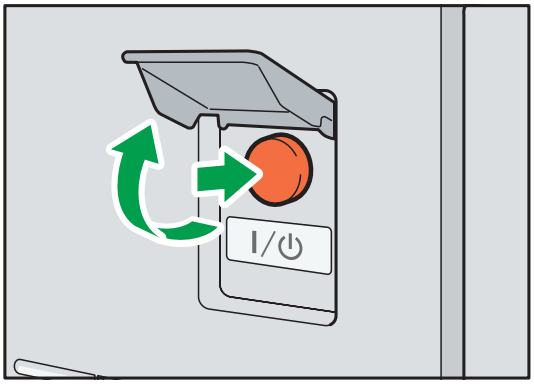
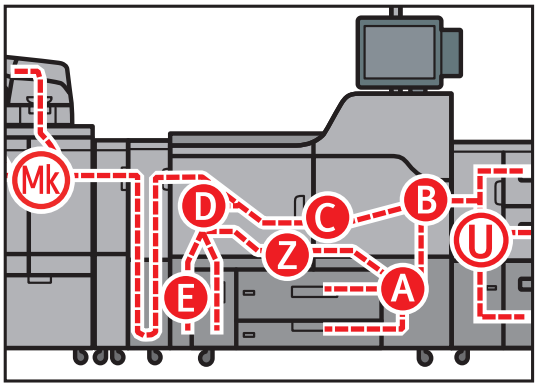
CIP Training

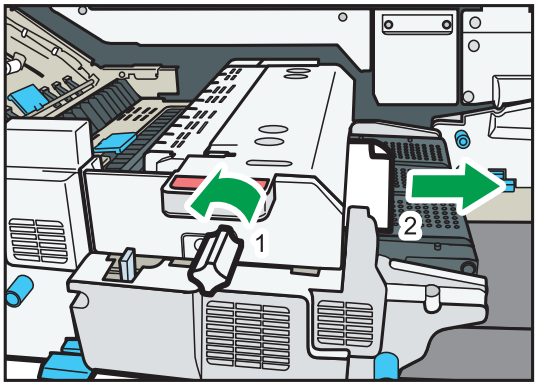
Pro C5200 series

RICOH
imagine. change.

