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You can read the recommendations in the user guide, the technical guide or the installation guide for RICOH AFICIO 2020D. You'll find the answers to all your questions on the RICOH AFICIO 2020D in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual RICOH AFICIO 2020D
User guide RICOH AFICIO 2020D
Operating instructions RICOH AFICIO 2020D
Instructions for use RICOH AFICIO 2020D
Instruction manual RICOH AFICIO 2020D

8016/8020/8020d
DSm616/DSm620/DSm620d
LD116/LD120/LD120d
Aficio™ 2016/2020/2020D

Operating Instructions
Copy Reference



- 1 Placing Originals
- 2 Copying
- 3 Troubleshooting
- 4 User Tools (Copier Features)
- 5 Remarks
- 6 Specifications

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use of this machine, please be sure to read the Safety Information in this manual before you use it.



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Manual abstract:

@@In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine. Notes Some illustrations in this manual might be slightly different from the machine. Certain options might not be available in some countries. For details, please contact your local dealer. Laser Safety: CDRH Regulations This equipment complies with requirements of 21 CFR subchapter J for class 1 laser products. This equipment contains a 5 milliwatt, 760-800 nanometer wavelength, GaAIIAs laser diode. This equipment does not emit hazardous light, since the beam is totally enclosed during all customer modes of operation and maintenance. Caution: Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure. Notes: The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual.

(For details, see P.7 "Machine Types".) · · Type 1: 8016/DSm616/LD116/Aficio 2016 Type 2: 8020/DSm620/LD120/Aficio 2020 Type 3: 8020d/DSm620d/LD120d/Aficio 2020D Certain types might not be available in some countries. For details, please contact your local dealer. Two kinds of size notation are employed in this manual.

With this machine refer to the inch version. For good copy quality, the supplier recommends that you use genuine toner from the supplier. The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Power Source 120V, 60Hz, 12A or more Please be sure to connect the power cord to a power source as above. For details about power source, see P. 59 "Power Connection". Manuals for This Machine The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual. Note Manuals provided are specific to machine type. Adobe Acrobat Reader is necessary to view the manuals as a PDF file. Two CD-ROMs are provided: · CD-ROM 1 "Operating Instructions for Printer/Scanner" · CD-ROM 2 "Scanner Driver & Document Management Utilities" General Settings Guide Provides an overview of the machine and describes System Settings (paper trays, Key Operator Tools, etc.), and troubleshooting. Refer to this manual for Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Network Guide (PDF file - CD-ROM1) Describes procedures for configuring the machine and computers in a network environment. Copy Reference (this manual) Describes operations, functions, and troubleshooting for the machine's copier function.

Facsimile Reference <Basic Features> Describes operations, functions, and troubleshooting for the machine's facsimile function. Facsimile Reference <Advanced Features> Describes advanced functions and settings for key operators. Printer Reference 1 Describes system settings and operations for the machine's printer function. Printer Reference 2 (PDF file - CD-ROM1) Describes operations, functions, and troubleshooting for the machine's printer function. Scanner Reference (PDF file - CD-ROM1) Describes operations, functions, and troubleshooting for the machine's scanner function. i Manuals for DeskTopBinder Lite DeskTopBinder Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities". · DeskTopBinder Lite Setup Guide (PDF file - CD-ROM2) Describes installation of, and the operating environment for DeskTopBinder Lite in detail. This guide can be displayed from the [Setup] dialog box when DeskTopBinder Lite is installed. · DeskTopBinder Lite Introduction Guide (PDF file - CD-ROM2) Describes operations of DeskTopBinder Lite and provides an overview of its functions. This guide is added to the [Start] menu when DeskTopBinder Lite is installed. · Auto Document Link Guide (PDF file - CD-ROM2) Describes operations and functions of Auto Document Link installed with DeskTopBinder Lite. This guide is added to the [Start] menu when DeskTopBinder Lite is installed. Manuals for ScanRouter V2 Lite ScanRouter V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities". · ScanRouter V2 Lite Setup Guide (PDF file - CD-ROM2) Describes installation of, settings, and the operating environment for ScanRouter V2 Lite in detail. This guide can be displayed from the [Setup] dialog box when ScanRouter V2 Lite is installed. · ScanRouter V2 Lite Management Guide (PDF file - CD-ROM2) Describes delivery server management and operations, and provides an overview of ScanRouter V2 Lite functions. This guide is added to the [Start] menu when ScanRouter V2 Lite is installed. Other manuals · PostScript3 Supplement (PDF file - CD-ROM1) · Unix Supplement (Available from an authorized dealer, or as a PDF file on our Web site.) ii TABLE OF CONTENTS Manuals for This

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.....een the equipment and receiver.

· Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.



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· Consult the dealer or an experienced radio/TV technician for help. This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. Warning Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

1 Note to users in Canada Note: This Class B digital apparatus complies with Canadian ICES-003. Operation is subject to the following two conditions: (1) This device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device. IEEE 802.11b Interface Unit Type D: This device complies with RSS-210 of Industry Canada. The term "IC:" before the certification/registration number only signifies that the Industry Canada technical specifications were met.

To prevent radio interference to the licensed service, this device is intended to be operated indoors and away from windows to provide maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing. Remarque concernant les utilisateurs au Canada Avertissement: Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada. L'utilisation de ce dispositif est autorisée seulement aux conditions suivantes: (1) il ne doit pas produire de brouillage et (2) l'utilisateur du dispositif doit être prêt à accepter tout brouillage radioélectrique reçu, même si ce brouillage est susceptible de compromettre le fonctionnement du dispositif. IEEE 802.11b Interface Unit Type D: Ce dispositif est conforme à la norme CNR-210 d'Industrie Canada. L'expression «IC:» avant le numéro d'homologation/enregistrement signifie seulement que les spécifications techniques d'Industrie Canada ont été respectées. Pour empêcher que cet appareil cause du brouillage au service faisant l'objet d'une licence, il doit être utilisé à l'intérieur et devrait être placé loin des fenêtres afin de fournir un écran de blindage maximal. Si le matériel (ou son antenne d'émission) est installé à l'extérieur, il doit faire l'objet d'une licence. 2 How to Read This Manual Symbols The following set of symbols is used in this manual.

R WARNING: This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section. R CAUTION: This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section. * The statements above are notes for your safety. Important If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this. Preparation This symbol indicates information or preparations required prior to operating. Note This symbol indicates precautions for operation, or actions to take after abnormal operation. Limitation This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference This symbol indicates a reference. [] Keys that appear on the machine's display panel. { } Keys built into the machine's control panel. Names of Major Options Major options of this machine are referred to as follows in this manual: · Auto Document Feeder ADF · Auto Document Feeder capable of scanning both sides of a sheet ARDF 3 Safety Information When using this machine, the following safety precautions should always be followed. Safety During Operation In this manual, the following important symbols are used: R WARNING: Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property. R CAUTION: R WARNING: · Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged. · To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual. · Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs: · You spill something into the machine. · You suspect that your machine needs service or repair.

· The external housing of your machine has been damaged. · Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame. · Disposal can take place at our authorized dealer. · Dispose of the used toner bottle in accordance with the local regulations. · Connect the machine only to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord. · Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary.

These actions could cause an electric shock or fire. 4 R CAUTION: · Protect the machine from dampness or wet weather, such as rain and snow. · Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine. · When you disconnect the power plug from the wall outlet, always pull the plug (not the cable). · Do not allow paper clips, staples, or other small metallic objects to fall inside the machine. · Keep toner (used or unused) and toner bottle out of the reach of children. · For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer. · 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. · Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur. · Do not place the machine on an unstable or tilted surface.



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If it topples over, an injury might occur. · Before moving the machine, be sure to pull all four handles fully out. If not, an injury might occur. After moving the machine, return the four handles to their original positions. · When the optional paper tray unit is installed, do not push the upper part of the main unit horizontally.

