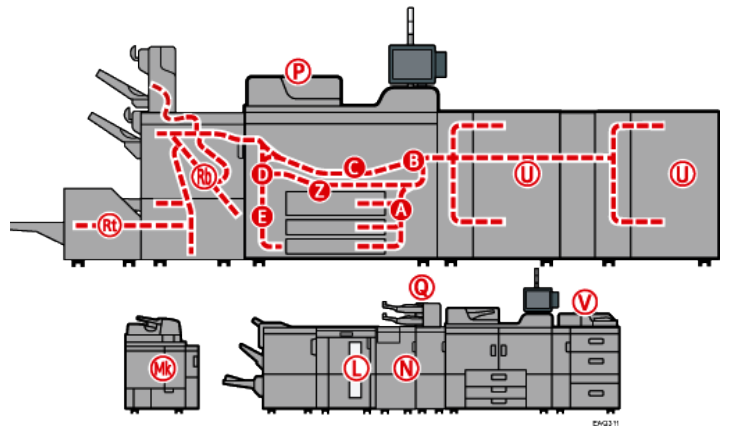
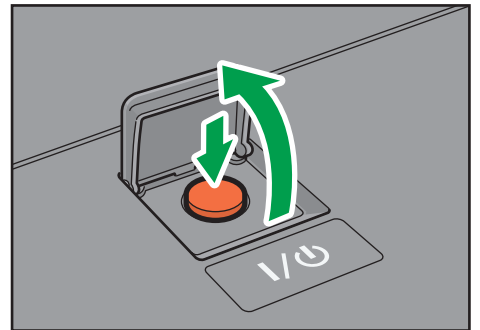


# CIP Training

Pro 8300 series

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## 2 Throughput

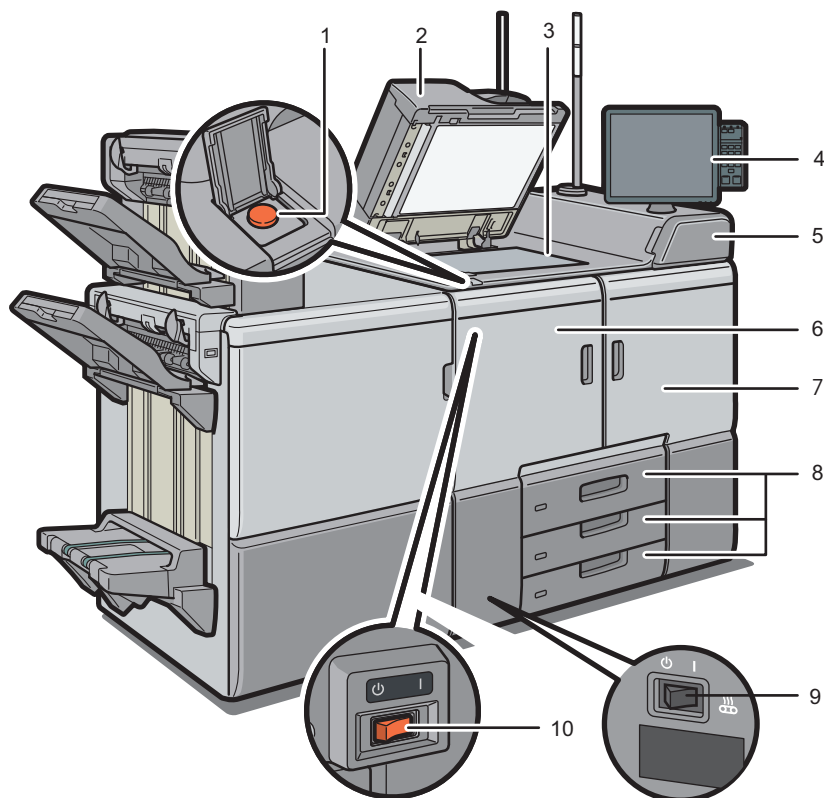


EPG211



### Startup and Shutdown.

Front and left view



EAR123

1. Main power switch  
To operate the machine, the main power switch must be on. If it is off, open the main power switch's cover and turn the switch on.
2. ADF  
Lower the ADF over originals placed on the exposure glass.  
If you load a stack of originals in the ADF, the ADF will automatically feed the originals one by one.
3. Exposure glass  
Place originals face down here.
4. Control panel
5. Toner cartridge cover  
Open to change toner cartridges.
6. Front left cover  
Open to remove paper jams or turn on/off the AC power switch.
7. Front right cover  
Open to remove paper jams.
8. Paper trays (Trays 1–3)  
Load paper here. Tray 1 is a tandem tray where paper on the left side automatically moves to the right when paper there has run out.  
An indicator on the front left side of the tray lights while paper is feeding.
9. The switch is inside the front left cover.
10. AC power switch  
Press to completely turn off the power of the machine. The AC power switch must be kept on in normal use.  
The switch is inside the front left cover.