2 Throughput

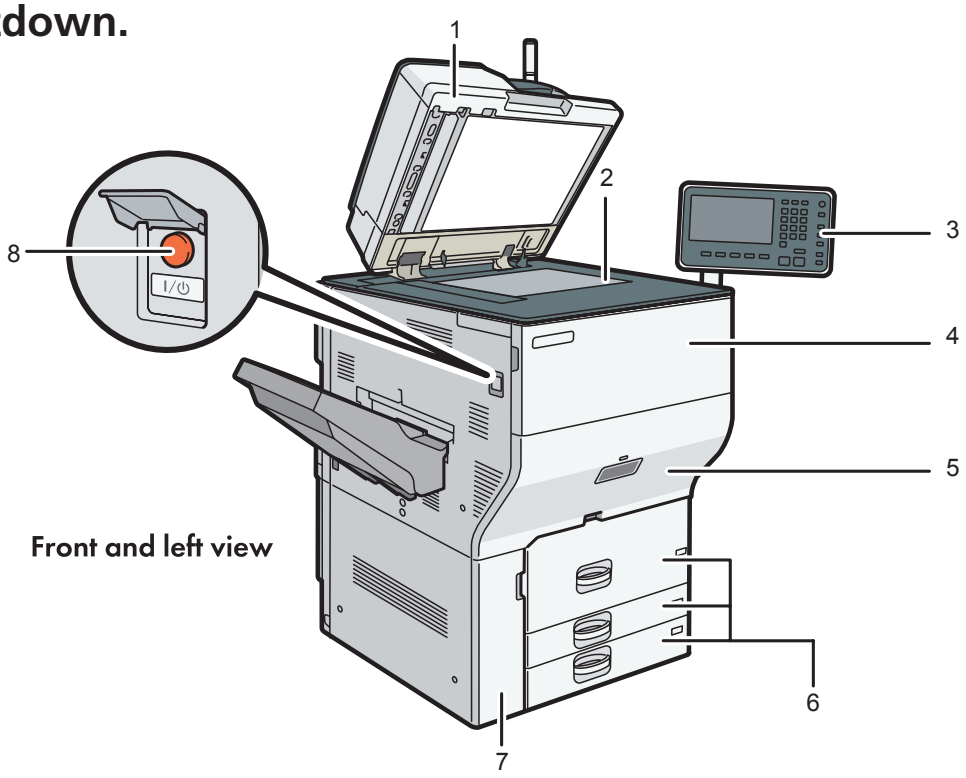






Throughput

Startup and Shutdown.



Front and left view

1. 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.

The ADF scans both sides of an original simultaneously.

2. Exposure glass Place originals face down here.

3. Control panel

4. Front cover Open to change toner cartridges.

5. Drawer Pull out the drawer when a paper jam occurs.

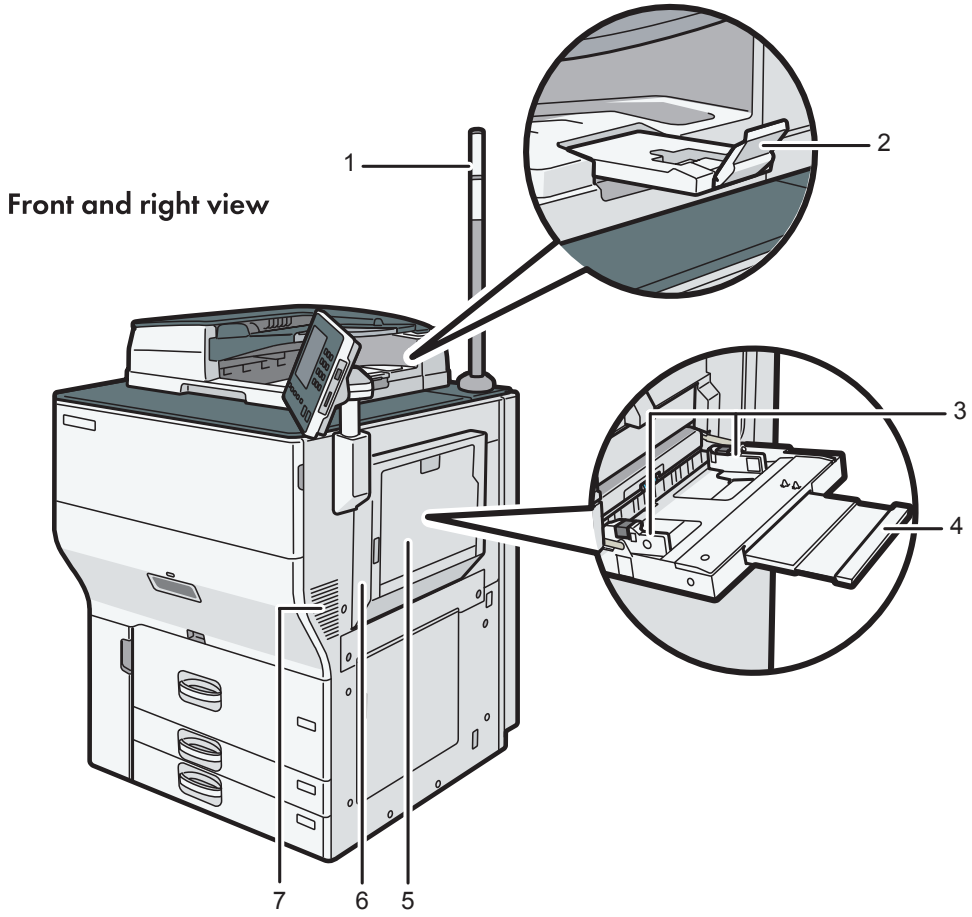
6. Paper trays (Trays 1–3)

7. Lower front cover Open to change the waste toner bottle.

8. 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.

