

Ricoh C3503

Ricoh Aficio MP C3503 User Manual

A3 Color Laser Multifunction Copier

1. INTRODUCTION

The Ricoh Aficio MP C3503 is a robust A3 color laser multifunction copier designed for high-volume office environments. It integrates multiple functionalities including copying, faxing, printing, and scanning, offering a comprehensive solution for document management. This manual provides essential information for the safe and efficient operation, maintenance, and troubleshooting of your device.

Key features include a print speed of up to 35 pages per minute, support for paper sizes up to 12 x 18 inches (SRA3), automatic duplexing, and network connectivity. It comes equipped with four paper trays and pre-installed Postscript 3 Supplement for enhanced printing capabilities.

2. SAFETY INFORMATION

Please read all safety instructions carefully before operating the copier. Failure to do so may result in injury or damage to the device.

- **Power Supply:** Connect the copier only to a grounded power outlet with the correct voltage. Do not overload power strips.
- **Placement:** Place the copier on a stable, level surface capable of supporting its weight. Ensure adequate ventilation around the unit. Avoid placing it in direct sunlight, near heat sources, or in areas with excessive dust or humidity.
- **Handling:** Do not attempt to lift the copier alone. Use appropriate lifting equipment or seek assistance.
- **Internal Components:** Do not touch internal components, especially the fuser unit, as they can be hot and cause burns.
- **Consumables:** Use only genuine Ricoh toner and parts. Keep toner cartridges out of reach of children.
- **Emergency:** In case of smoke, unusual odors, or strange noises, immediately turn off the power switch, unplug the power cord, and contact service personnel.

3. WHAT'S IN THE BOX

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

- Ricoh Aficio MP C3503 Multifunction Copier Unit
- 4 Paper Trays (integrated)
- Copier Stand (integrated)
- Power Cable
- User Manual (this document)
- Pre-Installed Postscript 3 Supplement

4. SETUP

4.1. Unpacking and Placement

Carefully remove the copier from its packaging. Due to its size and weight, it is recommended to have multiple people assist with unpacking and placement. Position the copier on a sturdy, level surface with adequate space for ventilation and access to paper trays and maintenance areas. Ensure it is near a grounded electrical outlet.

4.2. Connecting Power

Plug the power cable securely into the power inlet on the back of the copier, then plug the other end into a grounded electrical outlet. Do not power on the device yet.

4.3. Loading Paper

The Ricoh Aficio MP C3503 features four paper trays. To load paper:

1. Pull out the desired paper tray until it stops.
2. Adjust the paper guides to the size of the paper you are loading.
3. Fan the paper stack to prevent misfeeds, then load the paper with the print side facing down (or as indicated by the tray's diagram).
4. Gently push the paper tray back into the copier until it clicks into place.

The copier supports various paper types and sizes, including A3 and SRA3. Refer to the specifications section for detailed paper compatibility.

4.4. Initial Power-On and Network Connection

After connecting the power, press the main power switch (usually located on the side or back of the unit). The control panel will illuminate. Follow the on-screen prompts for initial setup, including language and date/time settings.

For network connectivity, connect an Ethernet cable from your network router or switch to the Ethernet port on the copier. The copier will typically obtain an IP address automatically via DHCP. Manual IP configuration can be performed through the control panel's network settings.

4.5. Driver Installation

To enable printing and scanning from your computer, install the necessary drivers. The copier comes with a pre-installed Postscript 3 Supplement, which enhances compatibility and print quality. Drivers can typically be found on the manufacturer's website or on an included CD/DVD (if applicable). Follow the on-screen instructions during driver installation on your computer.

5. OPERATING INSTRUCTIONS

5.1. Control Panel Overview

The copier features an intuitive LCD touchscreen display and a physical control panel for various functions. Navigate through menus by touching the screen or using the directional buttons. Common functions like Copy, Scan,

and Fax are usually accessible directly from the main screen.



Figure 1: Front view of the Ricoh Aficio MP C3503, showing the control panel and paper trays.

5.2. Copying Documents

To make copies:

1. Place your original document face-up in the Automatic Document Feeder (ADF) or face-down on the scanner glass.
2. Select the 'Copy' function on the control panel.
3. Adjust settings such as color/black & white, duplex (two-sided), number of copies (up to 35), and paper tray selection.
4. Press the 'Start' button.

