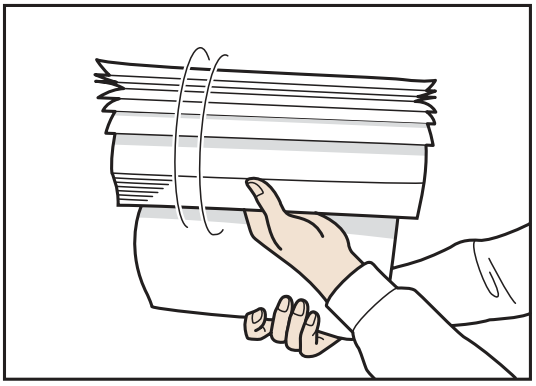
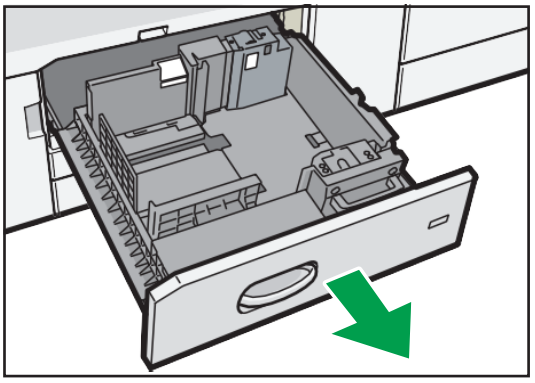
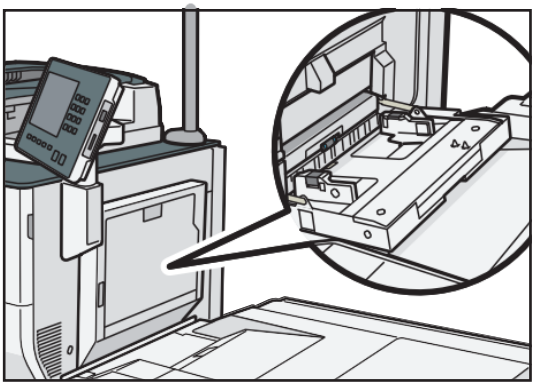
CIP Training
Pro C5200 series

RICOH
imagine. change.

1 Input







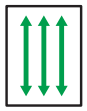
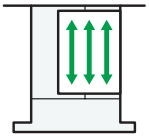
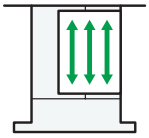
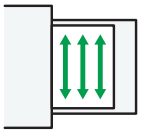
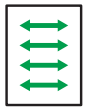
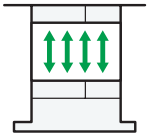
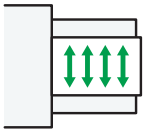
Loading Paper

Important

- **Do not stack paper over the limit mark**

Jams and misfeeds can occur when printing on thick glossy sheets. To prevent such problems, be sure to fan glossy sheets thoroughly before loading them.

When loading paper, set the paper direction according to its grain, as shown in the following diagram:

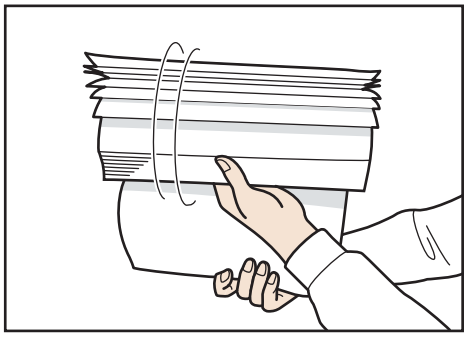
Direction of paper grain	Tray 1	A3/11 × 17 tray unit, Tray 2, or the wide LCT	Multi bypass tray (Tray A)
			
