Ricoh IM C3000

RICOH IM C3000 Color Laser Multifunction Copier

Model: IM C3000

Introduction

This manual provides essential information for the setup, operation, and maintenance of your RICOH IM C3000 Color Laser Multifunction Copier. This device is designed for office environments, offering robust capabilities for copying, printing, and scanning documents efficiently. It features high-resolution output, automatic duplexing, and versatile connectivity options including Wi-Fi and USB.

Product Overview



This image displays the Ricoh IM C3000 multifunction copier. It is a tall, white and black unit with a large touchscreen control panel on the front. Below the control panel are multiple paper input trays. The top section includes the automatic document feeder and scanner bed.

The RICOH IM C3000 is a versatile office machine capable of printing, copying, and scanning at speeds up to 30 pages per minute (ppm). It supports a maximum print resolution of 1200x1200 dpi for both color and black-and-white output. Key features include automatic duplex printing, a flatbed scanner, and a maximum paper input capacity of 4,700 pages across multiple trays. Connectivity is provided via USB and Wi-Fi, ensuring flexible integration into various network environments.

Setup

1. Unpacking and Placement

- Carefully remove the copier from its packaging. Ensure all packing materials and protective tapes are removed.
- Place the copier on a stable, level surface capable of supporting its weight (Product Dimensions: 23 x 37.9 x 27 inches). Ensure adequate ventilation space around the unit.

2. Toner Cartridge Installation

- Open the front cover of the copier.
- Insert the included toner cartridges into their respective slots. Ensure they click into place securely.
- Close the front cover.

3. Power Connection

- Connect the power cord to the copier's power inlet and then to a grounded electrical outlet.
- Press the power button to turn on the device.

4. Network and Software Installation

- **Wi-Fi Connectivity:** On the copier's control panel, navigate to Network Settings. Select Wi-Fi and follow the on-screen prompts to connect to your wireless network.
- **USB Connectivity:** Connect a USB cable from the copier's USB port to your computer.
- **Driver Installation:** Insert the driver CD (if provided) into your computer, or download the latest drivers from the official Ricoh support website. Follow the installation wizard to complete the setup.
- **Software Applications:** Install any necessary software and applications as required for advanced features or specific workflows.

Operating Instructions

1. Loading Paper

- Open the desired paper tray. The copier supports various sheet sizes including Letter, Legal (Bypass), 12 x 18, and other custom sizes.
- Load paper with the print side facing down (or as indicated by the tray guide). Adjust the paper guides to fit the paper size.
- Close the paper tray. The copier has a maximum input sheet capacity of 4700 pages across its trays.

2. Copying Documents

- Place the original document on the flatbed scanner glass or in the automatic document feeder (ADF).
- On the control panel, select the "Copy" function.
- Adjust settings such as number of copies, color/black-and-white, duplex (automatic two-sided copying), and resolution (up to 1200x1200 dpi for color and 1200 dpi for black-and-white).
- Press the "Start" button to begin copying.

3. Printing Documents

- From your computer, open the document you wish to print.
- Select "Print" from the application's menu.
- Choose the RICOH IM C3000 as your printer.
- Adjust print settings as needed, including color output, duplex printing, paper source, and print quality (up to 1200x1200 dpi).
- Click "Print" to send the job to the copier.

4. Scanning Documents

- Place the original document on the flatbed scanner glass or in the ADF.
- On the control panel, select the "Scan" function.
- Choose your scan destination (e.g., email, network folder, USB drive) and desired file format.
- Adjust scan settings such as resolution and color mode.
- Press the "Start" button to begin scanning.

Maintenance

1. Replacing Toner Cartridges

- When a toner cartridge is low or empty, a message will appear on the control panel.
- Open the front cover and remove the empty cartridge by pulling it out.
- Unpack a new toner cartridge and gently shake it a few times to distribute the toner.
- Insert the new cartridge firmly into its slot until it clicks into place.
- Close the front cover.

2. Cleaning the Copier

- **Exterior:** Wipe the exterior surfaces with a soft, damp cloth. Do not use abrasive cleaners.
- **Scanner Glass:** Gently clean the scanner glass with a lint-free cloth and a non-abrasive glass cleaner. Ensure no streaks remain.
- **ADF Rollers:** Refer to the detailed service manual for instructions on cleaning the automatic document feeder rollers to prevent paper jams.

3. Paper Tray Management

- Regularly check paper levels in all trays.
- Ensure paper is stored in a dry environment to prevent curling or sticking.
- Fan paper before loading to separate sheets and prevent misfeeds.

Troubleshooting

Problem	Possible Cause	Solution
Paper Jam	Incorrectly loaded paper, foreign object, worn rollers.	Open covers and trays to locate and carefully remove jammed paper. Ensure paper is loaded correctly. Clean rollers if necessary.
Poor Print Quality (Streaks, Fades)	Low toner, dirty print heads/rollers, incorrect print settings.	Replace toner cartridge. Clean scanner glass and internal components. Adjust print quality settings in the driver.
Cannot Connect to Network	Incorrect Wi-Fi password, network issues, driver problems.	Verify Wi-Fi password and network settings on the copier. Restart router and copier. Reinstall printer drivers on your computer.
Copier Not Responding	Power issue, software error, connection problem.	Check power cable connection. Restart the copier. Ensure USB or network cable is securely connected.

Specifications

Feature	Detail
Brand	Ricoh
Model Name	IM C3000 (Model Series: IM)
Printing Technology	Laser
Printer Output	Color
Max Print Speed (Color/Mono)	30 ppm
Max Print Resolution	1200x1200 dpi
Scanner Type	Flatbed
Max Copy Resolution (Color/Mono)	1200x1200 dpi / 1200 dpi
Duplex Printing	Automatic
Connectivity Technology	Wi-Fi, USB
Max Input Sheet Capacity	4700 sheets
Number of Trays	2 (standard)
Supported Sheet Sizes	Letter, Legal (Bypass), 12 x 18, Various sizes
Included Components	Toner Cartridges
Product Dimensions	23 x 37.9 x 27 inches

Warranty and Support

Warranty Information

This RICOH IM C3000 Copier comes with a**90-day limited warranty**. 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 beyond this manual, or warranty service, please contact Ricoh customer support. Visit the official Ricoh website for contact information, driver downloads, and additional resources.
For renewed products, please also refer to the seller's specific return and support policies.

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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.

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