Throughput



Front and right view

1. Attention light

2. ADF's extender
Pull this extender to support large paper.

3. Paper guides
When loading paper in the bypass tray, align the paper guides flush against the paper.

4. Extender
Pull this extender out when loading sheets larger than A4 in the bypass tray.

5. Bypass tray
Use to copy or print on transparencies, adhesive labels, translucent paper, and paper that cannot be loaded in the paper trays.

6. Upper right cover
Open this cover when a paper jam occurs.

7. Vents
Prevent overheating.

Throughput

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.**

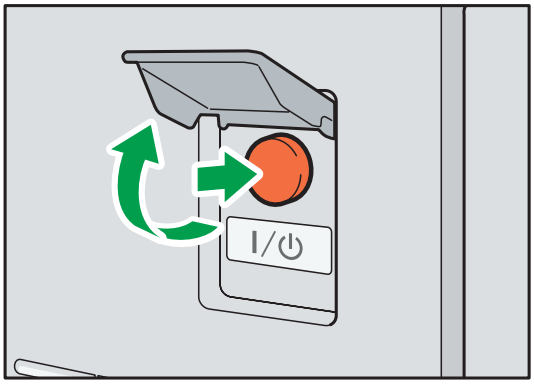
The main power switch is on the top left of the machine. When this switch is turned on, the main power turns on and the main power indicator on the right side of the control panel lights up. When this switch is turned off, the main power turns off and the main power indicator on the right side of the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



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

- **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**

- 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

Throughput

Adding/Replacing Toner bottles

Simply follow the on screen prompts for toner replenishment.

Note

- If "Toner Cartridge is almost empty." appears, the toner has almost run out. Have a replacement toner cartridge at hand.
- If appears when there is a lot of toner, follow the toner replacement instructions that appear on the screen. Pull out the cartridge, and then reinstall it.
- You can check the name of the required toner and the replacement procedure using the [Add Toner] screen.

Important

- Always replace the toner cartridge when a notification appears on the machine.
- Fault may occur if you use toner other than the recommended type.
- When adding toner, do not turn off the main power. If you do, settings will be lost.
- Store toner where it will not be exposed to direct sunlight, temperatures above 35°C or high humidity.
- Place the toner cartridge on a flat surface with its opening facing up.
- Do not shake the toner cartridge with its mouth down after removing it. Residual toner may scatter.
- Do not repeatedly install and remove toner cartridges. This will result in toner leakage.

Throughput

Replacing Waste Toner Bottle.

Simply follow the on screen instructions for replacing the waste toner bottle.

Note

Replace the waste toner bottle if:-

" Waste Toner Bottle is full. Replace Waste Toner Bottle." appears on the display.

- When the " Waste Toner Bottle is almost full." appears on the display, the waste toner bottle should be replaced soon. Prepare a new waste toner bottle.

- Your service representative can replace the waste toner bottle if it is included in your contract. For details, contact your local dealer or service representative.

Important

- Waste toner bottles cannot be re-used.
- Before removing the waste toner bottle from the machine, spread paper or some other material around the area to keep toner from dirtying your workspace.
- When removing the waste toner bottle, do not touch the inside of the machine.
- Be careful to not allow the toner to leak from the waste toner bottle when you remove it.
- Carefully pull the waste toner bottle out horizontally when you are replacing it.
- Do not use a waste toner bottle that has not been used for a long time.
- Take care not to drop the waste toner bottle.
- Make sure the waste toner bottle is fully inserted. If it is not, toner will leak inside the machine.
- We recommend purchasing and keeping a spare waste toner bottle on hand since waste toner bottles are consumable items.
- Be sure to remove the tape that is attached to the new waste toner bottle. If you install the new waste toner bottle without removing the tape, the machine will not operate correctly, causing a malfunction.
- When removing the tape, hold the cap with your fingers not to drop the cap.

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

Throughput

Clearing Paper Misfeeds.

⚠CAUTION

The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface." Otherwise, an injury might occur.

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.

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.

