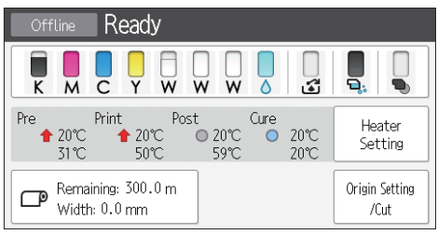
CIP Training

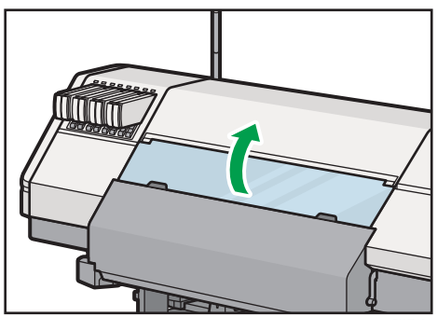
L5160/L5130

1 Input

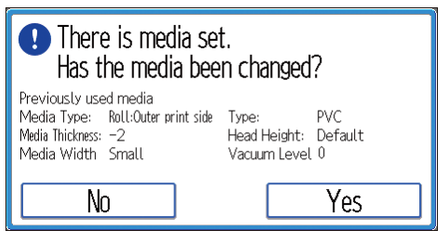
RICOH

imagine. change.





DWT134



Setting Media

Setting Media

This section explains how to set media. Roll media and leaf media are supported. For details about supported media or precautions for handling media.

Precautions for Setting Media

Make sure to understand the following precautions before setting media:

⚠CAUTION

- When loading media, take care not to trap or injure your fingers.
- There is a cutter outside the machine for cutting print media. Do not touch any other parts other than the ones described in this manual when loading or replacing media, or removing jammed media. Otherwise, it may cause an injury.
- When performing maintenance on the machine, make sure to wear the attached gloves.
- The supplied gloves are consumables. If they are damaged or lost, use polythene gloves instead.
- A roll media may be as heavy as 55 kg (121.25 lb.). Hold the roll media horizontally with both hands. If you hold the roll media vertically or with one hand, the roll media may fall and cause an injury

Note

- You cannot set media in the following situations:
  - When printing
  - During maintenance or other operations
  - When one of the machine's covers is open
  - In Sleep mode
  - If media is jammed
  - If a service call message is displayed
- If the cable clamp secured to the printer is removed by mistake, it should be reaffixed.

Setting Media

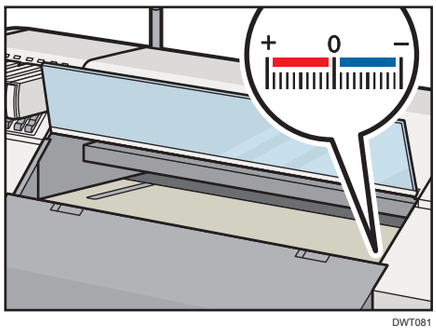
About the scales on the machine

The post-heater and pre-heater have a scale display on top. Use this scale as a guide when setting media.

Important

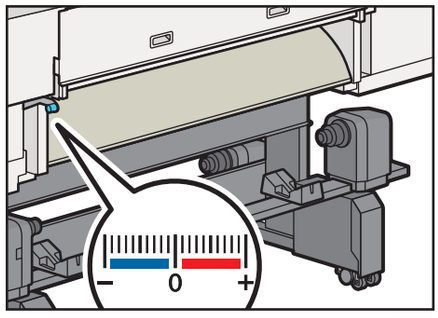
- Skewing may occur because of uneven stretching of the media at its edges, so do not try to align the media to "0" on the scale forcefully.

Scale on the post-heater



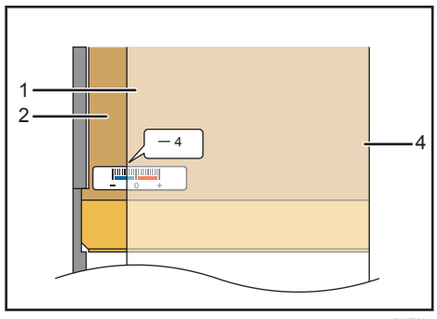
DWT081

Scale on the pre-heater

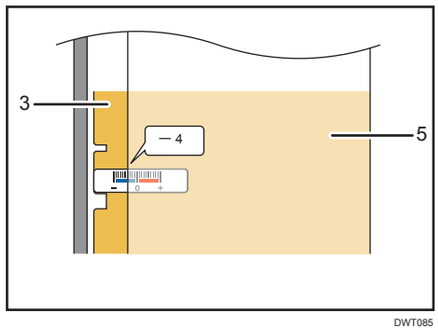


DWT080

If it is -4 on the pre-heater scale



DWT084



DWT085

1. Media
2. Post-heater
3. Pre-heater
4. Adjust according to the pre-heater scale.
5. The value when placed in a straight line.

When setting roll media

The scale on the pre-heater can be used for checking the misalignment at the edge of the media when loading the media. If the edge of the media is out of the range of the scale, move the roll holder to adjust the position. Load the media from the paper feeding port, making sure that the media is stretched evenly. Be sure to load the roll media with the post-heater scales aligned with the pre-heater scales.

When setting leaf media

Use the 0 position on the scale of the post-heater as a guide for setting the edges of the media.

Setting Media

Setting Roll Media

⚠WARNING

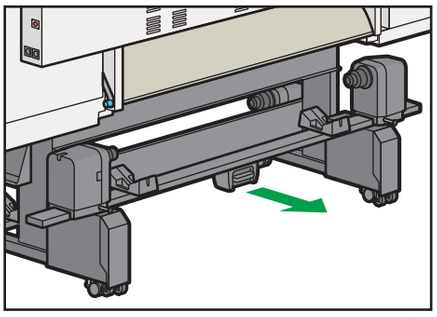
- Do not leave the media with the heater ON for a long time.

This section explains how to set roll media. Set roll media while the machine's power is turned on.
If media has already been set, see page 68 "Changing Roll Media".

Important

- Place the media so that it is positioned correctly relative to the arm near the cutter.
- If you touch the cutter part, the arm near the cutter may close. If this happens, move the media to a position unreachable by the cutter, and then execute [Origin Setting / Cut] to cut.
- Do not set media on the outside of the left and right media guides. If media is skewed, this may cause the media to rise and the print heads to be damaged.
- When the edges of roll media are not aligned with the roll core, make sure to align them before setting media. Failure to do so may cause the edges of roll media to bend or wrinkle.
- Before loading the roll media, open the center cover at the machine's front part, and then move the media guides to the ends.