	Not recommended		

Note

- Even if paper is loaded as described above, normal operations and print quality might still not be possible, depending on the paper type.
- When loading 52.3 g/m^2 (14.0 lb. Bond) paper into paper trays or loading translucent paper into the wide LCT or the multi bypass tray (Tray A), always use long grain paper.
- To prevent multiple sheets from being fed at once, fan the paper before loading it.
- If you load paper when only a few sheets of paper remain in the tray, multiple sheet feeding may occur. Remove any remaining paper, stack them with the new sheets of paper, and then fan the entire stack before loading it into the tray.
- Straighten curled or warped paper before loading.
- When paper in trays that are set to automatically eject unnecessary tab stock sheets runs out, reload the tab stock from the beginning of the cycle (the first sheet).
- When you load paper into the paper tray for the first time or when you change the size or type of paper in the paper tray, be sure to specify the appropriate paper settings in Tray Paper Settings.
- You might at times hear a rustling noise from paper moving through the machine. This noise does not indicate a malfunction.

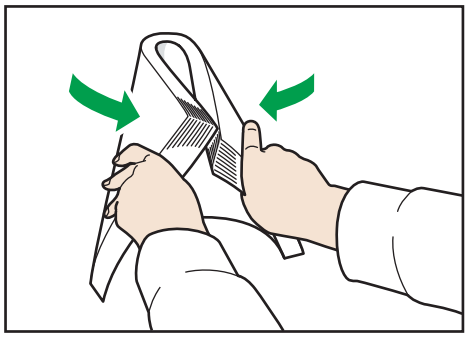
Loading Paper

1. Loosen the stack by riffling the sheets.

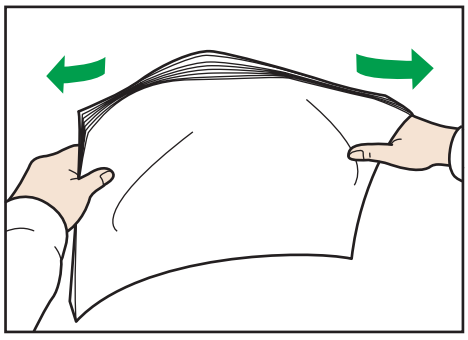


CVA068

2. Holding its shorter ends, flex the stack back and forth to create space between the sheets. Repeat this several times.

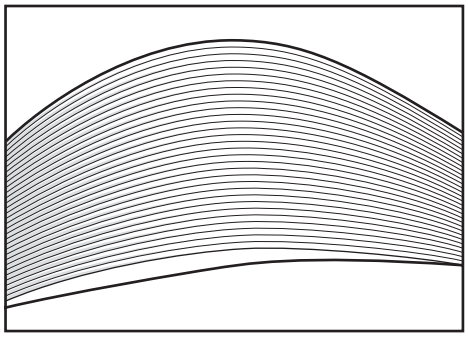


CVA069



CVA070

3. Make sure there is space between the sheets.



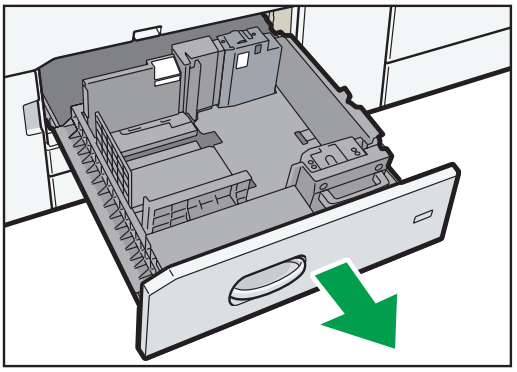
CVA071

Loading Paper Tray 1

- Tray 1 can hold **A4** paper only.
- When paper loaded in the right side of Tray 1 runs out, paper on the left is automatically shifted to the right. Do not pull out Tray 1 while the tray is moving paper; wait until sound stops coming from the tray.
- If Tray 1 is closed too quickly, the paper in the tray may force the right tray's side fence to slip out of place. If the paper misfeeds because of this, open the tray, adjust the fence, and close the tray slowly.
- For the right stack, align the right edge of the paper with the right edge of the tray. For the left stack, align the left edge of the paper to the left edge of the tray.

