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› [RICOH IM C2000 Color Laser Multifunction Copier User Manual](#)

Ricoh IM C2000

RICOH IM C2000 Color Laser Multifunction Copier

User Manual

1. INTRODUCTION

This manual provides comprehensive instructions for the setup, operation, and maintenance of your RICOH IM C2000 Color Laser Multifunction Copier. Please read this manual thoroughly before using the device to ensure safe and efficient operation.

Key Features:

- Prints up to 20 pages per minute (ppm)
- Functions: Copy, Print, Scan, and optional Fax
- High resolution: 1200 x 1200 dpi max print resolution
- Large paper capacity: Up to 2,300 pages
- Automatic Duplex printing for two-sided documents
- Network Connectivity and Wi-Fi support
- Postscript3 Supplement compatibility



Figure 1: Front view of the RICOH IM C2000 Color Laser Multifunction Copier. This image shows the main unit with its control panel and paper trays.

2. SAFETY INFORMATION

Always observe the following safety precautions to prevent injury or damage to the device.

- Place the copier on a stable, level surface to prevent tipping.
- Ensure adequate ventilation around the device.
- Do not block ventilation openings.
- Connect the power cord to a grounded electrical outlet.
- Do not expose the device to water or excessive humidity.
- Unplug the device before cleaning or performing maintenance.
- Keep hands and loose clothing away from moving parts.

3. WHAT'S IN THE BOX

Upon unpacking, verify that all the following items are included:

- RICOH IM C2000 Multifunction Copier Unit
- Toner Cartridges (Black, Cyan, Magenta, Yellow)
- Power Cord

- Setup Guide



Figure 2: Side view of the RICOH IM C2000, highlighting its compact design and paper tray access.

4. INITIAL SETUP

4.1 Unpacking and Placement

1. Carefully remove the copier from its packaging.
2. Remove all protective tapes and packing materials from the exterior and interior of the device.
3. Place the copier on a sturdy, level surface with sufficient space for ventilation and operation.

4.2 Power Connection

1. Connect the power cord to the power input on the back of the copier.
2. Plug the other end of the power cord into a grounded electrical outlet.
3. Press the power button to turn on the device.

4.3 Toner Cartridge Installation

1. Open the front cover of the copier.
2. Insert each toner cartridge into its corresponding slot, ensuring it clicks into place.
3. Close the front cover.

4.4 Paper Loading

1. Pull out the paper tray.
2. Adjust the paper guides to fit the paper size (Letter, Legal, 12x18, etc.).
3. Load paper (plain paper recommended) into the tray, ensuring it is not overfilled.
4. Gently push the paper tray back into the copier.

4.5 Network Configuration (Wi-Fi)

1. On the control panel, navigate to "System Settings" or "Network Settings".
2. Select "Wi-Fi Setup" or "Wireless LAN Settings".
3. Choose your Wi-Fi network from the list and enter the password if prompted.
4. Confirm the connection.



Figure 3: The RICOH IM C2000 with its paper trays extended, illustrating the loading process.

5. OPERATING INSTRUCTIONS

The RICOH IM C2000 offers multiple functions accessible via its intuitive control panel.

5.1 Copying Documents

1. Place the original document face-down on the scanner glass or face-up in the Automatic Document Feeder (ADF).

2. On the control panel, select the "Copy" function.
3. Adjust settings such as number of copies, color/black & white, and duplex (two-sided) if needed.
4. Press the "Start" button.

5.2 Printing from a Computer

1. Ensure the copier is connected to your network and drivers are installed on your computer.
2. Open the document you wish to print on your computer.
3. Select "Print" from the application's menu.
4. Choose the RICOH IM C2000 as your printer.
5. Adjust print settings (e.g., paper size, color, duplex) as required.
6. Click "Print".

5.3 Scanning Documents

1. Place the original document on the scanner glass or in the ADF.
2. On the control panel, select the "Scan" function.
3. Choose your scan destination (e.g., Scan to Email, Scan to Folder, Scan to USB).
4. Configure scan settings such as resolution, file format (PDF, JPEG), and color mode.
5. Press the "Start" button to begin scanning.

5.4 Automatic Duplex Function

The automatic duplex feature allows for two-sided printing and copying, saving paper.

- When printing or copying, look for the "Duplex" or "2-sided" option in the settings menu.
- Select the desired duplex orientation (e.g., long edge bind, short edge bind).
- Confirm your selection before starting the job.

6. MAINTENANCE

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

6.1 Cleaning the Exterior

- Turn off and unplug the copier before cleaning.
- Wipe the exterior surfaces with a soft, damp, lint-free cloth.
- Do not use abrasive cleaners or solvents.

6.2 Cleaning the Scanner Glass

- Open the scanner unit.
- Gently wipe the scanner glass with a soft, lint-free cloth dampened with glass cleaner.
- Ensure the glass is dry before closing the scanner unit.

6.3 Replacing Toner Cartridges

- The control panel will display a message when a toner cartridge is low or empty.
- Open the front cover.
- Remove the empty cartridge by pulling it straight out.

- Unpack the new toner cartridge and gently shake it a few times.
- Insert the new cartridge into the correct slot until it clicks into place.
- Close the front cover.

7. TROUBLESHOOTING

This section addresses common issues you might encounter with your RICOH IM C2000.

7.1 Paper Jams

- **Symptom:** Error message indicating a paper jam.
- **Solution:** Open all accessible covers and trays. Carefully remove any jammed paper, pulling in the direction of the paper path. Ensure no torn pieces remain. Close all covers securely.

7.2 Poor Print Quality

- **Symptom:** Faded prints, streaks, or spots.
- **Solution:** Check toner levels and replace any low cartridges. Perform a print head cleaning or calibration from the control panel settings. Ensure you are using appropriate paper type and quality.

7.3 Connectivity Issues

- **Symptom:** Copier not recognized by computer or unable to connect to network.
- **Solution:** Verify Wi-Fi connection status on the copier's control panel. Restart the copier and your router. Ensure printer drivers are correctly installed and updated on your computer. Check network cable if using wired connection.

8. SPECIFICATIONS

Feature	Detail
Brand	Ricoh
Model Name	IM C2000 (IM)
Functions	Copy, Print, Scan, (Optional Fax)
Printing Technology	Laser
Max Print Speed (Monochrome)	20 ppm
Max Print Resolution (Color/B&W)	1200 x 1200 dpi
Scanner Type	Flatbed
Duplex Printing	Automatic
Connectivity	Wi-Fi, Network (Ethernet), USB
Max Input Sheet Capacity	2300 sheets

Supported Media Sizes	Letter, Legal (Bypass), 12 x 18, Various sizes
Included Components	Toner Cartridges
Product Dimensions	31.1 x 29.53 x 7.09 inches
Item Weight	4.4 pounds (2 Kilograms)
UPC	703670777950
Item Model Number	IM-2e2cdd6d-dcac-447f-b265-ccace558ac5e

9. WARRANTY AND SUPPORT

9.1 Warranty Information

The RICOH IM C2000 Color Laser Multifunction 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.

9.2 Customer Support

For technical assistance, troubleshooting beyond this manual, or warranty service, please contact Ricoh customer support. You may find contact information on the official Ricoh website or through your product reseller.

For additional resources and software downloads, visit the official Ricoh support page www.ricoh.com/support/