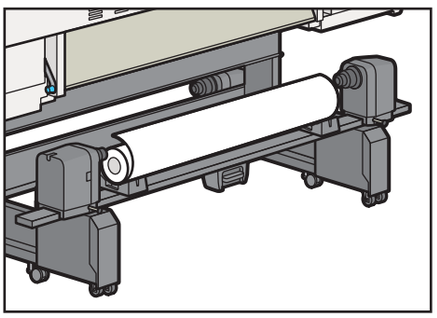
1. Grab the handle on the back of the machine to pull out the roll feed unit.



DWT120

2. Temporarily place set media on the media support.

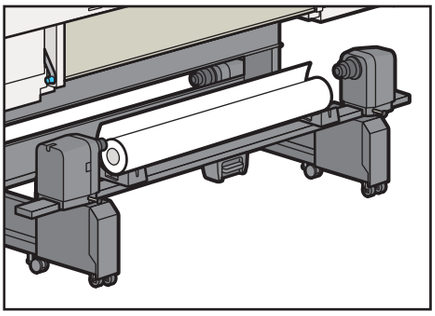
   Place the media in the direction indicated in the following illustration. When using media whose printing surface is rolled up on the outside



DWT122

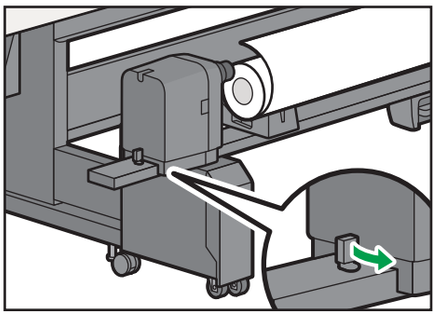
Setting Media

When using media whose printing surface is rolled up on the inside



DWT123

3. Release the roll holder's holding lever on the left side of the back of the machine.

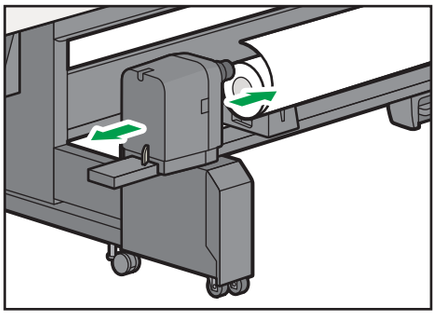


DWT124

4. Move the position of the roll holder to match the roll core size of the set media.

   There are two types of inner diameter for the roll core of the roll media: 2 inches and 3 inches.

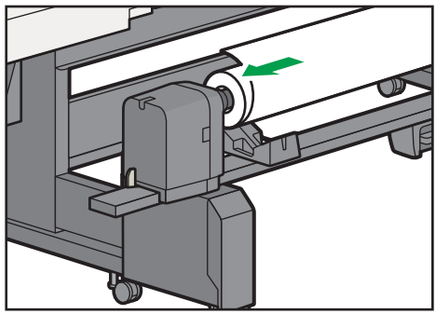
   Move the roll holder to the reference position marked on the machine to match the inner diameter of the roll core.



DWT125

5. Lock the roll holder's holding lever.
6. Insert the roll core of the roll media to the roll holder. Insert the roll core as far as possible so that it does not move.

Setting Media

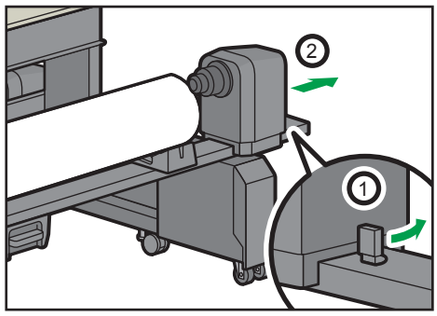


DWT126

If the roll holder's lock is weak and the media moves, hold the media while attaching it.

7. Release the roll holder's holding lever on the right side of the back of the machine.

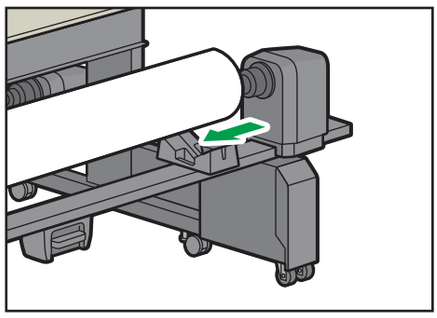
   When the roll holder is located further inside than the set media, move the roll holder so that it is located outside the media.



DWT127

8. While holding the right side of the media, move the roll holder to the left to insert it into the roll core of the roll media.

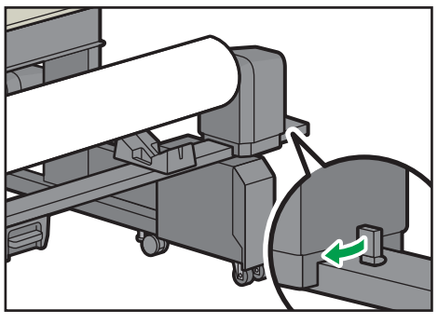
   Push the roll core until it makes contact with the roll holder. Ensure that the media does not move vertically.



DWT128

Setting Media

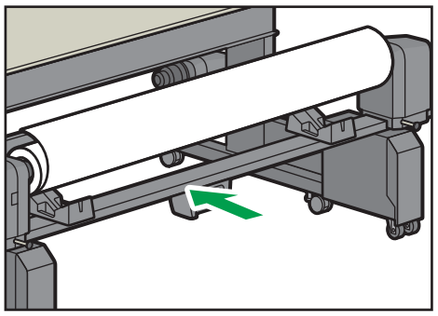
9. Lock the roll holder's holding lever.



DWT129

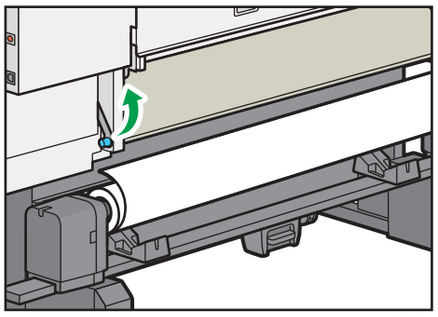
Lock the holding lever with the roll holder pressed thoroughly into the roll core. If the amount of force used to press the roll holder into the roll core is insufficient, the media may hang down and touch the floor.

