

Ricoh fi-8170

RICOH fi-8170 Professional High Speed Color Duplex Document Scanner User Manual

INTRODUCTION

The RICOH fi-8170 is a professional high-speed color duplex document scanner designed for efficient document management. It features advanced feeding technologies and Clear Image Capture for high-quality digital images, suitable for various applications including customer onboarding, accounting, administration, and mailroom operations.

This manual provides essential information for setting up, operating, maintaining, and troubleshooting your fi-8170 scanner. Please read it thoroughly to ensure proper use and to maximize the scanner's performance and longevity.

SETUP

1. Unboxing and Initial Placement

Carefully remove all components from the packaging. Ensure all items listed in the 'What's in the Box' section are present. Place the scanner on a stable, flat surface with adequate space for document feeding and exit.

2. Connecting the Scanner

- **Power Connection:** Connect the AC adapter and power cable to the scanner and a suitable power outlet.
- **USB Connection:** For direct connection to a computer, use the provided USB cable (USB 3.2 compatible).
- **Ethernet Connection:** For network scanning, connect an Ethernet cable to the scanner's Ethernet port and your network.

3. Software Installation

Insert the provided Software DVD into your computer's optical drive. Follow the on-screen instructions to install the necessary drivers (TWAIN/ISIS) and PaperStream software (PaperStream Capture, PaperStream ClickScan, Scanner Central Admin, Software Operation Panel). Ensure your system meets the minimum requirements: Windows® 11, 10, 8.1, & 7; Windows Server 2022, 2019, 2016, 2012, 2008.

What's in the box



fi-8170 Document Scanner



AC adapter
and power
cable



USB
cable



Getting
Started
guide



Help
and Service
info



Software DVD

PaperStream IP TWAIN/ISIS® drivers
PaperStream Capture
PaperStream Clickscan
Scanner Central Admin
Software Operation Panel

Terms and Conditions apply.

Image: The fi-8170 scanner connected to a laptop, demonstrating a typical setup for operation.

OPERATING INSTRUCTIONS

1. Loading Documents

- **Automatic Document Feeder (ADF):** The fi-8170 features a 100-page ADF. Fan the documents lightly and align them before placing them into the ADF. Adjust the side guides to fit the document width.
- **Supported Document Types:** The scanner handles a wide variety of documents, including standard paper (Letter/Legal), receipts, business cards, ID cards, and passports.
- **Manual Feed:** For thick documents like ID cards or passports (up to 7mm thick), use the manual feed option.

The professional scanner that sets the standard



Image: Various documents, including a packing list and invoices, loaded into the scanner's automatic document feeder.

2. Scanning Process

- **Initiating a Scan:** Press the 'Scan/Enter' button on the control panel or initiate a scan through the PaperStream software on your computer.
- **Duplex Scanning:** The scanner automatically performs duplex (double-sided) scanning at speeds up to 70 pages per minute.
- **Clear Image Capture:** This technology ensures high-quality digital images with accurate color reproduction.

fi-8170

70

pages
per minute

Duplex

Scans both sides
at once

600

optical dpi

Letter/Legal

plus IDs, plastic cards,
passports, and long docs

100 sheet
automatic
document feeder

Retractable
document support

Color LCD
with tactile
control buttons



Stacker supporter
keeps papers neat

Space-saving
retractable exit tray

6.4"

6.7"

11.8"

Weighs 8.8 pounds



The next generation
of scanning excellence



Scans passports
and plastic cards
like IDs and
insurance cards



TWAIN
and ISIS®
compatible



Scans sticky
notes, labels,
and taped-on
receipts

Image: A detailed view of the scanner's control panel and documents being fed, highlighting the user interface.

3. Using PaperStream Software

The included PaperStream software suite provides tools for convenient scanning, powerful image enhancement, quick image capture, and indexing options, including Optical Character Recognition (OCR). Refer to the software's help documentation for detailed instructions on its features.