An injury might occur if the paper tray unit becomes detached from the main unit. · If you use the machine in a confined space, make sure there is a continuous air turnover. 5 Positions of Labels and Hallmarks for RWARNING and RCAUTION Labels This machine has labels for RWARNING and RCAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated. 1 1 AAI029S 6 Machine Types This machine comes in three models which vary by copy speed. To make sure which model you have, see the inside front cover of this manual. Type 1 Copy Speed Duplex unit Type 2 *1 Type 3 *1 16 copies/minute 20 copies/minute 21 copies/minute (A4K, 81/2" × 11"K) (A4K, 81/2" × 11"K) (A4K, 81/2" × 11"K) -- -- : Can be used with this type. --: Cannot be used with this type. *1 18 copies/minute (feeding from Optional Paper Tray Unit) 7 Control Panel Note These illustrations show Type 3. Copier only 2 3 4 5 6 7 8 9 10 11 User Tools/ Counter Clear Modes Clear/Stop ABC DEF Main Power On Cancel OK GHI JKL MNO Start Duplex Combine/ Series Original Text Sort Lighter Darker Photo OPER PRS TUV WXY Enter 12 13 14 15 16 17 18 19 20 AAI042S Options fully installed 1 2 3 4 5 6 7 8 9 10 11 Facsimile Communicating Start Manual Reception Search Check Job Destination Destination Information 01 02 03 04 Scanner Copy On Hook Dial User Tools/ Counter Clear Modes Clear/Stop ABC DEF Receive File Main Power On Immediate Trance.

Memory Trance. ABC 05 DEF 06 GHI 07 JKL 08 Printer Cancel OK Pause/ Redial GHI JKL MNO MNO Switch RX Mode 09 PQR 10 @. _ @. _ _ 14 STU 11 VWX 12 Start PRS TUV WXY Standard Detail Fine Duplex YZ 13 - & 15 16 Original Text Sort Lighter Darker Photo Transmission Stamp Combine/ Series OPER Shift Space Symbols Enter 12 13 14 15 16 17 18 19 20 AAI041S 1. {Copy} key } Press to activate the copier function. 5. Scroll keys Press to select an item. {U}: scroll upward {T}: scroll downward {V}: scroll right {W}: scroll left 2. Indicators Display errors and machine status. · h: Error indicator See "Control Panel", General Settings Guide.

· D: Add Toner indicator See p.47 "D Adding Toner". · B: Load Paper indicator See p.43 "B Loading Paper". Reference See p. 10 "Reading the Display and Using Keys". 6. {User Tools/Counter} key } Press to change default or operation parameters according to requirement. 3. Display Displays operation status and messages. 4. Selection keys Correspond to items on the display. Press to select the corresponding item. 7. {Clear Modes} key } Press to clear the current settings. 8. {Clear/Stop} key } Clear: clears an entered numeric value. Stop: stops copying. 8 9. Main power indicator Lights when the main power switch is turned on. 17. {Cancel} key } Press to cancel an operation or return to the previous display. Reference p.12 "Turning On the Power" 18. {OK} key } Press to set a selected item or entered numeric value. 10. On indicator Lights when the operation switch is on. 19. Number keys Press to enter numeric values. Reference p. 12 "Turning On the Power" 20. {Start} key } Press to start scanning or sending. 11. Operation switch Press to turn the power on. The On indicator lights. To turn the power off, press again. Note This key is inactivate during scanning or while setting defaults. 12. {Duplex} key (Type 3 only) } Makes two-sided copies. Reference See p. 31 "Duplex (Type 3 only)". 13. {Combine/Series} key } Press to make combine or series copies. Reference p.33 "One-Sided Combine" p.35 "Two-Sided Combine (Type 3 only)" p.37 "Series Copies" 14. {Sort} key } Automatically sorts copies. 15. {Lighter} and {Darker} } } Press to change the image density setting.

Select the image density in five increments, Lighter to Darker. 16. {Original} key } Press to select the original type registered with [Original Type 1 (Text)] or [Original Type 2 (Photo)]. When the original type is selected, the corresponding indicator lights. 9 Display This section explains how to read the display and use the Selection key for the initial copy display. Note The copy display is set as the default screen when the machine is turned on. Initial copy display 1 2 3 AAX024S 4 AAI024S 1. Operational status or messages 2. Messages and the selected tray appear here. Currently selected items appear in brackets. 3. Number of copies set. 4. Reduce/Enlarge ratio function for non-fixed ratios. Reading the Display and Using Keys This section explains how to read the display and use the selection key for the initial copy display.