10. Return the roll feed unit to its original position.



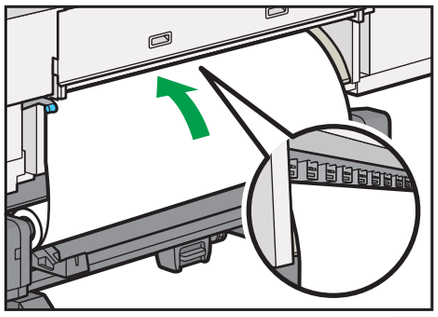
DWT130

11. Lift and secure the pre-heater cover.
12. Raise the media holding lever (back).



DWT131

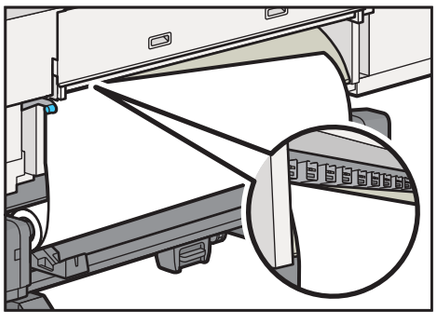
13. Insert the tip of the media between the feed rollers and pinch rollers.



DWT132

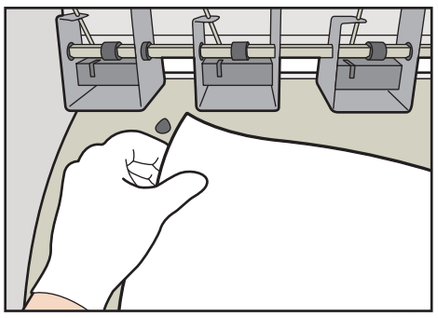
Setting Media

- If the media is difficult to insert because the edges of the media are getting caught, diagonally insert the media between the rollers, so that one corner gets inserted first. Ensure the media is inserted evenly, and begin feeding.



DWT162

- Holding the edge of the media, adjust the angle at the leading edge of the media and load it.

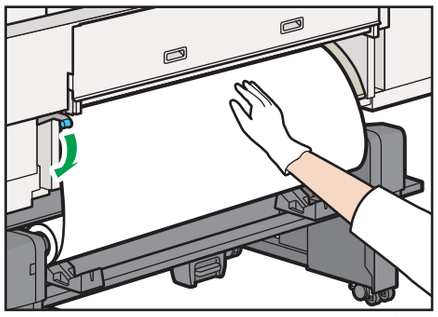


DWT163

- If there is no media on the sensor, the machine cannot detect media successfully. Set media so that it covers the media sensor on the left side of the feeding surface.
- Withdraw the media approximately one hand grip's worth from the media feeding surface on the front of the machine.
- If the edge of the media is out of the range of the pre-heater's scale, release the roll holder's holding lever, and then adjust the roll holder's position.
- Align the edge of the media, and then load the media while adjusting media position by hand so that it is stretched evenly. It helps to load the media evenly by holding the flange or edge of the media and controlling the roll media's rotation. When you do this, check scale indicating the edge of the media.

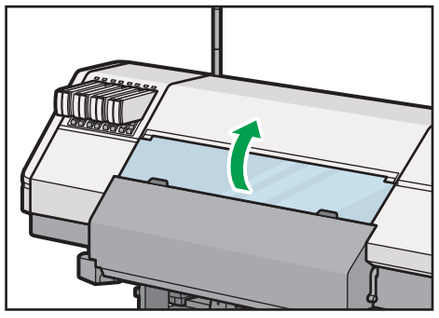
Setting Media

14. While holding down the center of the media, lower the media holding lever (back).
    The pinch rollers lower and the media is fixed.



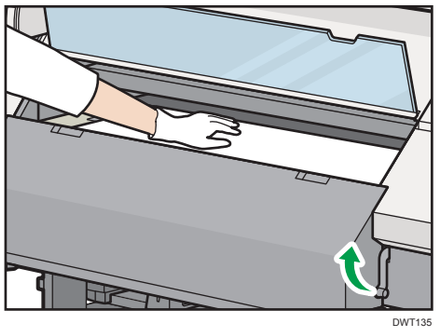
DWT133

15. Return the pre-heater cover to its original position.
    - After returning the pre-heater cover to its original position, press its ends to make sure that it is not bulging.
    - If you operate the device with a bulge in the pre-heater cover, the cover may come open during operation or printing.
16. Open the center cover on the front of the machine.



DWT134

17. While holding down the center of the media, raise the media holding lever (front).
    The pinch rollers rise and the media is unfixed.



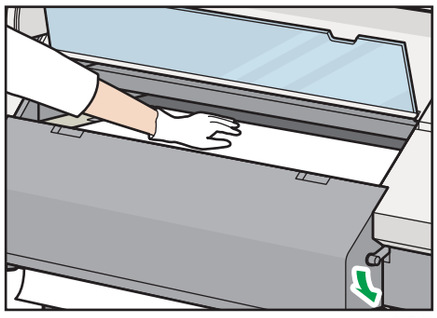
DWT135

18. Holding it at the center, pull the media evenly out of the paper exit.
    Align the edge of the media to the post-heater's scale so that it matches the value on the pre-heater's scale.

Setting Media

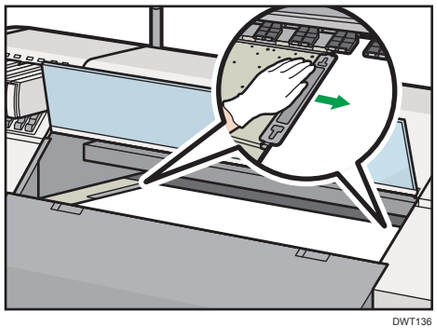
19. While holding down the center of the media, lower the media holding lever (front). The pinch rollers lower and the media is fixed.

    Since the pinch rollers may stop half way because of the shock-absorbing stopper, make sure the media holding lever is lowered completely.



DWT137

20. Move the left and right media guides to match the media width.
    - Set the media so that it passes under the media guides.
    - When setting the media that is thicker than the media guides, maximally widen the space between the media guides.
    - If media rises on the platen, hold it down while setting the media guides.
    - If the positions of the media guides do not match the media width, the media may be fed diagonally or misfed.

