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Ricoh C3003

Ricoh Aficio MP C3003 A3 Color Laser Multifunction Copier User Manual

Model: C3003

1. Introduction

The Ricoh Aficio MP C3003 is a robust A3 color laser multifunction copier designed for high-volume office environments. This device integrates copy, fax, print, and scan functionalities, along with automatic duplexing and network connectivity, to streamline your document management. It offers a print speed of up to 30 pages per minute and supports paper sizes up to 12" x 18" via the bypass tray. This manual will guide you through the installation, operation, and maintenance of your copier to ensure optimal performance.



A full view of the Ricoh Aficio MP C3003 A3 Color Laser Multifunction Copier, showing its white casing, control panel, and multiple paper trays.

2. Key Features

- Standard features: Copy, Fax, Print, Scan, Auto Duplex, Network
- Print speed: Up to 30 pages per minute
- Maximum Paper Size: up to 12" x 18" via Bypass Tray
- Paper Input Capacity (std / max.): 1,200 sheets / 4,700 sheets with options
- Comes with Pre-installed PostScript 3 Supplement and full Manual

3. Setup

Follow these steps for the initial setup of your Ricoh Aficio MP C3003:

1. **Unpacking:** Carefully remove the copier from its packaging. Ensure all packing materials are removed from inside and outside the unit.
2. **Placement:** Place the copier on a stable, level surface with adequate ventilation. Ensure there is enough

space around the unit for operation and maintenance.

3. **Power Connection:** Connect the power cord securely to the copier and then to a grounded electrical outlet.
4. **Initial Configuration:** Upon first power-on, the copier may prompt you to set up basic configurations such as language, date, and time. Follow the on-screen instructions.
5. **Software Installation:** Install the necessary drivers and software on your computer for printing and scanning. The copier comes with a pre-installed PostScript 3 Supplement.
6. **Paper Loading:** Load paper into the paper trays. The standard input capacity is 1,200 sheets, expandable to 4,700 sheets with optional trays.

4. Operating Instructions

The Ricoh Aficio MP C3003 offers a variety of functions accessible via its control panel.

4.1. Copying

To make copies:

- Place your original document on the exposure glass or in the Automatic Document Feeder (ADF).
- Select the 'Copy' function from the control panel.
- Adjust settings such as quantity, color/black & white, duplex (auto), and paper size.
- Press the 'Start' button to begin copying.

4.2. Printing

To print documents from your computer:

- Ensure the copier is connected to your network via Ethernet.
- From your computer, open the document you wish to print.
- Select 'Print' from the application's menu.
- Choose the Ricoh Aficio MP C3003 as your printer.
- Adjust print settings as needed (e.g., color, duplex, paper tray).
- Click 'Print'.

4.3. Scanning

To scan documents:

- Place your original document on the exposure glass or in the ADF.
- Select the 'Scan' function from the control panel.
- Choose your scan destination (e.g., email, network folder, USB).
- Configure scan settings such as resolution, file format, and color mode.
- Press the 'Start' button to begin scanning.

4.4. Faxing

To send a fax:

- Place your document on the exposure glass or in the ADF.
- Select the 'Fax' function from the control panel.
- Enter the recipient's fax number using the keypad.
- Adjust any necessary fax settings.
- Press the 'Start' button to send the fax.

5. Maintenance

Regular maintenance ensures the longevity and optimal performance of your copier.

- **Cleaning:** Regularly wipe the exterior of the copier with a soft, damp cloth. Clean the exposure glass and ADF rollers to prevent streaks on copies and scans.
- **Toner Replacement:** Replace toner cartridges when prompted by the machine. Refer to the on-screen instructions or the full manual for specific steps for each color (Black, Cyan, Magenta, Yellow).
- **Paper Jams:** If a paper jam occurs, follow the instructions displayed on the control panel to clear the jam. Always turn off the machine before attempting to clear jams in hard-to-reach areas.
- **Firmware Updates:** Periodically check for and install firmware updates to ensure your copier has the latest features and security enhancements.

6. Troubleshooting

This section addresses common issues you might encounter with your Ricoh Aficio MP C3003.

Problem	Possible Cause	Solution
Copier does not power on	Power cord not connected; Power outlet issue	Ensure power cord is securely connected. Test the outlet with another device.
Paper jams frequently	Incorrect paper loading; Damaged paper; Worn rollers	Reload paper correctly. Use new, undamaged paper. Contact support if rollers are worn.
Poor print quality (streaks, faded prints)	Low toner; Dirty print heads/rollers; Incorrect print settings	Replace toner cartridge. Clean internal components. Adjust print quality settings.
Cannot connect to network	Incorrect network settings; Cable issue; Firewall blocking	Verify network cable connection. Check IP address and network settings. Adjust firewall settings.

7. Specifications

Detailed technical specifications for the Ricoh Aficio MP C3003:

Feature	Specification
Model Name	C3003
Brand	Ricoh
Printing Technology	Laser
Printer Output	Color
Print Speed	Up to 30 pages per minute
Maximum Color Print Resolution	1200 x 1200 dpi
Maximum Black and White Print Resolution	1200 dpi
Max Input Sheet Capacity	4700 sheets

Feature	Specification
Printer Media Size Maximum	11 x 17 inches / A3
Duplex Printing	Auto, Manual
Connectivity Technology	Ethernet
Number of Trays	4
Ink Color	Color (Black, Cyan, Magenta, Yellow)
Printer Ink Type	Toner
Scanner Type	Image Scanner
Max Copy Resolution Color	1200 x 1200 dpi
Max Copy Resolution Black-White	1200 dpi
Maximum Copies Per Run	30
Hardware Interface	Ethernet
Control Method	Remote
Included Components	Pre-installed Postscript 3 Supplement and full Manual
UPC	786513381965
ASIN	B08FZ4M4HQ

8. Warranty Information

The Ricoh Aficio MP C3003 comes with a**90 days limited warranty**. Please retain your proof of purchase for any warranty claims. For detailed terms and conditions, refer to the full manual or contact customer support.

9. Support

For further assistance, technical support, or service requests, please refer to the comprehensive manual included with your product. You may also visit the official Ricoh support website or contact their customer service hotline for specialized help.

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