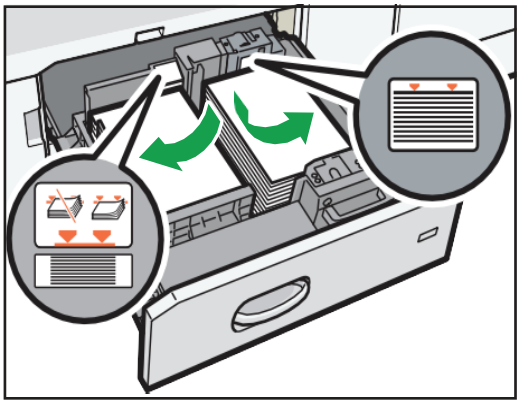
Step: 1

Carefully pull out the paper tray until it stops.



Step: 2

Square the paper and load it print side down.
Do not stack paper over the limit mark of both trays.

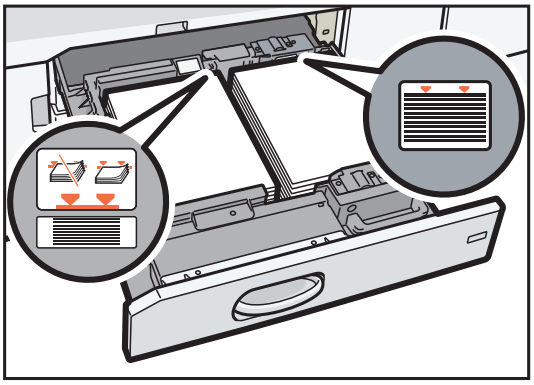


Whole tray pulled out.

Loading Paper Tray 1

Step: 3

Carefully push the paper tray fully in.



NOTE: You can load paper even if Tray 1 is in use. It is okay to pull out the left half of the tray while Tray 1 is in use.

Specifications.

Capacity: 2,500 sheets (A4) 1,250 per tray. (based on using 80gsm uncoated paper)

Weight:

Paper Weight 1 (52.3–65.9g/m2)
Paper Weight 2 (66.0–80.9g/m2)
Paper Weight 3 (81.0–100.9g/m2)
Paper Weight 4 (101.0–127.4g/m2)
Paper Weight 5 (127.5–150.0g/m2)
Paper Weight 6 (150.1–216.0g/m2)
Paper Weight 7 (216.1–256.0g/m2)
Paper Weight 8(256.1–300.0g/m2)
Paper Weight 9(300.1–360.0g/m2)

Paper Type Plain Paper, Recycled Paper, Black, Color, Letterhead, Preprinted Paper, Prepunched Paper, Textured Paper

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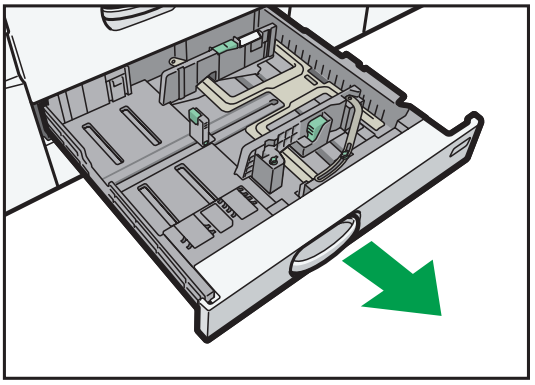
Loading Paper Tray 2

- Check the paper edges are aligned at the right side.
- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
- When loading a low number of sheets, be sure not to squeeze the side fences in too tightly. If the side fences are squeezed too tightly against the paper, the edges may crease, the paper may misfeed, or if it weighs between 52.3–65.9gsm, it may wrinkle.
- For the right stack, align the right edge of the paper with the right edge of the tray. For the left stack, align the left edge of the paper to the left edge of the tray.

Step: 1

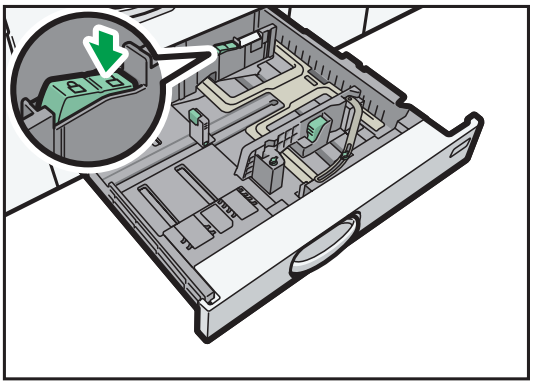
Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.