Note

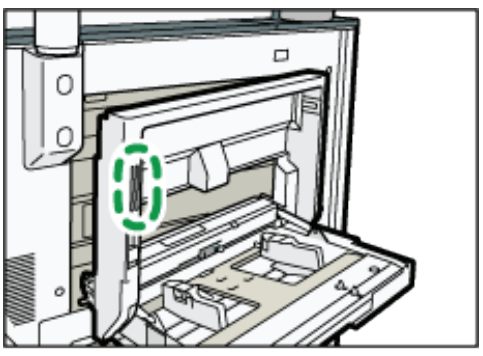
If a detailed removal instruction appears on the right of the screen, follow it.

You can also use the procedure indicated in the [Check Status] screen to remove jammed paper.

When a misfeed occurs inside the machine, the lamp on the center of the drawer flashes and the drawer opens automatically. Remove the jammed paper by following the procedures indicated in the animation that appears on the screen.

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

When you close the upper right cover of the machine while the bypass tray is closed, be sure to push the mark on the bypass tray, not the upper right cover.



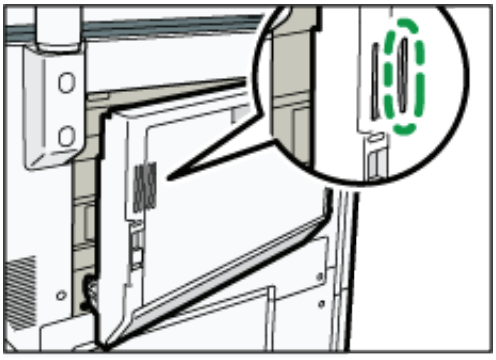
Throughput

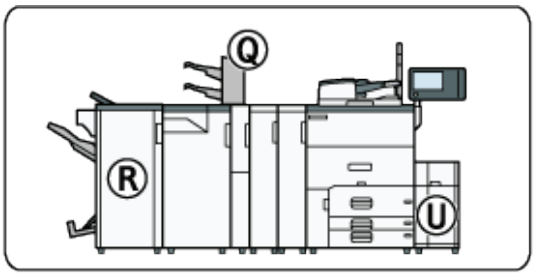
Clearing Paper Misfeeds.

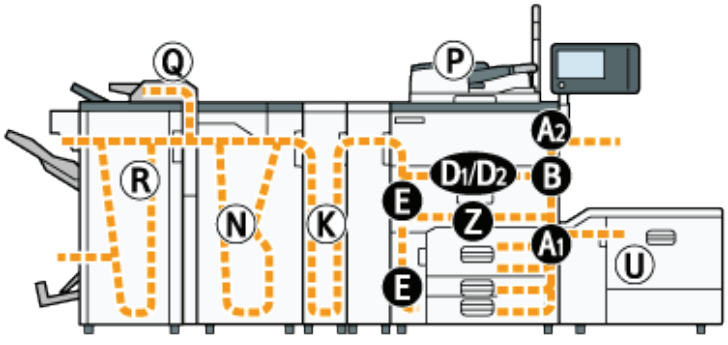
- When you close the upper right cover of the machine while the bypass tray is open, push the mark on the upper right cover.
- When you open the upper left cover of the wide large capacity tray to remove misfed paper, open the upper left cover completely until it stops.
- When opening the drawer, make sure to completely pull it out toward you. If the cover of the fusing unit is caught with the main unit, hold the handle at the center of the drawer and pull the drawer out forcibly so that the whole fusing unit protrudes from the front cover.

Locating jammed paper

If a misfeed occurs, remove the jammed paper by following the procedures indicated in the animation that appears on the screen and the sticker or sheet inside the front cover.
A misfeed has occurred in the place corresponding to the letter displayed on the control panel.







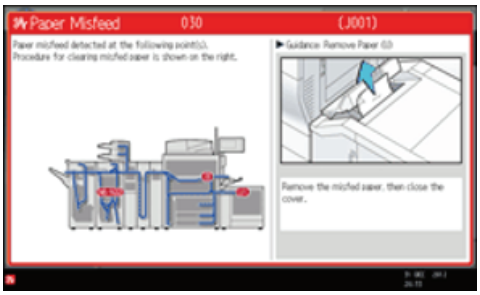
Throughput

Clearing Paper 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.

RICOH
imagine. change.

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