.g., number of copies, paper source, color/mono, duplex printing) in the printer driver properties. The machine prints up to 55 ppm and supports 1200 x 1200 dpi resolution.
5. Click "Print".

5.3 Basic Scanning

1. Place your original document in the ADF or on the scanner glass.

2. On the control panel, select the "Scanner" function.
3. Choose your desired scan destination (e.g., Scan to Folder, Scan to Email, Scan to USB).
4. Configure scan settings such as resolution, color mode, and file format.
5. Press the Start button to begin scanning.

6. MAINTENANCE

6.1 Cleaning the Machine

- **Exterior:** Wipe the exterior surfaces with a soft, damp, lint-free cloth. Do not use abrasive cleaners or solvents.
- **Scanner Glass:** Regularly clean the scanner glass and the underside of the ADF with a soft cloth moistened with glass cleaner. This prevents streaks on scanned or copied documents.

6.2 Replacing Consumables

The machine will display messages on the control panel when toner cartridges or drum units need to be replaced. Follow the on-screen instructions or refer to the detailed service manual for specific replacement procedures. Always use genuine Ricoh replacement parts.

6.3 Clearing Paper Jams

If a paper jam occurs, the control panel will indicate the location of the jam. Carefully open the indicated covers and gently remove the jammed paper in the direction of the paper path. Avoid tearing the paper, as small pieces can cause further jams. Close all covers securely after clearing the jam.

7. TROUBLESHOOTING

This section addresses common issues you might encounter. For more complex problems, consult the manufacturer's website or contact support.

Problem	Possible Cause	Solution
Machine does not power on	Power cord not connected; Power switch off; No power from outlet	Check power cord connection; Ensure power switch is on; Test outlet with another device
Paper jams frequently	Incorrect paper loading; Damaged paper; Overfilled tray; Worn rollers	Reload paper correctly; Use new, undamaged paper; Do not overfill trays; Clean or replace rollers (service required)
Poor print/copy quality (streaks, faded output)	Low toner; Dirty scanner glass; Drum unit issue; Print head clogged	Replace toner cartridge; Clean scanner glass; Replace drum unit (service required); Perform print head cleaning (if applicable via control panel)
Cannot print from computer	Network connection issue; Incorrect drivers; Printer offline	Check network cable/settings; Reinstall drivers from manufacturer website; Ensure printer is online and selected as default

8. SPECIFICATIONS

Feature	Detail
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Feature	Detail
Model	Ricoh Aficio MP C5503
Functions	Copy, Print, Scan (All In One)
Print Speed (B&W/Color)	Up to 55 ppm
Print Resolution	Up to 1200 x 1200 dpi
Paper Size	Up to 12 x 18 in. (SRA3)
Standard Paper Capacity	1200 sheets (2 x 550-sheet trays + 100-sheet bypass)
Max. Paper Capacity	4700 sheets (with optional trays)
Duplex Printing/Copying	Automatic
Processor	PMC-Sierra RM7035 600 MHz
Memory	1.5 GB
Hard Disk	250 GB
Connectivity	1000Base-T/100Base-TX/10Base-T Ethernet, USB 2.0 Type A, USB 2.0 Type B, SD Slot
Electrical Requirements	120V – 127V, 60Hz, 12A
Dimensions (WxDxH)	23.1" x 27" x 35.9"
Included Components	Printer Unit, Consumables, Power Cord

9. WARRANTY AND SUPPORT

9.1 Warranty Information

This Renewed Ricoh Aficio MP C5503 comes with a **30-Day Parts Warranty** and a **90 days limited warranty**. Please retain your purchase receipt for warranty claims. For specific terms and conditions, refer to the warranty documentation provided at the time of purchase.

9.2 Customer Support

For technical assistance, driver downloads, or further troubleshooting, please visit the official Ricoh support website. You can typically find detailed manuals, FAQs, and contact information for customer service there.

Drivers for this model are downloadable directly from the manufacturer's website.

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

Answered questions about this manual

How can I change the settings on my Ricoh Aficio MP C5503 to print multiple copies as collated sets instead of repeating each page?

To prevent the printer from repeating each page individually and instead print complete, sorted sets, you need to enable the Collate () feature. Depending on whether you are copying or printing from a computer,...

[Read full answer](#)