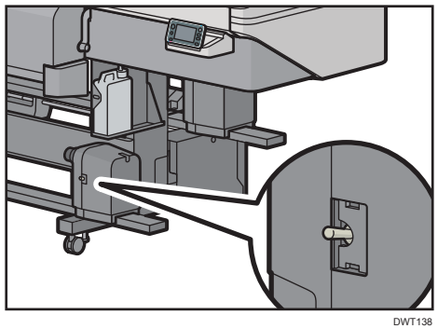


DWT136

21. Close the center cover.

    When media is set correctly, a confirmation screen is displayed on the control panel.

22. Set the roll-up switch to the off position (middle).

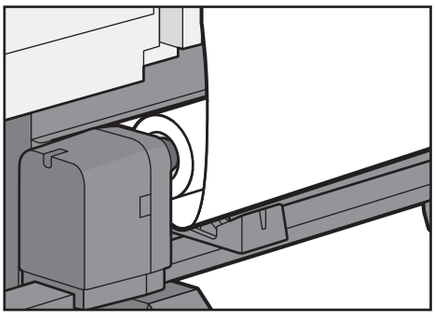


DWT138

Setting Media

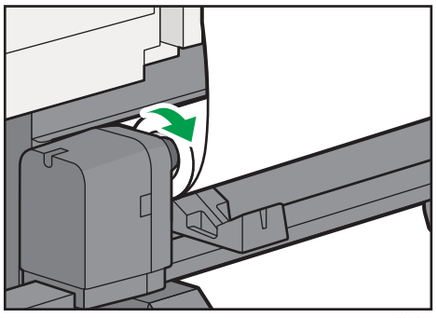
23. Move to the rear of the printer and check for warping in the media. If the roll media is slack, rotate it to take up the slack.

- Slack



EDP010

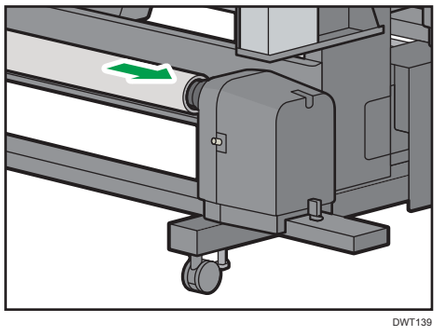
- Slack eliminated



EDP011

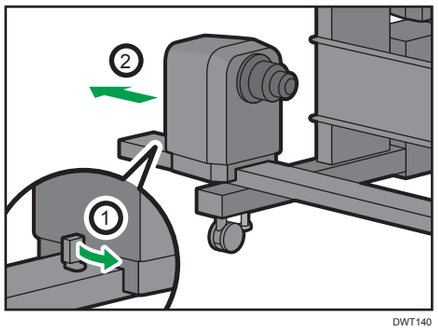
If the media's slack is uneven, return to Step 11 and try loading the media again.

24. Insert an empty roll core onto the roll core holder on the right side of the front of the machine. Insert the roll core as far as possible so that it does not move.



DWT139

25. Release the roll core holder's holding lever on the left side of the front of the machine. If necessary, move the roll core holder to match the width of the empty roll core.

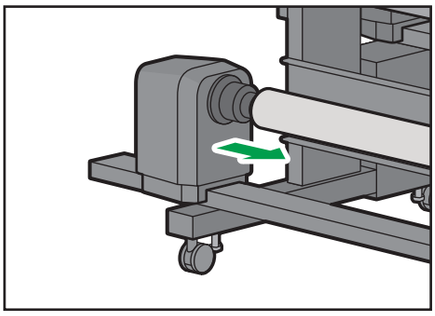


DWT140

26. Move the roll core holder to the right to insert it into the empty roll core.

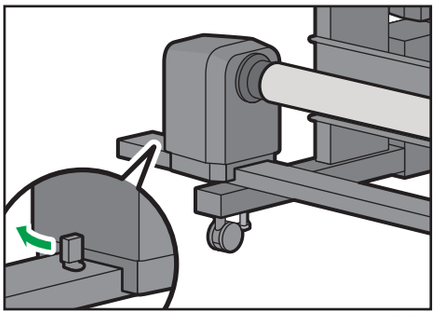
Insert the roll core as far as possible so that it does not move.

Setting Media



DWT141

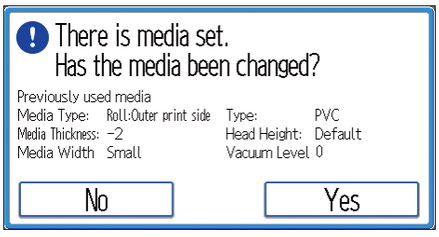
27. Lock the roll core holder's holding lever.



DWT142

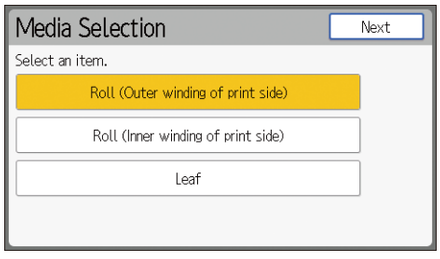
28. Press [Yes] on the confirmation screen for media replacement.

    If the media is not going to be replaced and it is not necessary to change the media settings, press [No] and proceed to Step 41.



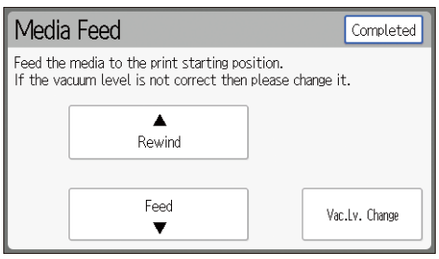
29. Select [Roll (Outer winding of print side)], and then press [Next].

    When using media whose printing surface is rolled up on the inside, select [Roll (Inner winding of print side)].



Setting Media

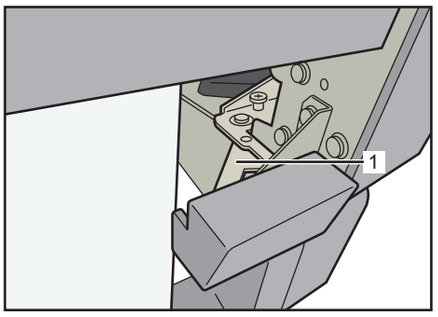
30. Press [Remaining Media].
    When [Display Remaining Media] is set to [On] in [Media Display Settings] on the [Initial Setting] screen, the input screen for the remaining amount of media is displayed after detecting the media width. For details, see "Registering the Remaining Amount of Media".
31. Enter the length of the set media using the number keys, and then press [Set].
32. When changing the media type, press [Media Type].
33. Select the media type of the set media, and then press [Set].
34. When changing the thickness of the media, press [Media Thickness].
35. Select the thickness of the set media, and then press [Set].
36. When changing the height of the print heads, press [Head Height].
37. Select the height of the print heads from [Default], [+1], [+2], or [+3] depending on the thickness of the media, and then press [Set].
    Set the height of the print heads so that it does not interfere with the media. However, having too much space between the media and the print heads can also have a negative impact on print quality.
38. When changing the media width, press [Media Width] after pressing [ ].
39. Select the width of the set media, and then press [Set].
40. Press [Next].
    The media feed screen appears.
41. Hold down [Feed] until the media is fed to the roll core holder.
    - If the media is fed over the roll core holder, press [Rewind] and adjust the position of the media.
    - When the vacuuming of media is insufficient, press [Vac.Lv. Change], and then change the vacuum level. The vacuum level can be set in 9 steps.