## Throughput

### Turning On/Off the Power

#### ★ Important

- Do not push the main power switch repeatedly.
- When you push the main power switch, wait at least 10 seconds after it is confirmed that the main power indicator has lit up or gone out.
- If the main power indicator does not light up or go out in 5 minutes after you push the main power switch, contact your service representative.

The main power switch is on the top left of the machine. When this switch is turned on, the main power turns on and the main power indicator on the right side of the control panel lights up. When this switch is turned off, the main power turns off and the main power indicator on the right side of the control panel goes out. When this is done, machine power is off.

Confirm how much power the options draw, and then plug them into an outlet that is nearby but separate from the outlet that the main machine is plugged into.

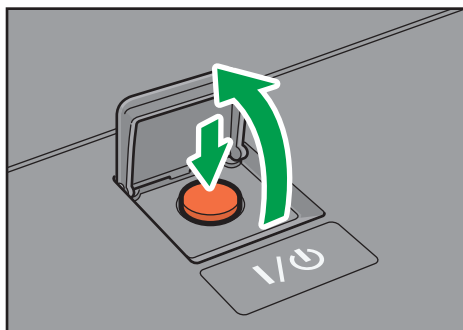
#### ↓ Note

- This machine automatically enters Fusing Unit Off mode, Low Power mode, or Sleep mode if you do not use it for a while.

### Turning On the Main Power

1. Make sure the power cord is firmly plugged into the wall outlet.
2. Open the main power switch cover, and then push the main power switch.

The main power indicator goes on.



DER101

## Throughput

### Note

- After you switch the main power on, a screen may appear to indicate that the machine is initializing. Do not switch the power off during this process. Initialization takes about 18 minutes. However, the time for initialization may differ depending on which options are installed on the machine.
- If the machine does not turn on even if you press the main power switch, open the front left cover and make sure that the AC power switch is turned on.
- Application icons appear on the [Home] screen as the applications start running.

## Turning Off the Main Power

### CAUTION

- When disconnecting the power cord from the wall outlet, always pull the plug, not the cord. Pulling the cord can damage the power cord. Use of damaged power cords could result in fire or electric shock.

### Important

- Do not turn off the power while the machine is in operation.
- Do not hold down the main power switch while turning off the main power. Doing so forcibly turns off the machine's power and may damage the hard disk or memory and cause malfunctions.

1. Open the main power switch cover, and then push the main power switch.

The main power indicator goes out. The main power turns off automatically when the machine shuts down. If the screen on the control panel does not disappear, contact your service representative.

## Saving Energy

This machine has the following energy saving functions.

### Fusing Unit Off mode

If you do not use the machine for a certain period after an operation, the machine makes a clicking sound and enters Fusing Unit Off mode.

When the machine is in Fusing Unit Off mode, the display is on but the fusing unit heater is off to save energy. In this mode, you can change the machine's settings on the control panel. However, the machine must exit this mode to print.

You can change the amount of time that the machine waits before switching to Fusing Unit Off mode under [Fusing Unit Off Mode (Energy Saving) On/Off]. For details, see "System Settings", Device Management.

**To exit Fusing Unit Off mode, start print jobs.**

The time required to return from Fusing Unit Off mode and resume printing is as long as the time required for warm-up time. For details about the warm-up time.

## Throughput

### Low Power mode

If you do not use the machine for a certain period after an operation, the display will turn off and the machine goes into Low Power mode. The machine uses less electricity in Low Power mode.

You can change the amount of time that the machine waits before switching to Low Power mode under [Low Power Mode Timer]. For details, see "System Settings", Device Management.

You can change the machine's settings to enter Low Power mode when you press the [Energy Saver] key. For details, see "System Settings", Device Management.

To exit Low Power mode, do one of the following:

- Press the [Check Status] key

### Sleep mode

If the machine remains inactive for a specified period or the [Energy Saver] key is pressed, it enters Sleep mode to further reduce the electricity it consumes. For details, see "System Settings", Device Management.

When the machine is in Sleep mode, only the [Energy Saver] key and the [Check Status] key are usable. The machine can print jobs from computers.

You can change the amount of time that the machine waits before switching to Sleep mode under [Sleep Mode Timer]. For details, see "System Settings", Device Management.

