Ricoh IM C3500

RICOH IM C3500 Color Laser Multifunction Copier User Manual

Model: IM C3500 | Brand: Ricoh

1. Introduction

This manual provides comprehensive instructions for the setup, operation, maintenance, and troubleshooting of your RICOH IM C3500 Color Laser Multifunction Copier. This device is designed for high-volume office environments, offering robust copy, print, and scan functionalities with advanced features like automatic duplexing and network connectivity.
Please read this manual thoroughly before using the machine to ensure proper operation and to maximize its lifespan.

2. Setup Guide

2.1 Unpacking and Placement

Carefully remove the copier from its packaging. Ensure all packing materials are removed from inside and outside the machine. Place the copier on a stable, level surface with adequate space for ventilation and access to power outlets.



Figure 2.1: Front view of the RICOH IM C3500 Color Laser Multifunction Copier, showing its compact design and control panel.

2.2 Power Connection

Connect the power cord securely to the copier's power input 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.

2.3 Initial Paper Loading

Open the paper trays and load the desired paper size and type. The copier supports various sizes including Letter, Legal, 12 x 18, and other custom sizes via the bypass tray. Ensure paper is loaded correctly to prevent jams.

2.4 Software and Driver Installation

To enable printing and scanning from your computer, install the necessary drivers and software. These are typically provided on a CD/DVD or available for download from the official Ricoh support website. Follow the on-screen instructions for installation. For network connectivity, configure the Wi-Fi settings on the copier's control panel or via a wired Ethernet connection.

3. Operating Instructions

3.1 Basic Copying

1. Place the original document face-down on the scanner glass or face-up in the Automatic Document Feeder (ADF).
2. Select the "Copy" function from the control panel.
3. Adjust settings such as number of copies, color/black & white, and duplexing (two-sided) as needed.

4. Press the "Start" button to begin copying.

3.2 Printing Documents

Ensure the copier is connected to your network (Wi-Fi or Ethernet) and the drivers are installed on your computer. From your application, select "Print," choose the RICOH IM C3500 as your printer, and adjust print settings (e.g., paper size, color, duplex) before sending the print job.

3.3 Scanning Documents

The RICOH IM C3500 features a flatbed scanner. Place your document on the scanner glass or use the ADF. From the control panel, select "Scan" and choose your desired destination (e.g., Scan to PC, Scan to Email, Scan to Folder). Follow the prompts to complete the scan.

3.4 Automatic Duplexing

The copier supports automatic two-sided printing and copying. This feature can be enabled through the print driver settings on your computer or directly from the copier's control panel when performing copy operations. This saves paper and reduces environmental impact.

4. Maintenance

4.1 Cleaning the Copier

Regular cleaning helps maintain print quality and extends the life of your machine. Use a soft, lint-free cloth to wipe the exterior. For the scanner glass, use a glass cleaner applied to the cloth (not directly to the glass) to remove smudges and dust.

4.2 Replacing Toner Cartridges

The copier uses Black, Cyan, Magenta, and Yellow toner cartridges. When a toner cartridge is low or empty, a message will appear on the control panel. Refer to the on-screen instructions or the quick guide for specific steps on how to safely replace the toner cartridges.

4.3 Paper Tray Management

Ensure paper trays are not overfilled. Use only recommended paper types and weights to prevent paper jams and ensure optimal performance. Periodically clean dust and debris from the paper feed rollers.

5. Troubleshooting Common Issues

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

- **Paper Jams:** Follow the on-screen instructions to locate and clear jammed paper. Always turn off the machine before clearing jams if instructed.

- **Poor Print Quality:** Check toner levels. Perform a print head cleaning or calibration from the maintenance menu on the control panel. Ensure correct paper type settings.
- **Connectivity Issues:** Verify network cable connections or Wi-Fi settings. Restart the copier and your computer/router. Ensure drivers are correctly installed.
- **Copier Not Responding:** Turn the copier off, wait a few minutes, then turn it back on. Check power connections.

6. Technical Specifications

Feature	Specification
Model Name	IM C3500
Functions	Copy, Print, Scan (All In One)
Print Speed (Color/Monochrome)	Up to 35 ppm
Max Print Resolution	1200x1200 dpi
Max Copy Resolution	1200x1200 dpi
Duplex Printing	Automatic
Connectivity	Wi-Fi, USB
Max Input Sheet Capacity	250 (standard tray), up to 4,700 pages (with optional trays)
Supported Sheet Sizes	Letter, Legal (Bypass), 12 x 18, Various sizes
Included Components	Toner Cartridges
Product Dimensions	23 x 37.9 x 27 inches

7. Warranty and Support

7.1 Warranty Information

This RICOH IM C3500 Copier comes with a**90 days limited warranty**. This warranty covers defects in materials and workmanship under normal use. Please retain your proof of purchase for warranty claims.

7.2 Customer Support

For technical assistance, service requests, or further inquiries, please contact Ricoh customer support or the seller from whom you purchased the renewed product. Refer to the documentation provided with your purchase for specific contact details.

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