Setting Media

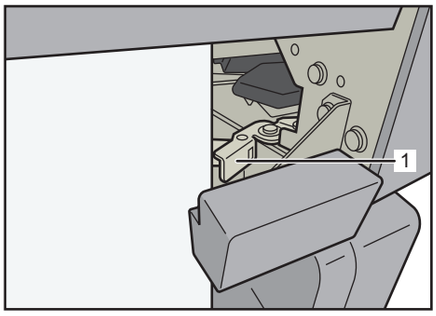
- When you load the media, if the arm near the media cutter is positioned behind the media, you cannot cut the media correctly.

Correct

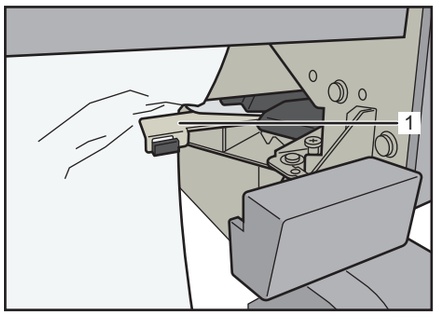


DWT074

Incorrect



DWT075



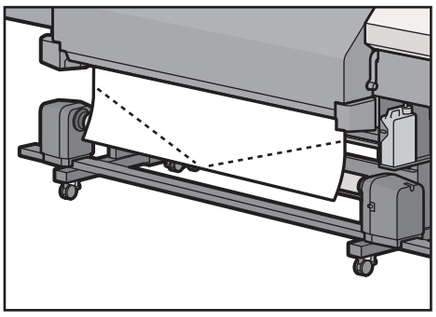
DWT076

1. Arm

If you touch the cutter part, the arm near the cutter may close. If this happens, move the media to a position unreachable by the cutter, and then execute [Origin Setting / Cut] to cut.

42. When using thick or hard media, hold the tip of the media at the center and cut the left and right sides at equal angles.

- When cutting both edges of the media, the media can be rolled up equally by preventing the left and right sides from bending and being caught.
- When using soft media, do not cut the media.

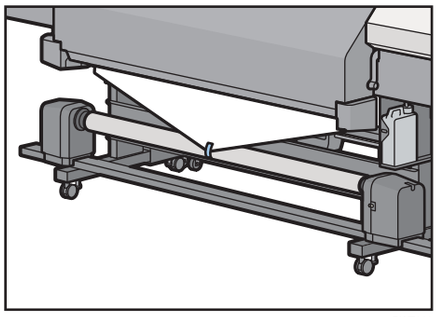


DWT143

Setting Media

43. Fix the central tip of the media to the empty roll core with adhesive tape. When using soft media, fix the right edge, center, and left edge with adhesive tape.

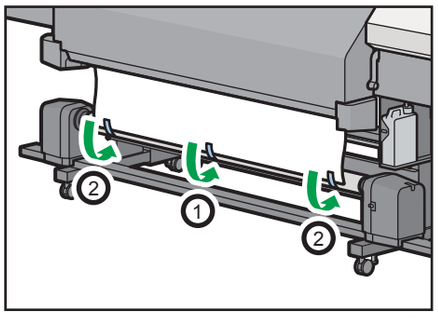
- When fixing the left edge, center, and right edge with adhesive tape, after fixing the center, pull the left and right sides of the media equally, and then fix the left and right edges so that sagging or wrinkles cannot occur.
- Fix the media with it taut. If the media is hanging down, it may cause rolling defects.



DWT144

When placing the printing surface on the outside and rolling up media

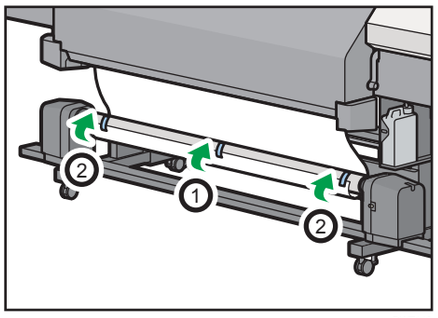
Roll the media from the front of the roll core to the inside to fix it.



DWT145

When placing the printing surface on the inside and rolling up media

Roll the media from the back of the roll core to the front to fix it.



DWT146

44. Press [Feed] to slacken the media, and then rotate the roll core manually to roll the media around the roll core a few times.

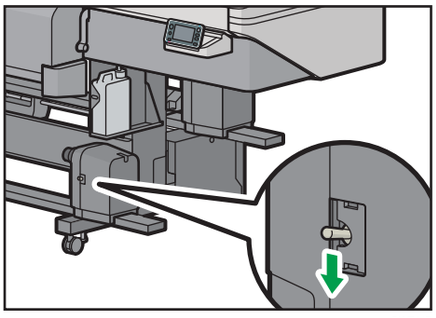
Ensure there are no folds in the edges of the media.

Setting Media

45. Set the roll-up switch to the on position.

    When placing the printing surface on the outside and rolling up media

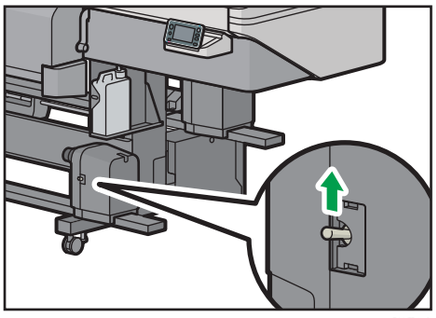
    Lower the roll-up switch (normal rotation).



DWT147

    When placing the printing surface on the inside and rolling up media

    Raise the roll-up switch (reverse rotation).



