CIP Training

Pro C5300 series

2 Throughput

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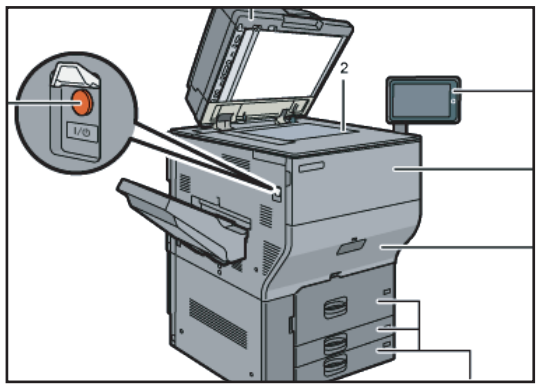
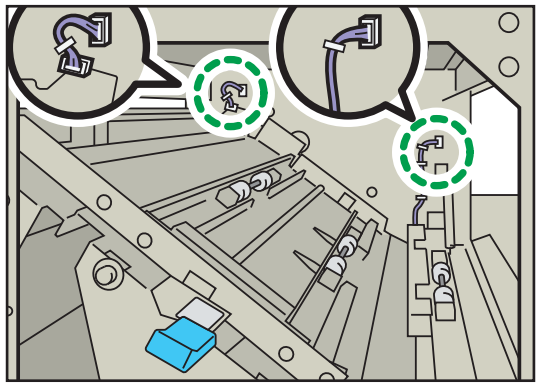
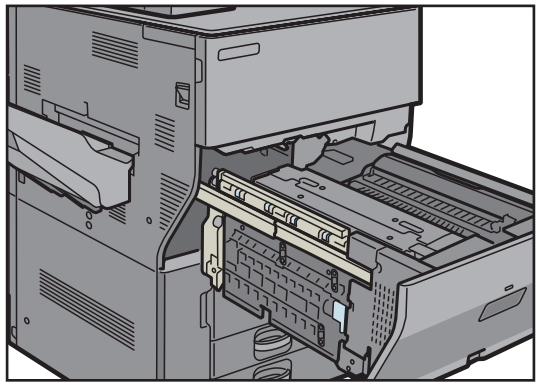


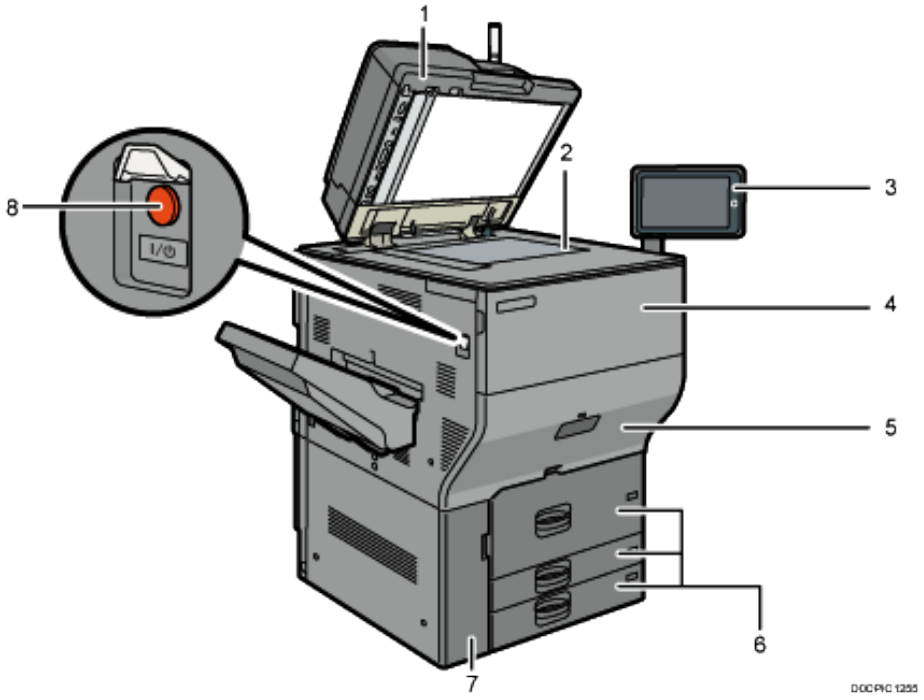




Throughput

Startup and Shutdown.