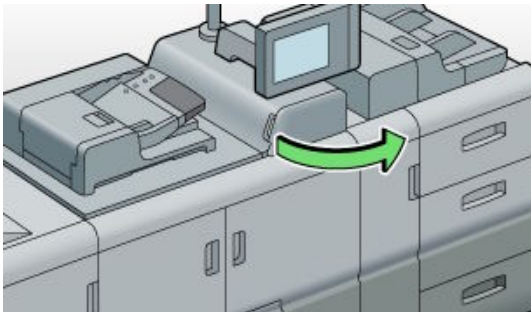
To exit Sleep mode, do one of the following:

- Press the [Energy Saver] key
- Press the [Check Status] key

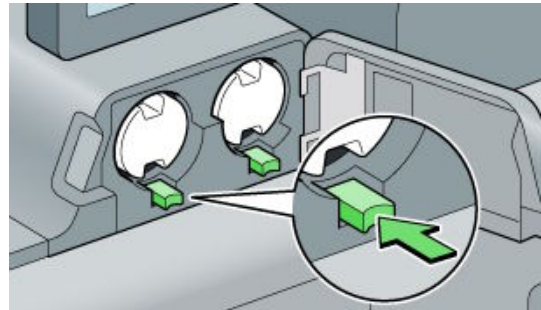
### Note

- When the machine is in Low Power mode, the [Energy Saver] key is lit. In Sleep mode, the [Energy Saver] key flashes slowly. In Fusing Unit Off mode, the [Energy Saver] key is not lit.
- The energy saving functions will not operate in the following cases:
  - When fixed warm-up is in progress
  - When operations are suspended during printing
  - When a warning message appears (The machine enters Fusing Unit Off mode unless the cover is open.)
  - When paper is jammed (The machine enters Fusing Unit Off mode except when the cover is open.)
  - When the Data In indicator is lit or flashing

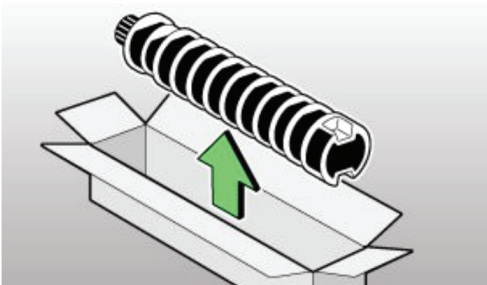
## Adding/Replacing Toner bottles



1. Open front upper right cover.



2. Push the bottle lever at the bottom, and then pull out the toner bottle.

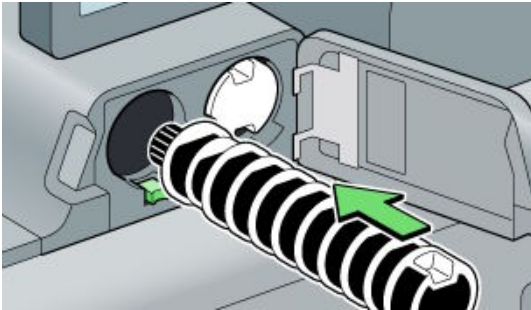


3. Take the new bottle out of the box. Turn it end on end five or six times.

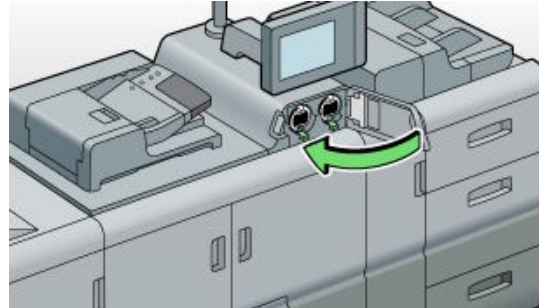


4. Remove the cap (place it on the empty bottle if replacing).

### Adding/Replacing Toner bottles



5. Insert NEW bottle until lever clicks.



6. Close the Toner Bottle cover.

### Supply Yields

Cartridge description	Code	Targeted yield (prints per cartridge)	Condition
Ricoh Pro 8300s print cartridge, Black	828555	82,000	Coverage 6%, A4

**Note:** The toner yield targets are based on the area coverage given in the table at standard conditions on uncoated A4 paper recommended for the Ricoh Pro 8300s Series. Actual yields may vary depending on individual conditions.

### Recycle: Ricoh consumable recycling

Our consumable recycling program is free to our customers as part of our goal to reach zero waste-to-landfill. Setting the industry benchmark, the program has recycled over 1,104 tonnes of toner cartridges. The program includes a free pickup service for qualifying customers and a Reply Paid return service.

<https://www.ricoh.com.au/support/my-device/recycle>



### Paper path and clearing misfeeds

#### Removing Jammed Paper

##### ⚠ CAUTION

- Some of this machine's internal components get very hot. For this reason, take care when removing misfed paper. Not doing so could result in burns.
- Keep your hands clear of the booklet finisher tray when removing misfed paper, pulling out or pushing in the finisher's staple unit. You can trap and injure your fingers if you do not.
- When removing jammed paper, make sure not to trap or injure your fingers.
- Keep your hands clear of the inside of the ring binder and the space under the ring binder tray. You can trap your fingers if you do not.