DWT148

46. Press [Completed].

    Wait until "Ready" is displayed on the home screen.

Note

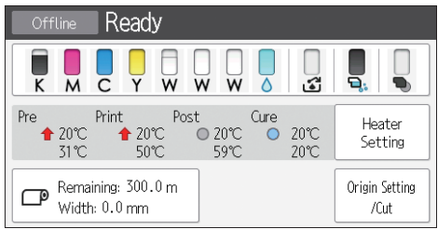
- If an unsupported media is set, "Cannot detect the media." appears. Set supported media again. For details about supported media, see "Supported Media".
- If there is media floating on the media sensor, the media may not be detected correctly.
- Depending on the operating environment and media, the machine may not be able to correctly detect the media width. If the media width is not detected correctly, perform the following tasks:
  - Set the media again.
  - Check whether outside light is reflecting on the media surface.
  - Perform "Cleaning the Media Sensors", Requests for Daily Care and Maintenance.
- To prevent media skewing during feeding, wait until the heaters reach the set temperature before setting the media.

Setting Media

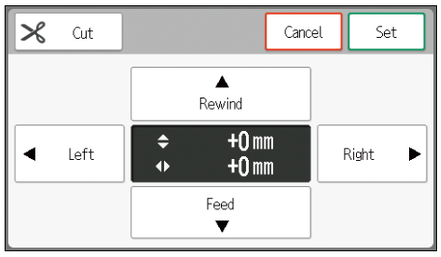
Changing Roll Media

This section explains how to remove and change roll media. Change the roll media with the machine turned on.

1. Press [Origin Setting/Cut] on the bottom right of the screen.



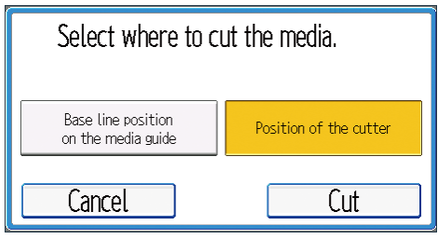
2. Press [Feed] or [Rewind] to feed the media to the cutting position.



3. Press [Cut].

   The selection screen for the cutting position is displayed.

4. Select [Position of the cutter], and then press [Cut].

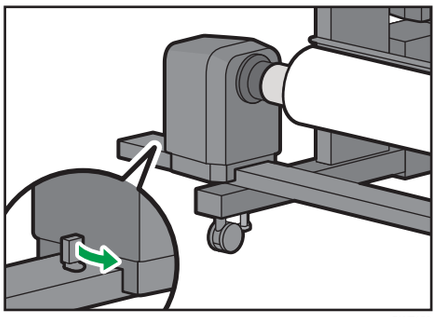


5. Press [Yes].

   The media is cut at the position of the cutter.

Setting Media

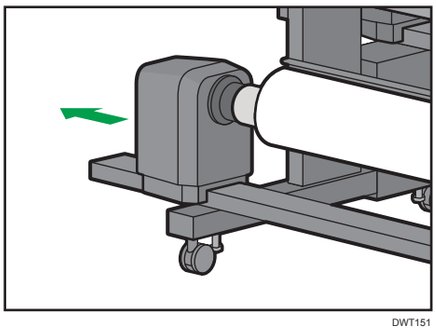
6. Release the roll core holder's holding lever on the left side of the front of the machine.



DWT150

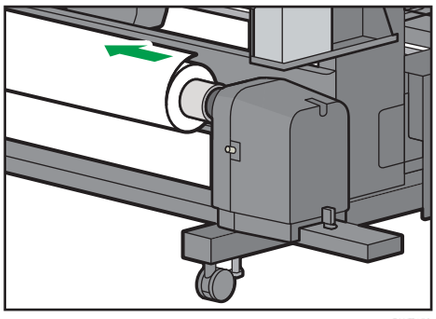
7. Move the roll core holder to the left to remove the roll core.

   Hold the roll core while removing it so that it does not fall down.



DWT151

8. Remove the roll core from the roll core holder on the right side of the front of the machine.

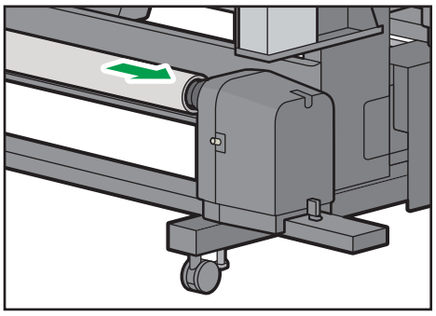


DWT152

9. Insert the empty roll core onto the roll core holder.

   Insert the roll core as far as possible so that it does not move.

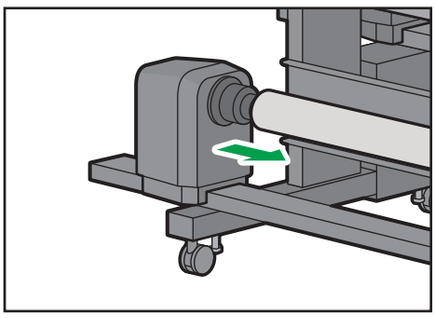
Setting Media



DWT139

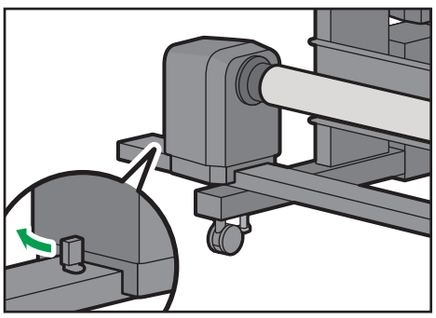
10. Move the roll core holder on the left side of the front of the machine to the right to insert the empty roll core.

    Insert the roll core as far as possible so that it does not move.



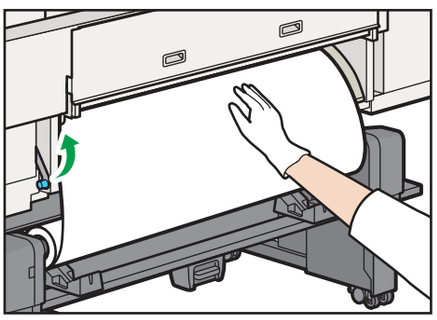
DWT141

11. Lock the roll core holder's holding lever.



DWT142

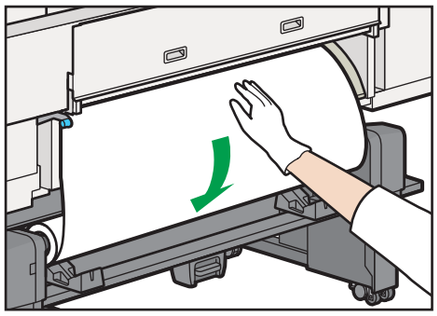
12. Lift and secure the pre-heater cover on the back of the machine.
13. While holding down the center of the media, raise the media holding lever (back). The pinch rollers rise and the media is unfixed.