Remove paper if loaded.



Step: 2

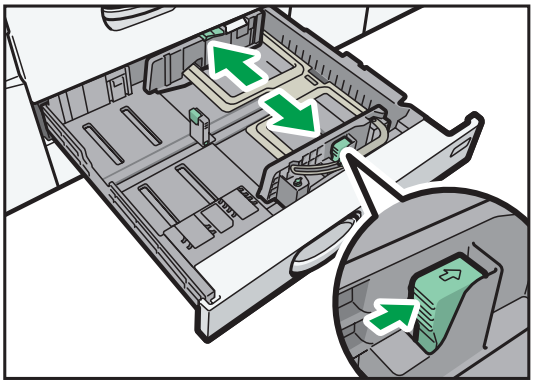
Release the lock on the side fences.



Loading Paper Tray 2

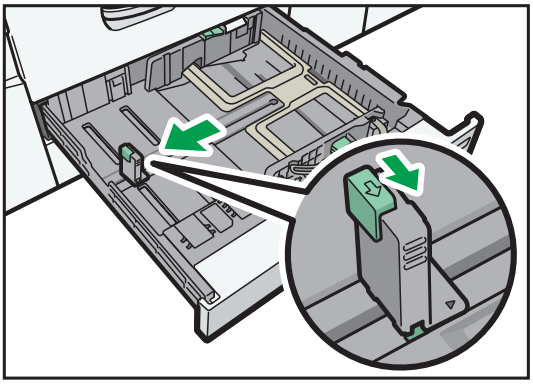
Step: 3

While pressing down the release lever, slide the side fences until they are aligned with the paper size you want to load.



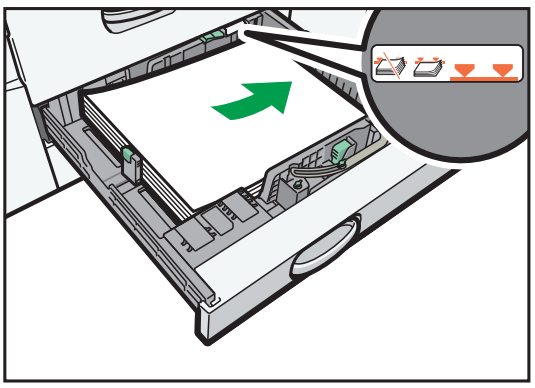
Step: 4

While pressing down on both sides of the end fence, slide it until it is aligned with the size of paper to you want to load.



Step: 5

Square the paper and load it print side down. Do not stack paper over the limit mark.



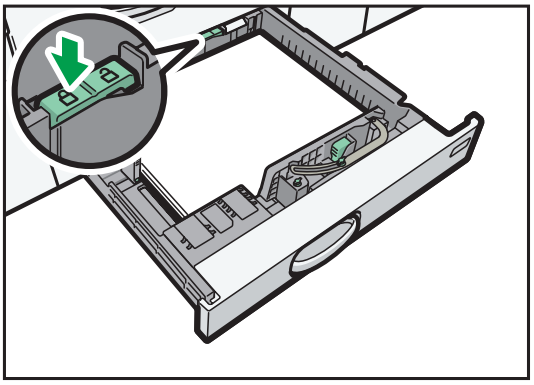
Loading Paper Tray 2

Step: 6

Re-lock the side fences.
Make sure there are no gaps between the paper and side fences or end fence.

Carefully slide the paper tray fully in.

NOTE: After sliding the paper tray in, make sure that the paper size is changed correctly on the printer's initial screen.



Specifications.