MAINTENANCE

1. Cleaning the Scanner

Regular cleaning is crucial for maintaining optimal scan quality and preventing paper jams. Use a soft, lint-free cloth and a mild cleaning solution (or isopropyl alcohol) to clean the following components:

- **Feed Rollers:** Clean the feed rollers to ensure proper document feeding.
- **Glass Surfaces:** Wipe the scanning glass surfaces to remove dust and smudges.
- **Exterior:** Keep the scanner's exterior free from dust.

2. Replacing Consumables

Over time, feed rollers and other consumable parts may wear out. Ricoh provides consumable kits for replacement. Refer to the scanner's service manual or contact support for instructions on replacing these parts.

TROUBLESHOOTING

This section addresses common issues you might encounter with your fi-8170 scanner.

1. Paper Jams

- If a paper jam occurs, the scanner will typically stop and display an error message.
- Open the scanner covers as indicated in the error message or the quick guide.
- Carefully remove any jammed paper, ensuring no torn pieces remain inside.
- Close all covers securely and resume scanning. The fi-8170 features superior document protection to prevent jams and detect multifeeds.

2. Poor Image Quality

- Check if the scanning glass or rollers are dirty. Clean them as described in the Maintenance section.
- Ensure the original documents are clean and free from wrinkles or tears.
- Adjust scanning settings (resolution, brightness, contrast) in the PaperStream software.

3. Software Installation Issues

- Verify that your operating system meets the minimum system requirements.
- Ensure all previous scanner drivers are uninstalled before installing new ones.
- Run the installer as an administrator.
- If issues persist, download the latest drivers and software from the official Ricoh support website.

SPECIFICATIONS

Feature	Specification
Scanner Type	Document, ID Card
Brand	Ricoh
Model Name	Fujitsu fi-8170
Connectivity Technology	Ethernet, USB
Product Dimensions (D x W x H)	6.4"D x 11.8"W x 6.7"H
Resolution	600 dpi
Item Weight	8.8 pounds
Wattage	28 watts
Color Depth	8 bits

Feature	Specification
Standard Sheet Capacity	100
Optical Sensor Technology	CIS
Greyscale Depth	8 bits
Light Source Type	LED
Media Type	Business Card, Embossed Card, ID Card, Receipt
Minimum System Requirements	Windows® 11, 10, 8.1, & 7. Windows Server 2022, 2019, 2016, 2012, 2008.

WHAT'S IN THE BOX

Upon unboxing your RICOH fi-8170 scanner, you should find the following items:

- RICOH fi-8170 Document Scanner Unit
- AC adapter and power cable
- USB cable
- Getting Started guide
- Help and Service information
- Software DVD (PaperStream IP TWAIN/ISIS® drivers, PaperStream Capture, PaperStream Clickscan, Scanner Central Admin, Software Operation Panel)

RICOH fi-8170 Document Scanner

The professional business scanner that sets the standard

Innovative, reliable, and built for speed, the fi-8170 employs cutting-edge feeding and exclusive Clear Image Capture technology to deliver industry-leading performance and legendary reliability.

Breeze through demanding workflows



Image: The fi-8170 scanner and its included accessories, such as cables and software.

WARRANTY & SUPPORT

Warranty Information

The RICOH fi-8170 scanner comes with a **3-Year Advance Exchange Warranty**. This provides priority replacement protection for your investment. Please refer to the warranty documentation included with your product for full terms and conditions.

Technical Support

For technical assistance, troubleshooting beyond this manual, or inquiries regarding replacement parts and service, please contact Ricoh customer support. Contact details can typically be found on the official Ricoh website or in the 'Help and Service information' provided with your scanner.

PRODUCT IMAGES



Front view of the RICOH fi-8170 scanner.



70 pages per minute

Duplex
Scans both sides at once

600 optical dpi

Letter/Legal sizes
plus plastic cards, passports, and
long documents up to 240"

USB 3.2 or Ethernet

Includes TWAIN driver

Robust, compact design with professional performance

Overview of the fi-8170 scanner highlighting its compact design and key features.



Clear Image Capture technology

Sets the standard in image quality
with a proprietary color-matching processor
and industry-leading image processing.