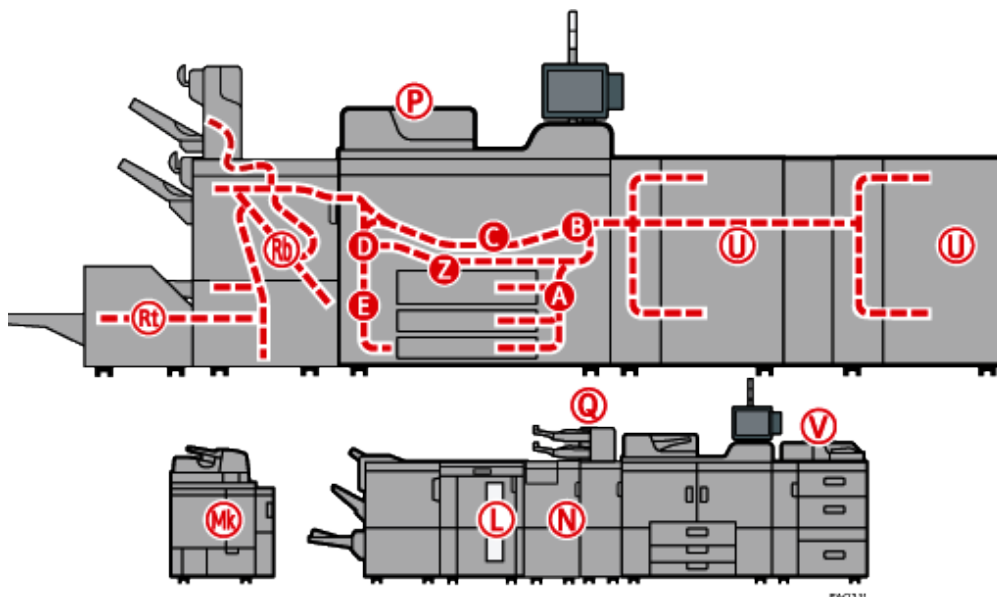
##### ★ Important

- When removing paper misfeeds, do not turn off the power. If you do, the configured functions and values will be lost.
- To prevent paper misfeeds, do not leave any torn scraps of paper inside the machine.

#### Locating jammed paper

A misfeed has occurred in the place corresponding to the letter displayed on the control panel.

Open the front cover at the location indicated by the displayed letter, and check for a paper jam. If a lamp is lit, open the guide plate at the location indicated by the lamp, and check for a paper jam.

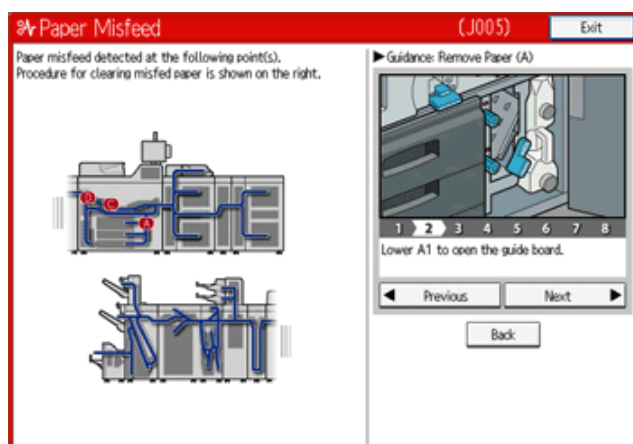


### Paper path and clearing misfeeds

#### Procedure for removing jammed paper

1. Remove the jammed paper by following the procedures that are displayed on the control panel.

When [Previous] or [Next] is displayed, press [Next] after completing a procedure.



2. When the jammed paper is removed, restore the machine to the original state.

#### Note

Multiple paper misfeed locations may be indicated at the same time. When this happens, check all the areas indicated.

If there is no misfed paper in the area you check first, see the other areas that are indicated.

If coated paper frequently becomes jammed and causes "U" to appear, contact your service representative.

If a paper misfeed occurs in Rb1 - Rb5, check whether any paper has been output on top of the paper press of the finisher shift tray. If there is paper on top of the paper press, remove the paper, and then remove the misfed paper from inside the finisher.

When paper cannot be transferred to the post-processing side by turning the knob D1 as instructed on the screen, see the position of the letter in the figure and turn the knob D1 in reverse direction (clockwise) to send the paper back to the drawer unit, and then remove the paper.

After C is displayed and the drawer unit is pulled out to remove the jammed paper, check that there is no toner searing on the location indicated in the figure. If toner smear is left, wipe off the toner with a clean and dry cloth.



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