Capacity: 500 sheets. (based on using 80gsm uncoated paper)

Weight:

Paper Weight 1 (52.3–65.9g/m2)
Paper Weight 2 (66.0–80.9g/m2)
Paper Weight 3 (81.0–100.9g/m2)
Paper Weight 4 (101.0–127.4g/m2)
Paper Weight 5 (127.5–150.0g/m2)
Paper Weight 6 (150.1–216.0g/m2)
Paper Weight 7 (216.1–256.0g/m2)
Paper Weight 8(256.1–300.0g/m2)

Paper Type: Plain Paper, Recycled Paper, Black, Color, Letterhead, Preprinted Paper, Prepunched Paper, Transparency, Tab Stock (when using Tab holder, see illustration below), Translucent Paper, Textured Paper

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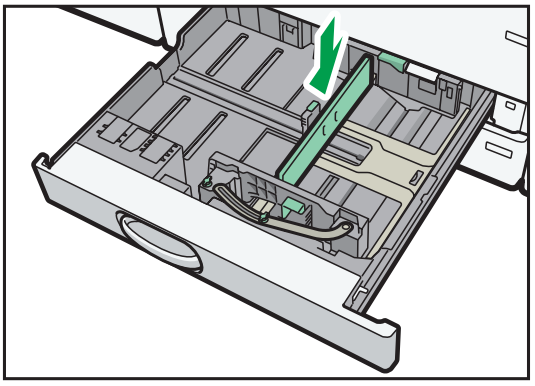
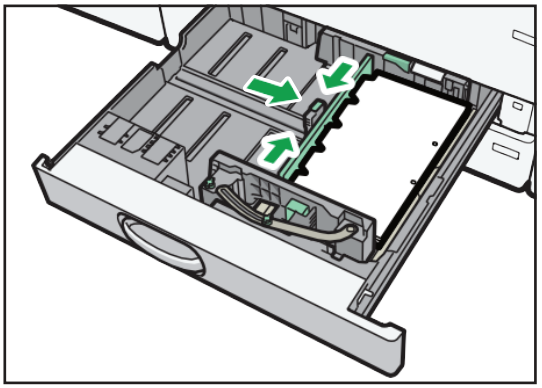


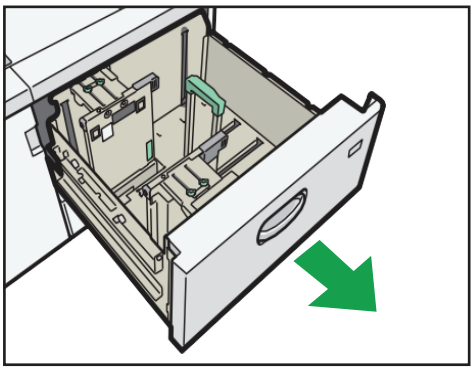


Loading Large Capacity Tray

Step: 1

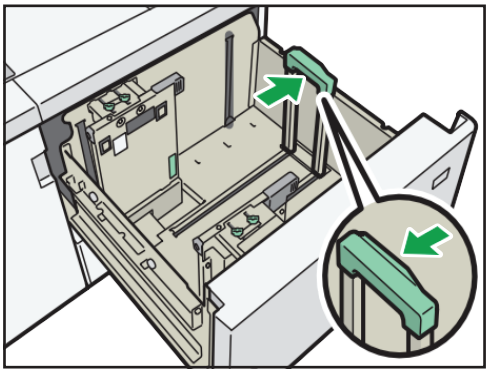
Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.

Remove paper if loaded.