Front and left view



1. **Auto Document Feeder (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**
   See “Control Panel” module for detailed information.
4. **Front cover**
   Open to replace the toner cartridge.
5. **Drawer**
   Pull out the drawer when a paper jam occurs.
6. **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.
7. **Front lower left cover**
   Open to replace the waste toner bottle.
8. **Main power switch**
   To turn the power on and off, open the cover of the main power switch and press the main power switch.

Throughput

Turning On/Off the Power

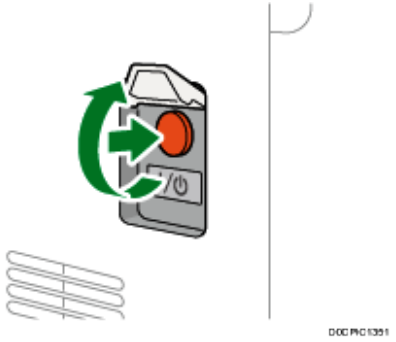
Important

- **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.**

To turn the machine on and off, press the main power switch on the left side of the machine.

Turning On the Main Power

1. Make sure the power cord is firmly plugged into the wall outlet.
2. Open the cover of the main power switch on the left side of the machine, and push the switch.



The main power indicator on the right side of the control panel turns on.

Note

- When the power is turned on, the screen may show that the machine is performing an auto restart. Do not turn off the main power while the machine is processing. It takes about 7 minutes until the machine restarts.
- If a file was deleted from memory, a Power Failure report is automatically printed as soon as the power is restored. This report can be used to identify lost files.

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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. To turn the power off, confirm that the operation is finished.**
- **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.**
- **Do not press the main power switch soon after pressing the main power switch on the machine. When you turn the power on or off, wait at least 10 seconds after confirming that the main power indicator on the control panel has turned on or off.**
- **The fan inside the machine near the vents may continue running to cool the machine after a large print job. While the fan is running, do not turn off the main power nor disconnect the power cord from the wall outlet.**

1. Open the cover of the main power switch on the left side of the machine, and push the switch.

The main power indicator on the right side of the control panel turns off. The main power turns off automatically after the machine has shut down properly.

Saving Energy

When the machine is not operated for a specified period of time, the machine enters the "Energy Saving mode" automatically. There are the following two steps of Energy Saving mode:

1. Fusing Unit Off Mode or Low Power Mode
2. Sleep Mode

Fusing Unit Off mode and Low Power mode cannot be used at the same time.
By default, the machine first switches to Low Power mode and then to Sleep mode after a lapse of time.

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Fusing Unit Off Mode

In this mode, the main power indicator is lit. Because the heater of the fusing unit is turned off but the screen of the control panel is still displayed, the power consumption decreases, but you can start operation promptly. If you do not operate the machine for a specified period of time, the machine emits a clicking sound and enters Fusing Unit Off mode.

- You can specify whether to enable the Fusing Unit Off mode and the time to wait before the machine enters Fusing Unit Off mode under [Fusing Unit Off Mode (Energy Saving) On/Off].
- In this mode, you can scan documents, send faxes, receive faxes into memory, change the machine settings on the control panel, and perform other operations that do not require printing.

Low Power Mode

In this mode, the control panel display turns off and the main power indicator remains lit. If the machine is left idle for a specific time, it switches to Low Power mode.

- Low Power mode cannot be used if Fusing Off mode is enabled.
- You can change the amount of time that the machine waits before switching to Low Power mode under [Low Power Mode Timer].
- If you touch the control panel in Low Power mode, the machine exits the mode and the control panel display turns on.

Sleep Mode

In this mode, the display of the control panel turns off and the main power indicator blinks slowly. Power consumption is minimized. When you do not operate the machine for a specified period of time or press [Energy Save], the machine enters Sleep mode.

1. You can specify the amount of time that the machine waits before entering Sleep mode under [Sleep Mode Timer].
2. The machine recovers from Sleep mode when you perform one of the following:

- Lift the ADF.
- Place an original in the ADF.
- Touch the display of the control panel.

Note

The energy saving functions are disabled when an error occurs or while an operation is in progress. 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.)

Throughput

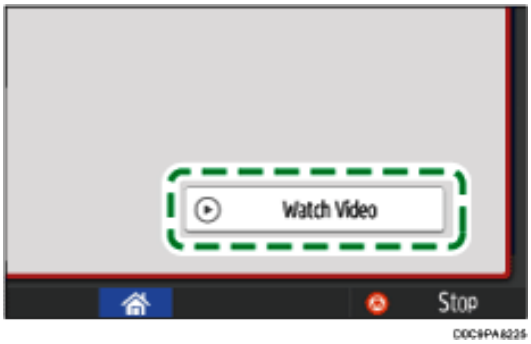
Adding/Replacing Toner bottles

You can view the procedure to replace the toner by watching a movie that is displayed on the control panel.