5.3. Printing from a Computer

Ensure the copier is connected to your network and drivers are installed. From your computer, select the Ricoh Aficio MP C3503 as your printer. Adjust print settings (e.g., color, duplex, paper source, resolution up to 1200 x 1200 dpi) within your application's print dialog box before sending the print job.

5.4. Scanning Documents

The copier supports scanning to various destinations (e.g., email, network folder, USB). To scan:

1. Place your original document in the ADF or on the scanner glass.
2. Select the 'Scan' function on the control panel.
3. Choose your desired scan destination and adjust settings like resolution, file format, and color mode.
4. Press the 'Start' button.

5.5. Faxing Documents

To send a fax:

1. Place your original document in the ADF or on the scanner glass.
2. Select the 'Fax' function on the control panel.
3. Enter the recipient's fax number using the numeric keypad or select from the address book.
4. Adjust any necessary fax settings.
5. Press the 'Start' button.

6. MAINTENANCE

Regular maintenance ensures the longevity and optimal performance of your Ricoh Aficio MP C3503.

6.1. Toner Replacement

When a toner cartridge is low or empty, a message will appear on the control panel. Replace toner cartridges (Cyan, Magenta, Yellow, Black) as follows:

1. Open the front cover of the copier.
2. Locate the empty toner cartridge.
3. Carefully pull out the empty cartridge.
4. Unpack the new Ricoh-brand toner cartridge and shake it gently to distribute the toner.
5. Insert the new cartridge firmly until it clicks into place.
6. Close the front cover.

6.2. Cleaning

Regular cleaning helps maintain print quality and device hygiene.

- **Exterior:** Wipe the exterior surfaces with a soft, damp, lint-free cloth. Do not use abrasive cleaners or solvents.
- **Scanner Glass:** Clean the scanner glass and the white backing strip with a soft, lint-free cloth dampened with glass cleaner. Ensure no residue is left behind.

6.3. Paper Jam Clearing

If a paper jam occurs, the control panel will display an error message and indicate the location of the jam. Follow the on-screen instructions or the diagrams inside the copier to carefully remove the jammed paper. Always pull paper in the direction of the paper path to avoid tearing.

7. TROUBLESHOOTING

This section addresses common issues you might encounter.

Problem	Possible Cause	Solution
Poor Print Quality (streaks, faded)	Low toner, dirty scanner glass, fuser issue	Check toner levels, clean scanner glass, contact service if fuser related.
Paper Jams	Incorrect paper loading, wrong paper type, worn rollers	Reload paper correctly, use recommended paper, clear jam carefully.
Copier Not Responding	Power issue, network disconnection, error state	Check power cable, verify network connection, restart copier.
Network Connectivity Issues	Loose Ethernet cable, incorrect IP settings	Ensure cable is secure, check network settings on control panel.

For persistent issues or error codes not listed, refer to the detailed troubleshooting guide on the Ricoh support website or contact customer support.

8. SPECIFICATIONS

Detailed technical specifications for the Ricoh Aficio MP C3503:

- **Functions:** Copy, Fax, Print, Scan
- **Print Speed:** Up to 35 pages per minute (ppm)
- **Print Resolution:** 1200 x 1200 dpi (Max Color/B&W)
- **Maximum Paper Size:** 12 x 18 inches (SRA3)
- **Paper Capacity (Standard/Max):** 1,200 sheets / 4,700 sheets (with options)
- **Number of Trays:** 4 (standard)
- **Duplex Printing:** Automatic (Auto-Duplex)
- **Scanner Type:** Flatbed
- **Connectivity:** Ethernet
- **Ink/Toner Type:** Toner (Cyan, Magenta, Yellow, Black)
- **Display Type:** LCD Touchscreen
- **Included Components:** 4 Paper Trays, Stand, Power Cable, User Manual, Pre-Installed Postscript 3 Supplement
- **Item Model Number:** C3503
- **UPC:** 786513362506

9. WARRANTY AND SUPPORT

This Ricoh Aficio MP C3503 unit comes with a **90-day limited warranty**. For warranty claims or technical support, please contact the seller or authorized Ricoh service provider from whom you purchased the device. Ensure you have your purchase details and the copier's serial number readily available.

For additional resources, including updated drivers, firmware, and detailed manuals, please visit the official Ricoh support website.