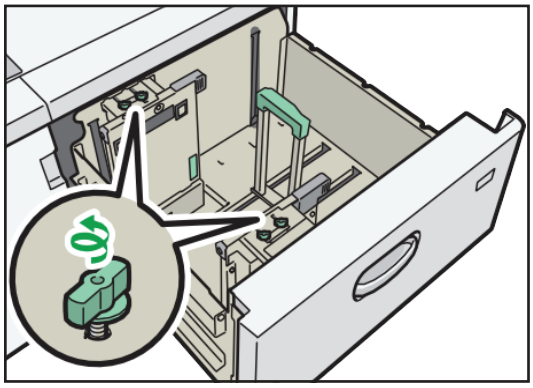
Step: 2

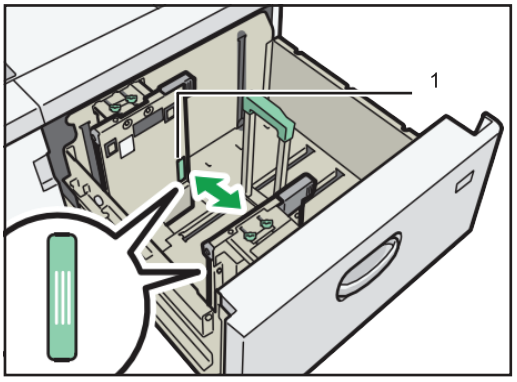
Release the end fence by pressing and holding green button. Move to back of tray.



Step: 3

To release the side fence, loosen the screws holding the side fences in position. Move side fences to maximum width of the tray.





Loading Large Capacity Tray

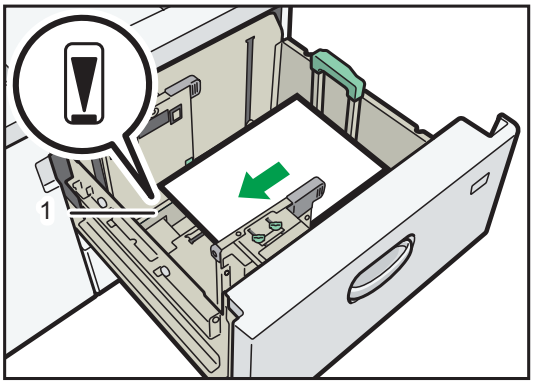
Step: 4

Load paper by aligning the paper with the left side of the paper tray.

Place paper with print side up.

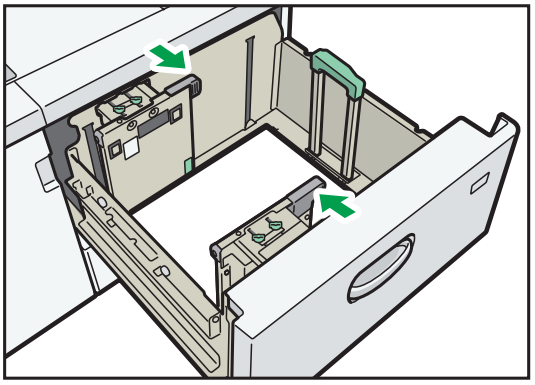
Load a stack of paper about 5–10 mm high.

Make sure the paper rest on top of the supporting plates on both sides.



Step: 5

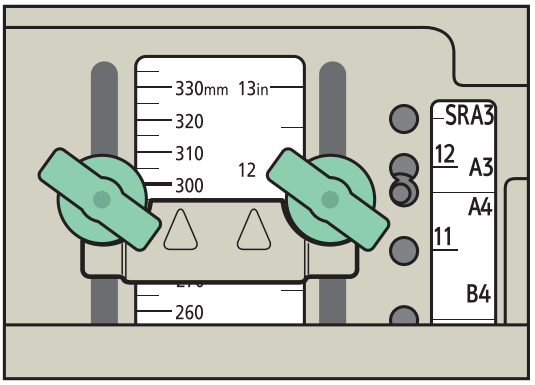
Hold the indents at the bottom of the side fences with your fingers, and adjust the side fences to the paper size.



Step: 6

Check that the positions of the scale numbers on the top of both the side fences are almost the same.

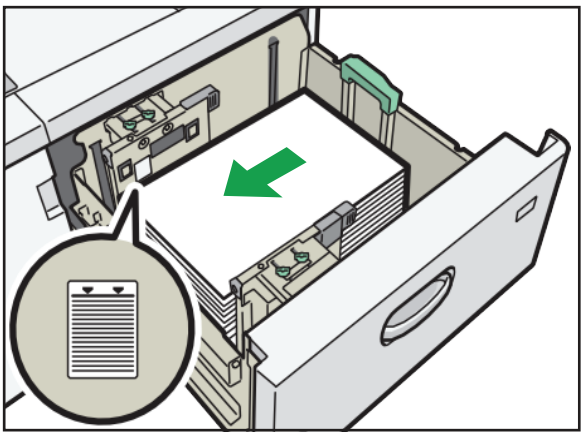
When loading regular size paper, align the screw holes on the fences to the paper size mark.