DWT153

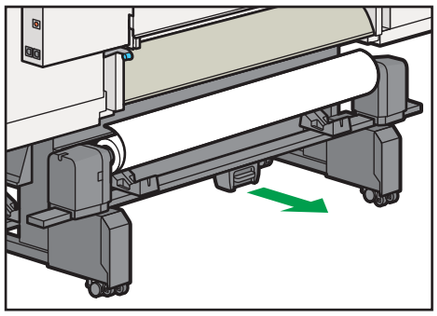
Setting Media

14. While holding down the center of the media, roll up the remaining media.



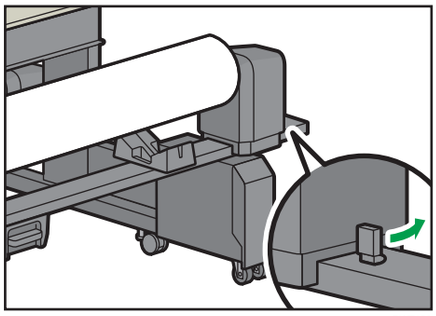
DWT154

15. Return the pre-heater cover to its original position.
16. Grab the handle on the back of the machine to pull out the roll feed unit.



DWT155

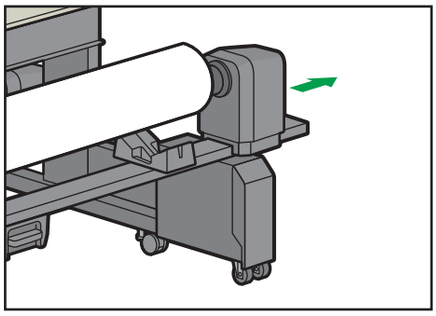
17. Release the roll holder's holding lever on the right side of the back of the machine.



DWT156

18. Move the roll holder to the right to remove the roll media.

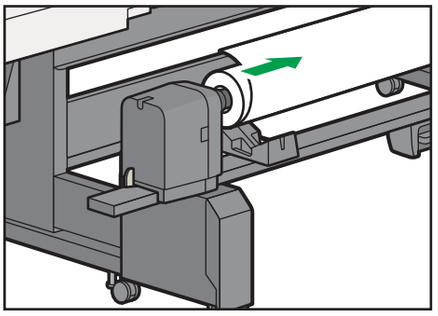
    Hold the roll media while removing it so that it does not fall down.



DWT157

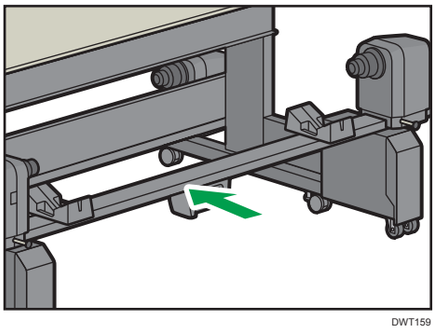
Setting Media

19. Remove the roll media from the roll holder on the left side of the back of the machine.



DWT158

20. Return the roll feed unit to its original position.



DWT159

21. Set new media.

    For details about how to set media, see "Setting Roll Media".

Setting Media

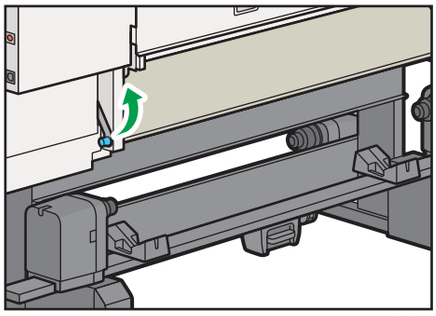
Setting Leaf Media

This section explains how to set leaf media.

Important

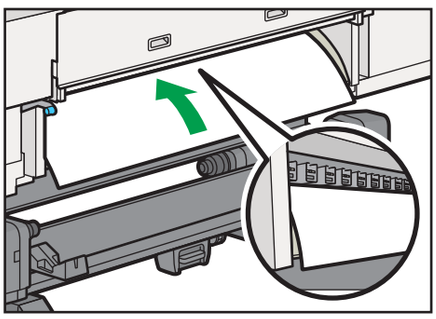
- If media is not on the rear media sensor, it cannot be detected correctly. Leaf media should have a length of over 1,000 mm (approx. 39.4 inches). Additionally, in order to ensure dry feeding, we recommend the print image to have a rear margin of at least 870 mm.
- Depending on the state of the media, a misfeed may occur. If a misfeed occurs, set the media again so that the tip of the media comes out of the media output location.
- When setting curled media, stretch out the curl with your hands before setting, or set the media at an orientation where both edges do not rise.
- When setting long media, lay a clean cloth or piece of paper on the floor behind the machine beforehand. If media touches the floor and dust, etc., are affixed, it may cause a failure.
- Do not stack media and insert it.

1. Lift and secure the pre-heater cover on the back of the machine.
2. Raise the media holding lever (back).



DWT168

3. Place the printing surface upward and insert leaf media between the feed rollers and pinch rollers.
    - Insert the media with both hands so that it does not slant.
    - If there is no media on the sensor, the machine cannot detect media successfully. Set media so that it covers the media sensor on the left side of the feeding surface.
    - Withdraw the media approximately one hand grip's worth from the media feeding surface on the front of the machine.

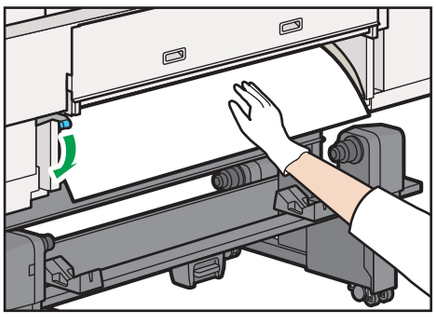


DWT165

Setting Media

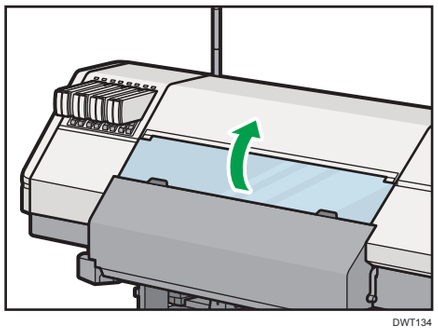
4. While holding down the center of the media, lower the media holding lever (back).

