

Ricoh C3004

Ricoh Aficio MP C3004 Color Laser Multifunction Copier User Manual

Model: C3004

INTRODUCTION

This manual provides essential instructions for the setup, operation, maintenance, and troubleshooting of your Ricoh Aficio MP C3004 Color Laser Multifunction Copier. Please read this manual thoroughly before using the device to ensure correct and safe operation.

The Ricoh Aficio MP C3004 is a versatile multifunction device designed for office environments, offering copy, print, scan, and fax functionalities. It supports paper sizes up to A3 (11" x 17") and features automatic duplexing, network connectivity (Ethernet and Wi-Fi), and a 10.1-inch Smart Operation Panel for intuitive control.

SETUP

1. Unboxing and Placement

Carefully remove the copier from its packaging. Ensure all packing materials are removed. Place the copier on a stable, level surface with adequate space for ventilation and access to power outlets and network connections. Avoid direct sunlight or areas with extreme temperature fluctuations.



Figure 1: Front view of the Ricoh Aficio MP C3004 Multifunction Copier. This image shows the main unit with its integrated Smart Operation Panel and four paper trays.

2. Power Connection

Connect the power cord securely to the copier's power inlet and then to a grounded electrical outlet. Do not use extension cords or power strips that are not rated for the copier's power requirements.

3. Network Connection

The Ricoh MP C3004 supports both wired (Ethernet) and wireless (Wi-Fi) network connections.

- **Ethernet:** Connect an Ethernet cable from your network router or switch to the LAN port on the rear of the copier.
- **Wi-Fi:** On the Smart Operation Panel, navigate to the network settings. Select Wi-Fi and follow the on-screen prompts to connect to your wireless network. You may need to enter your network's SSID and password.

4. Software Installation

Install the necessary drivers and software on your computer to enable printing and scanning functionalities. The copier comes with a pre-installed PostScript 3 Supplement. Drivers can typically be found on the manufacturer's official support website. Follow the installation wizard instructions.

OPERATING INSTRUCTIONS

The Ricoh MP C3004 features a 10.1-inch Smart Operation Panel for easy navigation and control of its functions.

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.



Figure 2: The 10.1-inch Smart Operation Panel displaying various application icons for quick access to functions like Copy, Printer, Scanner, and User Guide.

1. Loading Paper

The copier is equipped with four paper trays. Open the desired paper tray, fan the paper stack, and load it with the print side facing down (or as indicated by the tray's guide). Adjust the paper guides to fit the paper size snugly. The device supports paper sizes up to 11" x 17" (A3).

2. Basic Copying

1. Place your original document face down on the scanner glass or face up in the Automatic Document Feeder (ADF).
2. On the Smart Operation Panel, tap the **Copy** icon.
3. Adjust settings such as color/black & white, number of copies, and duplexing (two-sided) as needed.
4. Press the **Start** button to begin copying.

3. Printing

To print from a computer, ensure the copier is connected to the network and the drivers are installed. Select the Ricoh MP C3004 as your printer from your application's print dialog. Adjust print settings (e.g., color, duplex, paper tray) as required and send the print job.

4. Scanning

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

1. Place your original document on the scanner glass or in the ADF.
2. On the Smart Operation Panel, tap the **Scanner** icon.
3. Select your desired scan destination and adjust scan settings (e.g., resolution, file format).
4. Press the **Start** button to begin scanning.

5. Faxing

To send a fax, place your document in the ADF. On the Smart Operation Panel, tap the **Fax** icon. Enter the recipient's fax number and press **Start**.

MAINTENANCE

1. Toner Replacement

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

front cover of the copier, locate the empty cartridge, and carefully remove it. Unpack a new Ricoh toner cartridge, shake it gently, and insert it firmly into its designated slot until it clicks into place. Close the front cover.

2. Cleaning

- **Exterior:** Wipe the exterior surfaces with a soft, damp, lint-free cloth. Do not use abrasive cleaners or solvents.
- **Scanner Glass:** Gently clean the scanner glass and the underside of the ADF with a soft, lint-free cloth dampened with glass cleaner. Ensure no residue remains.

3. Clearing Paper Jams

If a paper jam occurs, the Smart Operation Panel will display an error message and often indicate the location of the jam. Open the specified covers or trays and carefully remove any jammed paper, pulling it in the direction of the paper path to avoid tearing. Ensure all torn pieces are removed before closing covers.

TROUBLESHOOTING

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

- **No Power:**
Ensure the power cord is securely connected to both the copier and the electrical outlet. Verify the outlet is functional.
- **Print Quality Issues (Streaks, Fading):**
Check toner levels and replace any low cartridges. Clean the scanner glass and other optical components. Perform a print quality calibration from the Smart Operation Panel settings.
- **Network Connectivity Problems:**
Verify Ethernet cable connection or Wi-Fi settings. Restart the copier and your network router. Ensure the copier has a valid IP address.
- **Paper Jams:**
Follow the instructions in the Maintenance section to clear jams. Ensure paper is loaded correctly and within specifications.

SPECIFICATIONS

Feature	Detail
Model Name	Ricoh Aficio MP C3004
Functions	Copy, Print, Scan, Fax
Print Speed	Up to 30 pages per minute
Paper Size	Up to 11" x 17" (A3)

Duplex Printing	Automatic
Connectivity	Ethernet, Wi-Fi
Control Panel	10.1" Smart Operation Panel
Max Input Sheet Capacity	4700 sheets
Max Print Resolution (Color/B&W)	1200 x 1200 dpi
Number of Trays	4
Printer Ink Type	Toner
Included Components	Pre-installed PostScript 3 Supplement, Built-In WIFI

WARRANTY INFORMATION

This Ricoh Aficio MP C3004 Copier comes with a **90-day limited warranty**. Please retain your proof of purchase for warranty claims. The warranty covers defects in materials and workmanship under normal use. For specific terms and conditions, refer to the warranty documentation provided with your purchase.

SUPPORT

For further assistance, technical support, or service requests, please refer to the official Ricoh support website or contact your authorized dealer. Have your model number (C3004) and serial number ready when contacting support.

You can often find additional resources, FAQs, and driver downloads on the manufacturer's support portal.