Loading Large Capacity Tray

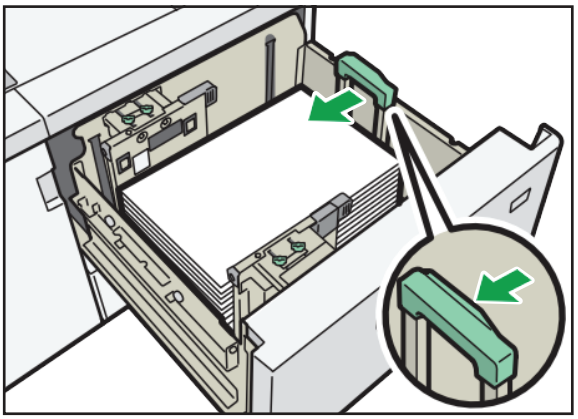
Step: 7

Load additional sheets, if necessary. Do not stack paper over the limit mark.



Step: 8

While pressing the release button of the end fence, align the end fence gently against the paper you loaded.
Slide the paper draw fully in.



Specifications.

Capacity: 2,200 sheets. (Capacity using 80 gsm uncoated paper)

Weight:

Paper weight 1: 52.3 to 65.9 gsm
Paper weight 2: 66.0 to 80.9 gsm
Paper weight 3: 81.0 to 100.9 gsm
Paper weight 4: 101.0 to 127.4 gsm
Paper weight 5: 127.5 to 150.0 gsm
Paper weight 6: 150.1 to 216.0 gsm
Paper weight 7: 216.1 to 256.0 gsm
Paper weight 8: 256.1 to 300.0 gsm
Paper weight 9: 300.1 to 360.0 gsm

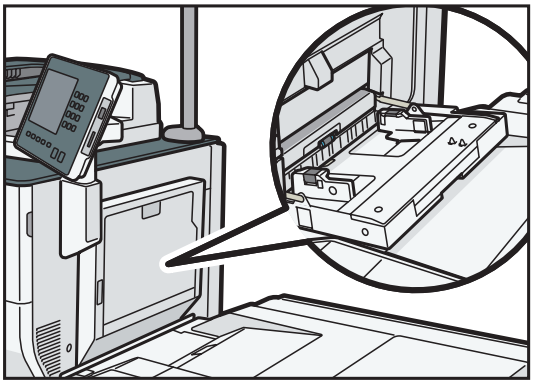
Type: Plain Paper, Recycled Paper, Black, Color, Letterhead, Preprinted Paper,Prepunched Paper, Transparency, Translucent Paper, Label Paper, Coated: High Gloss, Coated: Glossy, Coated: Matte, Envelope: Glossy, Envelope: Matte, Envelope: High Gloss, Textured Paper, Magnet Paper, Metallic/Pearl Paper, Clear File Folder, Carbonless Paper, Synthetic Paper, Tab Stock: Glossy, Tab Stock: Matte, Tab Stock: High Gloss.

Loading Bypass Tray

Step: 1

Open the bypass tray.

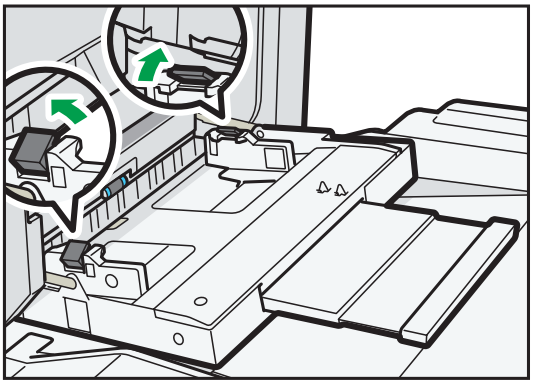
Pull the extender out when loading paper size larger than A4.