   The pinch rollers lower and the media is fixed.



DWT167

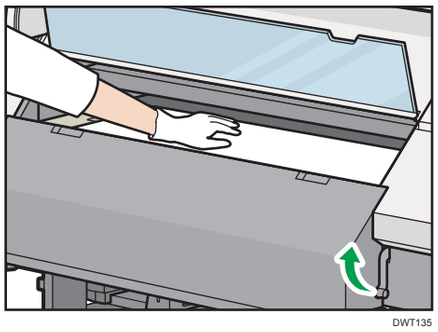
5. Return the pre-heater cover to its original position.
   - After returning the pre-heater cover to its original position, press its ends to make sure that it is not bulging.
   - If you operate the device with a bulge in the pre-heater cover, the cover may come open during operation or printing.
6. Open the center cover on the front of the machine.



DWT134

7. While holding down the center of the media, raise the media holding lever (front).

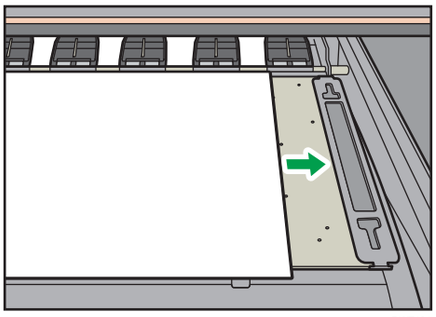
   The pinch rollers rise and the media is unfixed.



DWT135

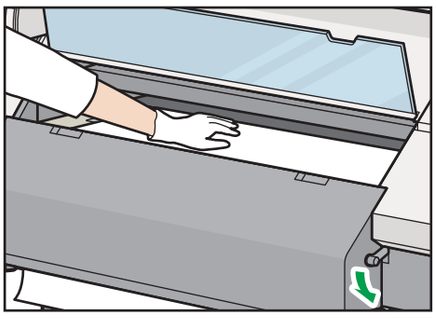
Setting Media

8. While holding down the center of the media, pull the media straight out to the media output location.
   - Check that the media has been pulled out evenly.
   - Use the scale on the post-heater to check the position of the right edge of the media.
9. Move the right-side media guide until it makes contact with the right edge of the platen.
10. Move the right edge of the media towards the left edge of the media guide.
    Check that the right edge of the media and the left edge of the media guide are parallel relative to the feed direction. If they are not parallel, media skewing or jamming may occur.



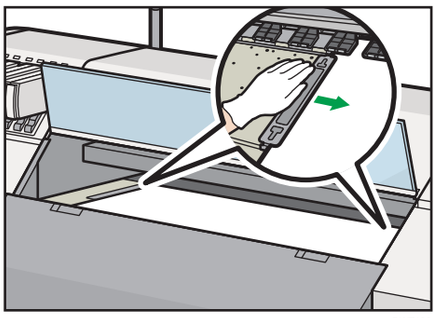
DWT164

11. While holding down the center of the media, lower the media holding lever (front).
    The pinch rollers lower and the media is fixed.



DWT137

12. Move the left and right media guides to match the media width.
    - Set the media so that it passes under the media guides.
    - When setting media that is thicker than the media guides, maximally widen the space between the media guides.
    - If media rises on the platen, hold it down while setting the media guides.
    - If the positions of the media guides do not match the media width, the media may be fed diagonally or misfed.



DWT136

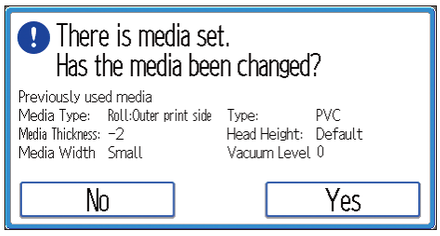
Setting Media

13. Close the center cover.

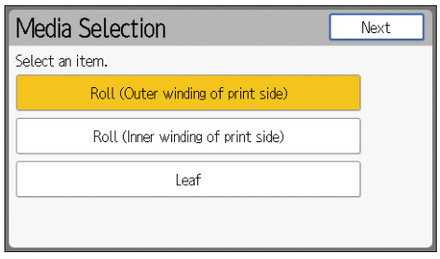
    When the media has set correctly, a confirmation screen appears on the control panel.

14. Press [Yes] on the confirmation screen for media replacement.

    If you do not need to change the media settings, press [No] to proceed to Step 25.



15. Select [Leaf], and then press [Next].

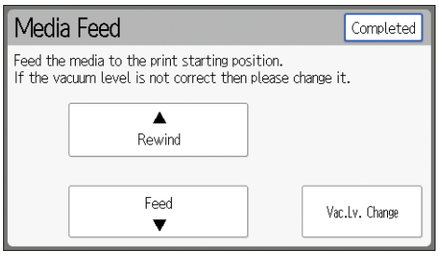


16. When changing the media type, press [Media Type].
17. Select the media type of the set media, and then press [Set].
18. When changing the thickness of the media, press [Media Thickness].
19. Select the thickness of the set media, and then press [Set].
20. When changing the height of the print heads, press [Head Height].
21. Select the height of the print heads from [Default], [+1], [+2], or [+3] depending on the thickness of the media, and then press [Set].
    Set the height of the print heads so that it does not interfere with the media. However, having too much space between the media and the print heads can also have a negative impact on print quality.
22. When changing the media width, press [Media Width].
23. Select the width of the set media, and then press [Set].
24. Press [Next].

    The media feed screen appears.

25. Press [Feed] to feed the media to the media output location.
    When the vacuuming of media is insufficient, press [Vac.Lv. Change], and then change the vacuum level. The vacuum level can be set in 9 steps.

Setting Media



26. Press [Completed].

    Wait until "Ready" is displayed on the home screen.

Note

- If an unsupported media is set, "Cannot detect the media." appears. Set supported media again. For details about supported media, see "Supported Media".
- If there is media floating around the media sensor, the media may not be detected correctly.
- Do not forcefully pull on media while it is printing. Doing so can negatively impact the print quality.
- Ensure that media is not interfered with at the output location during printing. If the edges of the media reach the floor, output may be inhibited, causing a media jam.

RICOH

imagine. change.