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Ricoh fi-8170

Ricoh fi-8170 A4 High-Speed Document Scanner User Manual

Model: fi-8170 | Brand: Ricoh

INTRODUCTION

This manual provides essential information for the safe and efficient use of your Ricoh fi-8170 A4 High-Speed Document Scanner. Please read this manual thoroughly before using the product and keep it for future reference.

The Ricoh fi-8170 is a standard model designed to meet diverse scanning needs with its state-of-the-art paper feeding technology. It achieves high-speed scanning of A4 documents at 70 sheets/140 sides per minute (300dpi/color). Its compact size allows for stress-free, space-saving use even in limited spaces like office desks or reception areas. The integrated LCD panel provides intuitive understanding of the scanner's status and allows for easy setting changes, helping to prevent operational errors.



Image: The Ricoh fi-8170 A4 High-Speed Document Scanner, showcasing its compact design suitable for various office environments.

SETUP

1. Unpacking

Carefully remove the scanner and all accessories from the packaging. Verify that all components listed in the packing list are present. Retain the packaging for future transport or storage.

2. Placement

Place the scanner on a stable, level surface with adequate ventilation. Ensure there is enough space around the scanner for paper feeding and output. Avoid direct sunlight, excessive heat, humidity, or dust.

3. Connecting to Power

1. Connect the power adapter to the scanner's power input port.
2. Plug the power cord into a grounded electrical outlet.
3. Turn on the scanner using the power button.

4. Connecting to a Computer

The fi-8170 supports both USB and Ethernet connectivity.

- **USB Connection:** Connect one end of the supplied USB cable to the scanner and the other end to an available USB

port on your computer.

- **Ethernet Connection:** Connect an Ethernet cable from the scanner's LAN port to your network router or switch. Configure network settings via the scanner's LCD panel or accompanying software.

5. Driver and Software Installation

Insert the provided software CD-ROM into your computer's drive, or download the latest drivers and scanning software from the official Ricoh support website. Follow the on-screen instructions to complete the installation. The scanner is compatible with Windows, macOS, and Linux operating systems.

OPERATING INSTRUCTIONS

1. Loading Documents

- Open the input tray and adjust the paper guides to match the width of your documents.
- Place documents face-down in the input tray, ensuring they are neatly stacked. The scanner can handle various document types including standard documents, folded documents, copy slips, receipts, envelopes, cards, and photos.
- The fi-8170 can also scan booklets up to 7mm thick directly without requiring a carrier sheet.

2. Using the LCD Panel

The LCD panel on the scanner displays the current status and allows for quick adjustments to scanning settings. Use the navigation buttons to browse menus and select options such as scan profiles, destination, and resolution.

3. Performing a Scan

1. Select your desired scan profile or settings from the LCD panel or the scanning software on your computer.
2. Press the "Scan" button on the scanner or initiate the scan from your computer software.
3. The scanner will automatically feed and process the documents.
4. Review the scanned images on your computer and save them to your preferred location.

4. Advanced Features

- **Automatic Document Feeder (ADF):** For scanning multiple pages efficiently.
- **Duplex Scanning:** The scanner supports scanning both sides of a document simultaneously.
- **Image Enhancement:** Utilize the included software for features like de-skew, auto-color detection, and blank page removal.

MAINTENANCE

Regular maintenance ensures optimal performance and extends the lifespan of your scanner.

1. Cleaning the Scanner

- **Exterior:** Wipe the exterior surfaces with a soft, damp cloth. Do not use abrasive cleaners or solvents.
- **Glass Platen/Rollers:** Gently clean the glass platen and paper feed rollers with a lint-free cloth dampened with isopropyl alcohol or a specialized scanner cleaning solution. Refer to the detailed cleaning instructions in the full user guide for specific roller cleaning procedures.
- **Dust:** Use a can of compressed air to remove dust from hard-to-reach areas.

2. Consumables Replacement

Periodically inspect the feed rollers and separation pads for wear. Replace them as recommended by the manufacturer or

when scanning performance degrades. Replacement parts can be ordered from authorized Ricoh dealers or service centers.

TROUBLESHOOTING

This section addresses common issues you might encounter. For more complex problems, refer to the comprehensive troubleshooting guide on the Ricoh support website or contact customer support.

Problem	Possible Cause	Solution
Scanner does not power on.	Power cord not connected, power outlet faulty.	Ensure power cord is securely connected. Try a different power outlet.
Documents are jammed.	Improper document loading, worn rollers.	Remove jammed documents carefully. Reload documents correctly. Clean or replace rollers if worn.
Scanned images are blurry or have lines.	Dirty glass platen or rollers, incorrect settings.	Clean the glass platen and rollers. Check scan resolution and image quality settings.
Scanner not recognized by computer.	Loose cable connection, incorrect drivers.	Check USB/Ethernet cable connection. Reinstall scanner drivers. Ensure scanner is powered on.

SPECIFICATIONS

Feature	Detail
Model	fi-8170
Scanner Type	Document, folded documents, copy slips, receipts, envelopes, cards, photos, etc.
Brand	Ricoh
Manufacturer	PFU
Connectivity Technology	USB, Ethernet
Optical Resolution	300 dpi
Color Depth	24-bit
Scanning Speed (A4, 300dpi, Color)	70 sheets/140 sides per minute
Maximum Document Thickness (Booklet)	7mm (without carrier sheet)
Minimum System Requirements	Windows, macOS, Linux

WARRANTY AND SUPPORT

Warranty Information

The Ricoh fi-8170 scanner comes with a **5-year warranty** from the date of purchase. This warranty covers defects in materials and workmanship under normal use. Please retain your proof of purchase for warranty claims.

Customer Support

For technical assistance, troubleshooting, or warranty service, please contact Ricoh customer support. You can find contact information and additional resources, including FAQs and driver downloads, on the official Ricoh support website. Always provide your product model (fi-8170) and serial number when contacting support.

Online Resources: Visit the [Ricoh Support Website](#) for the latest drivers, software, and detailed documentation.

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.

Name

Anonymous

Email

you@example.com

After a successful submission, we securely hash the supplied account or form email before sending it to Microsoft Advertising for conversion attribution. [Privacy details](#).

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