Demonstration of Clear Image Capture technology for high image quality.



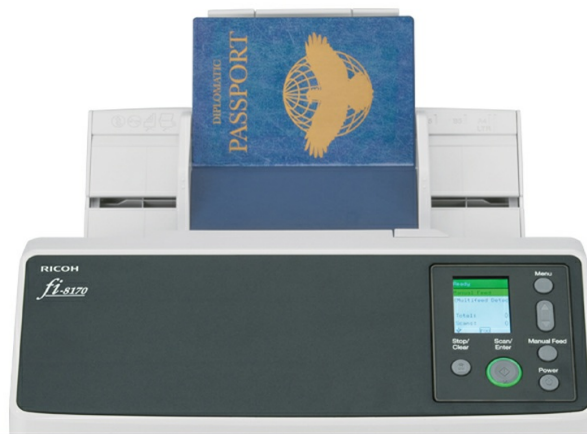
Superior document protection

Prevents paper jams through sophisticated
sound and image detection. Detects
multifeeds so you never miss a page.

Superior document protection features in action, preventing jams.

Scan IDs, cards, and passports

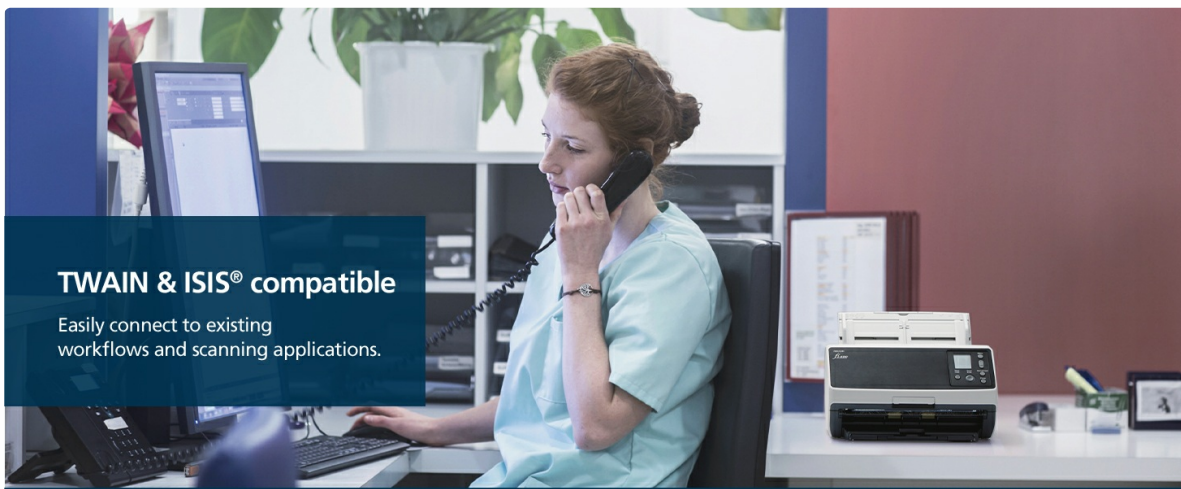
Advanced manual mode allows scanning of documents up to 7mm thick.



The fi-S170 scanning an ID card or passport, highlighting its ability to handle various document types.

TWAIN & ISIS® compatible

Easily connect to existing workflows and scanning applications.



Integration with existing workflows via TWAIN & ISIS compatibility.

Superior paper handling

Captures a wide variety of documents consistently, streamlining mixed document batches and minimizing the need for re-scans.



Superior paper handling, capturing a wide variety of documents consistently.



Powerful, value-packed PaperStream® software included

Easy-to-use software interface provides convenient scanning, powerful image enhancement, quick image capture, and indexing options, including optical character recognition (OCR).

The scanner bundled with powerful PaperStream software for enhanced functionality.

PRODUCT VIDEOS

Video: A live demonstration of the RICOH fi-8170 scanner's features and operation.

Video: Overview of the Fujitsu fi-8170 Adapter Scanner, highlighting its high-speed capabilities.