Ricoh C4500

RICOH IM C4500 Color Laser Multifunction Copier User Manual

Model: C4500

Introduction

This manual provides comprehensive instructions for the setup, operation, and maintenance of your RICOH IM C4500 Color Laser Multifunction Copier. Designed for high-speed, precision, and reliability, this device integrates print, copy, and scan functionalities. The RICOH IM C4500 is built on the Always Current Technology (ACT) platform, allowing for future updates and enhancements. Its Android-based 10.1" Smart Operation Panel offers an intuitive user experience for managing tasks and settings.

Setup

1. Unpacking and Initial Inspection

Carefully remove the RICOH IM C4500 from its packaging. Inspect the device for any visible damage that may have occurred during transit. Ensure all packing materials are removed from the exterior and interior of the machine.



Figure 1: Front view of the RICOH IM C4500 Color Laser Multifunction Copier, showing the 10.1-inch Smart Operation Panel and paper trays. The image also displays "BLI Security Validation Testing 2020" and "BLI Buyers Lab 2019 Pick" award badges.

2. Component Identification

Familiarize yourself with the main components of the copier:

- **Smart Operation Panel:** The touch screen interface for controlling functions.
- **Automatic Document Feeder (ADF):** Located on top, for scanning multiple documents.
- **Output Tray:** Where printed or copied documents are delivered.
- **Paper Trays (1-4):** Located at the bottom, for loading various paper sizes and types.
- **Bypass Tray:** Side tray for special media or single sheets.
- **Power Inlet:** Located at the rear for power cable connection.

3. Power Connection

Connect the power cord securely to the power inlet at the rear of the copier and then to a grounded electrical outlet. Ensure the power switch is in the OFF position before connecting.

4. Toner Cartridge Installation

The RICOH IM C4500 comes with toner cartridges included. Open the front cover of the copier. Locate the designated slots for each color (Black, Cyan, Magenta, Yellow). Gently insert each toner cartridge until it clicks into place. Close the front cover securely.

5. Paper Loading

Pull out the desired paper tray. Adjust the paper guides to fit the paper size. Load the paper stack, ensuring it does not exceed the maximum fill line. Gently push the tray back into the copier. For the bypass tray, extend the tray and adjust guides before loading paper.

6. Network Connection (Wi-Fi)

To connect the copier to your Wi-Fi network:

1. Turn on the copier.
2. On the Smart Operation Panel, navigate to the**Settings** menu.
3. Select **Network Settings** or **Wireless LAN Settings**.
4. Choose your Wi-Fi network from the list of available networks.
5. Enter the network password (if required) and confirm the connection.
6. A confirmation message will appear once connected successfully.

Operating Instructions

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 Smart Operation Panel, select the**Copier** icon.
3. Adjust settings such as number of copies, color/black & white, and duplex (two-sided) if needed.
4. Press the **Start** button to begin copying.

2. Printing from a Computer

Ensure the printer drivers are installed on your computer. Drivers can typically be downloaded from the official Ricoh support website.

1. Open the document you wish to print on your computer.
2. Select **Print** from the application's menu (e.g., File > Print).
3. Choose the "RICOH IM C4500" from the list of available printers.
4. Adjust print settings (e.g., paper size, orientation, color, duplex) as required.
5. Click **Print**.

3. Scanning Documents

Documents can be scanned to email, network folders, or USB drives.

1. Place your original document in the ADF or on the scanner glass.
2. On the Smart Operation Panel, select the**Scanner** icon.
3. Choose your desired scan destination (e.g., Scan to Email, Scan to Folder).
4. Configure scan settings such as resolution, file format (PDF, JPEG, etc.), and color mode.
5. Press the **Start** button to begin scanning.

4. Using the Smart Operation Panel

The 10.1" Smart Operation Panel is an intuitive interface. You can:

- Customize the home screen with frequently used functions.
- Access various applications and widgets.
- Preview documents before printing or scanning.
- Check device status and consumable levels.
- Access online services and cloud connectivity options.

Maintenance

1. Cleaning Procedures

Regular cleaning helps maintain optimal performance:

- **Exterior:** Wipe the exterior surfaces with a soft, damp cloth. Avoid abrasive cleaners.
- **Scanner Glass:** Use a lint-free cloth and a non-abrasive glass cleaner to clean the scanner glass and the underside of the ADF cover.
- **Feed Rollers:** Periodically clean the paper feed rollers using a damp cloth to prevent paper jams. Refer to the device's on-screen maintenance guide for specific instructions.

2. Toner Replacement

When a toner cartridge is low or empty, a message will appear on the Smart Operation Panel. To replace:

1. Open the front cover of the copier.
2. Press the release lever for the empty toner cartridge and pull it out.
3. Unpack the new toner cartridge and gently shake it a few times.
4. Insert the new cartridge into the correct slot until it clicks into place.
5. Close the front cover.

3. Paper Jam Clearance

If a paper jam occurs, the Smart Operation Panel will display instructions and indicate the location of the jam. Follow the on-screen prompts to clear the paper path. Always pull jammed paper gently in the direction of the paper path to avoid tearing.

TROUBLESHOOTING

This section addresses common issues you might encounter. For more complex problems, refer to the online support resources or contact customer service.

1. Printer Not Responding / Offline

- Check if the copier is powered on and connected to the network (Wi-Fi or Ethernet).
- Restart the copier and your computer.
- Verify that the correct printer is selected in your computer's print settings.
- Ensure printer drivers are up-to-date.

2. Poor Print Quality (Streaks, Fading, Incorrect Colors)

- Check toner levels on the Smart Operation Panel and replace any low cartridges.
- Perform a print head cleaning or calibration from the maintenance menu on the Smart Operation Panel.
- Ensure you are using genuine Ricoh toner cartridges.
- Verify paper type settings match the paper loaded in the tray.

3. Paper Jams Occur Frequently

- Ensure paper is loaded correctly and not overfilled in the trays.
- Check that paper guides are adjusted properly to the paper size.
- Use paper that meets the copier's specifications (weight, type).
- Clean the paper feed rollers as described in the Maintenance section.

Specifications

Feature	Specification
Brand	Ricoh
Model Name	MP C4500
Printing Technology	Laser
Printer Output	Color
Maximum Print Speed (Color)	45 ppm
Max Printspeed Monochrome	45 ppm
Maximum Color Print Resolution	1200x1200 dpi
Maximum Black and White Print Resolution	1200 dpi
Duplex Printing	Automatic
Scanner Type	Sheetfed
Max Input Sheet Capacity	4700 pages
Number of Trays	4
Connectivity Technology	Wi-Fi
Included Components	Toner Cartridges
Product Dimensions	29.1"D x 26.3"W x 47.5"H

Warranty and Support

Warranty Information

For detailed warranty terms and conditions, please refer to the official warranty documentation provided with your RICOH IM C4500 or visit the official Ricoh website. Warranty coverage typically includes defects in materials and workmanship under normal use.

Customer Support

If you encounter issues not covered in this manual or require further assistance, please contact Ricoh customer support. You can find contact information, FAQs, and additional resources on the official Ricoh support website. Please have your product model number (C4500) and serial number ready when contacting support.

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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.

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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