Important

- Replace the toner after the message prompting replacement is displayed on the control panel.
- The machine may become damaged if you use toner of a different type.
- Do not turn off the power of the machine when replacing the toner. If you turn off the power when replenishing the toner, the specified settings are canceled, and printing will not resume afterwards.
- Store the toner in a dry environment away from direct sunlight and generally under the temperature below 35°C.
- Keep the toner horizontal when storing it.
- After removing the print cartridge from the machine, do not shake it while its opening is facing downward. The remaining toner may spill out.
- After removing the toner cartridge, do not touch the interior of the machine.
- Do not pull out and put back the toner cartridge repeatedly. The remaining toner may leak.
- Follow the procedure displayed on the screen to replenish the toner.
- Keep the Waste Toner Bottle that is provided with the toner kit for replacement.

1. Press [Watch Video].



Press [Check Status] and then press [Check] under "Mach. Status" on the [Mach./Applic. Stat] tab.

2. Press the play (▶) key.

3. Replace the toner by following the procedure shown in the video.

Note

If appears when there is a lot of toner, hold the cartridge with the opening upward, shake it well, and then reinstall it.

Throughput

Adding/Replacing Toner bottles

Precautions When Storing Toner

⚠WARNING

- Do not store toner (new or used) or toner containers while toner is inside in a place with an open flame. The toner can ignite and result in burns or fire.

⚠CAUTION

Do not leave the following items in a place where children can reach them:

- Toner (new or used)
- Toner containers while toner is inside
- Toner-attached parts

Supply Yields

31,000 sheets per bottle of black toner
26,000 sheets per bottle of cyan toner
26,000 sheets per bottle of magenta toner
26,000 sheets per bottle of yellow toner

Coverage 8.75%, A4

Note: The toner yield targets are based on the average coverage given at standard conditions on uncoated A4 paper recommended for the Ricoh C5300s 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

When Paper or an Original Is Jammed

Remove the jammed sheet by following the procedure described in the animated illustration displayed on the control panel. If paper jams occur frequently, check that the actual paper size in the tray, the paper size dial and the [Tray/Paper Settings] displayed on the control panel are the same.

Be careful not to rip the jammed paper and leave small pieces inside the machine when removing. Hold on the left and right edges of the paper firmly and apply force evenly to pull out the paper.

⚠CAUTION

- There are highly-heated parts inside the machine. When removing misfed paper, do not touch areas other than those specified in this manual. Touching those areas can result in burns.
- When replacing paper or removing jammed paper, make sure not to trap or injure your fingers.
- When operating the machine, do not put your hand inside the booklet finisher tray of the finisher's staple unit. You may trap your fingers in the machine's gap and injury can result.

Important

- When clearing misfeeds, do not turn off the power. If you do, your copy settings will be lost.
- To prevent misfeeds, do not leave any torn scraps of paper inside the machine.
- Do not turn off the power of the machine when removing the jammed paper. If you turn off the power, the specified settings values are reset.
- Only perform the operation described in the animated illustration. Failure to do so may degrade the print quality or cause a malfunction.
- If the error message remains displayed even after you remove misfed paper, fully open the front cover, and then close it.
- When removing jammed paper, you can touch only those areas explicitly indicated in the manual.
- Do not remove the fusing unit. Doing so will result in loss of print quality.

Note

- Inside the finisher, or inside the front cover, there are stickers or sheets explaining how to remove misfed paper.
- 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.