Step: 2

Release the locks on both of the paper guides.

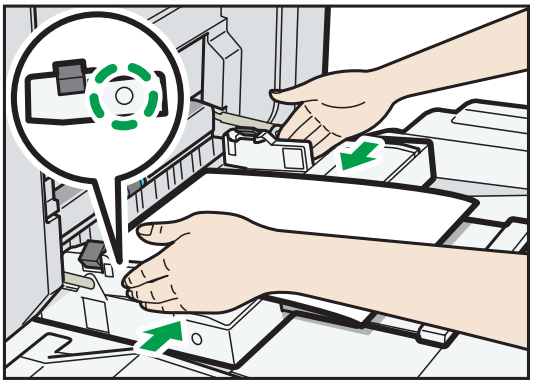
Insert the paper print side up as far as it can go in the machine.



Step: 3

Put your fingers on the dimples on the fornt and rear guides and align the paper guides to the paper size.

If the guides are not flush against the paper, images might be skewed or paper misfeeds might occur.

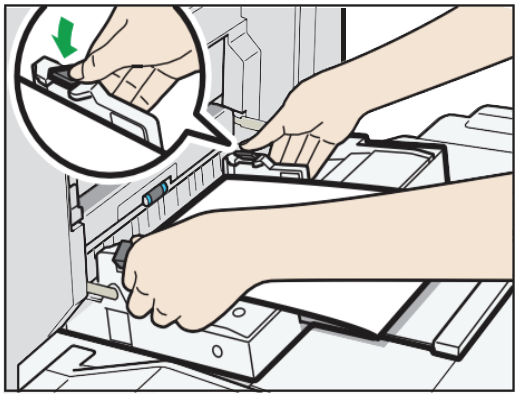


Loading Bypass Tray

Step: 4

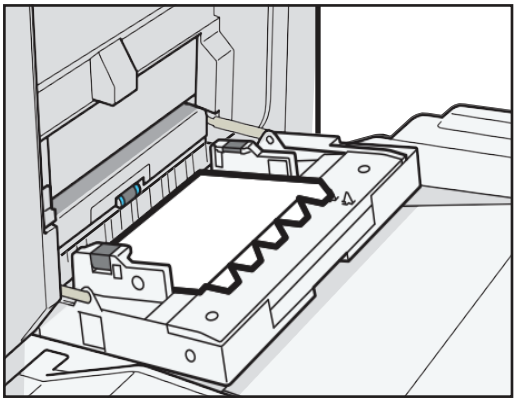
While holding the paper guides with your hands, lock both of the paper guides again.

Make sure that the total gap between the paper and the front and rear guides does not exceed 0.75mm.



Loading tab stock into the bypass tray

When loading tab stock, load tab stock so the tabs face to the right.



Specifications.

Capacity: 250 sheets. (Capacity using 80 gsm uncoated paper)
100 sheets paper weight 5, 35 sheets paper weight 9.

Weight:
Paper weight 1: 52.3 to 65.9 gsm
Paper weight 2: 66.0 to 80.9 gsm
Paper weight 3: 81.0 to 100.9 gsm
Paper weight 4: 101.0 to 127.4 gsm
Paper weight 5: 127.5 to 150.0 gsm
Paper weight 6: 150.1 to 216.0 gsm
Paper weight 7: 216.1 to 256.0 gsm
Paper weight 8: 256.1 to 300.0 gsm
Paper weight 9: 300.1 to 360.0 gsm

Type: Plain Paper, Recycled Paper, Color, Letterhead, Preprinted Paper, Prepunched Paper, Transparency, Translucent Paper, Label Paper, Coated: High Gloss, Coated: Glossy, Coated: Matte, Envelope: Glossy, Envelope: Matte, Envelope: High Gloss, Textured Paper, Magnet Paper, Metallic/Pearl Paper, Carbonless Paper, Synthetic Paper, Tab Stock

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