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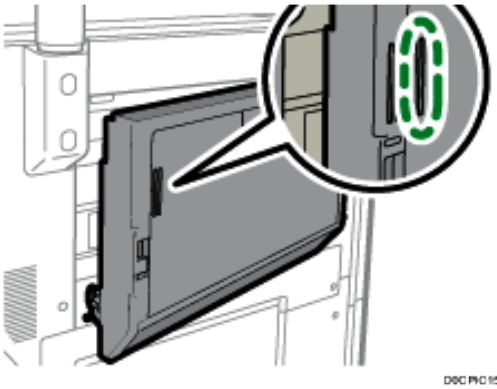
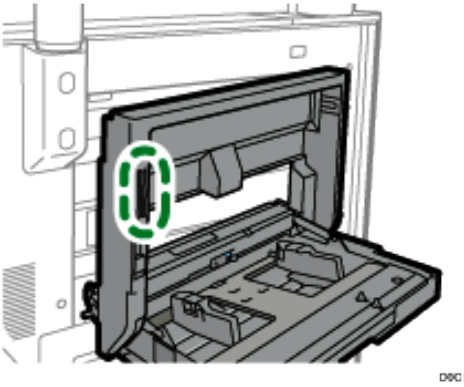
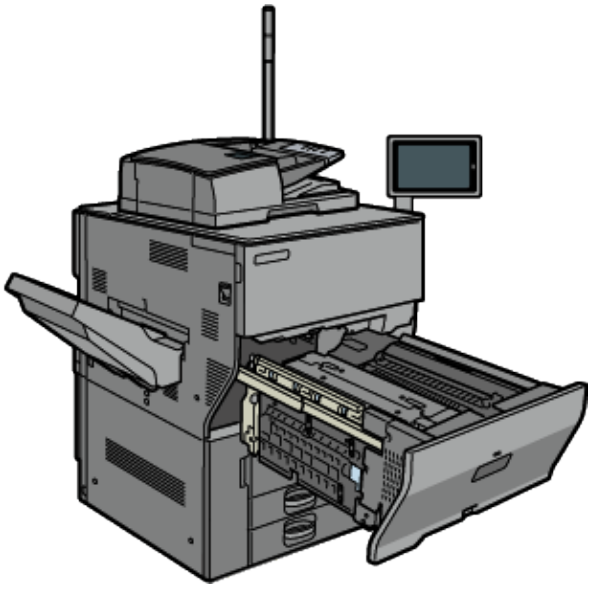
- When you close the upper right cover of the machine while the bypass tray is closed, be sure to push the mark on the bypass tray, not the upper right cover.



- When you close the upper right cover of the machine while the bypass tray is open, push the mark on the upper right cover.

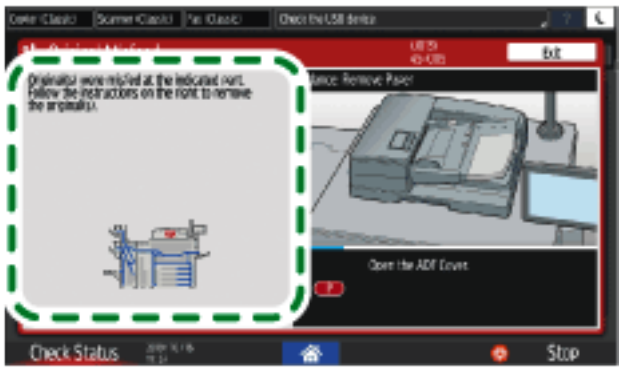


- When you open the upper left cover of the wide large capacity tray to remove misfed paper, open the upper left cover completely until it stops.
- When opening the drawer, make sure to completely pull it out toward you. If the cover of the fusing unit is caught with the main unit, hold the handle at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



Throughput

1. Check the part where the paper jam occurred on the screen.



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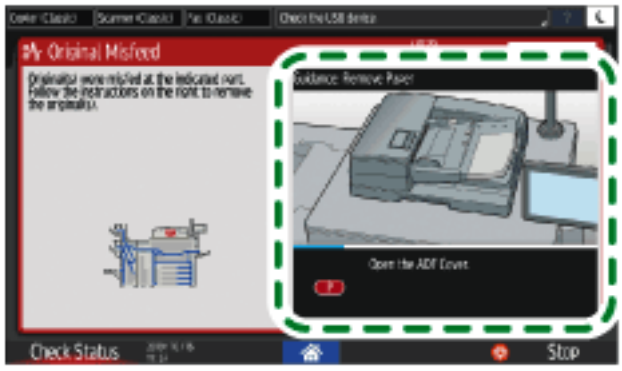
When the display is turned off, press [Check] in [Check Status] "Mach. Status".

2. Follow the procedure described in the animated illustration to remove the jammed paper.



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3. Close all covers that have been opened.

Note

- If the jammed paper was torn apart while removing it, check that all pieces are accounted for.
- If paper becomes trapped between the tray and the machine while removing jammed paper, pull out the tray completely and then remove the paper.
- If the message remains displayed even after you remove the jammed paper, open the front cover completely and then close it. Check whether any paper is jammed in another location on the screen shown in Step 1 if the message persists.
- If you notice a paper jam about to occur in the ADF, press [Stop] to pause scanning, and place the original in the ADF again.

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