Note The copy display is set as the default screen when the machine is turned on. 4 Cancel OK 1 2 3 AAI048S 1. Selection keys Correspond to items at the bottom line on the display. Example: initial copy display · When the instruction "press [100%]" appears in this manual, press the left selection key. · When the instruction "press [R/E]" appears in this manual, press the center selection key. · When the instruction "press [Auto R/E]" appears in this manual, press the right selection key. 10 2. {Cancel} key } Press to cancel an operation or return to the previous display. 3. {OK} key } Press to set a selected item or entered numeric value. 4. Scroll keys Press to move the cursor to each direction one by one. When {U},{T},{V}, or {W} key appears { } in this manual, press the scroll key of the same direction. 11 Turning On the Power This machine has two power switches. Important Do not turn off the main power switch immediately after turning it on.

Doing so may result in damage to the memory, leading to malfunctions. Operation switch (right side of the control panel) Press to activate the machine. When the machine has finished warming up, you can operate the machine. Main power switch (left side of the machine) Turning off this switch makes the main power indicator on the right side of the control panel go off. When this is done, machine power is completely off. When the fax unit (optional) is installed, fax files in memory may be lost if you turn this switch off. Use this switch only when necessary. Note This machine automatically enters Energy Saver mode or turns itself off if you do not use it for a while.



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See General Settings Guide. Turning On the Power A Press the operation switch.

The On indicator goes on. Turning On the Main Power Note If the power does not come on when the operation switch is pressed, check the main power switch is on. If it is off, turn it on. A Make sure the power cord is firmly plugged into the wall outlet. B Turn on the main power switch.

The main power indicator goes on. AAI049S 12 Turning Off the Power A Press the operation switch. The On indicator goes off. -When the fax unit (optional) is installed When the main power switch is turned off while using the fax function, waiting fax and print jobs may be canceled, and incoming fax documents not received. If you have to turn off this switch for some reason, keep the following points in mind: Important Make sure 100% is shown as available memory on the display before turning off the main power switch or unplugging the power cord.

Fax files in memory are deleted an hour after you turn off the main power switch or unplug the power cord. See "Turning Off the Main Power/In Case of a Power Failure", Facsimile Reference <Advanced Features>. If the On indicator does not go out, but blinks in dial-in mode even if you press the operation switch, check the explanations below and turn off the main power switch. · the computer is not controlling the machine. · the machine is not receiving a fax. Note Even if you press the operation switch, the indicator does not go out, but blinks in the following cases: · During communication with external equipment. Turning Off the Main Power Important Do not turn off the main power switch when the On indicator is lit or blinking. Doing so may result in damage to the memory. Make sure 100% is shown as available memory on the initial scanner display before turning off the main power switch. Be sure to turn off the main power switch before pulling out the power plug.

Not doing this may result in damage to the memory. A Be sure the On indicator is not lit. B Turn off the main power switch. The main power indicator goes out. 13 Saving Energy - Auto Off/ Low Power The machine automatically turns itself off when the job is finished, after a certain period of time has elapsed. This function is called "Auto Off". Note You can change the Auto Off time. See General Settings Guide. The Auto Off Timer function will not operate in the following cases: · When a warning message appears · When the service call message appears · When paper is jammed · When the cover is open · When the "Add Toner" message appears · When toner is being replenished · When the User Tools screen is displayed · When fixed warm-up is in progress · When the facsimile, printer, or other functions are active · When operations are suspended during printing · When the On-hook dialing function is in use · When a receiver is being registered in the Address Book or group dial list · When the Data In indicator is on or blinking 14 1. Placing Originals Originals Sizes and Weights of Recommended Originals Metric version Original location Exposure glass ADF or ARDF Original size Up to A3 One-sided originals: A3L A5KL Two-sided originals: *1 A3L A5KL 52105 g/m² *1 Original weight -40128 g/m² Inch version Original location Exposure glass ADF or ARDF Original size Up to 11" × 17" One-sided originals: 11" × 17"L 5 1/2" × 8 1/2"KL Two-sided originals *1 : 11" × 17"L 5 1/2" × 8 1/2"KL 1 1 Original weight -1134 lb. 1428 lb. *1 *1 The optional ARDF is required. Note About 30 originals can be placed in the ADF. About 50 originals can be placed in the ARDF. Non-compatible originals for the ADF or ARDF Placing the following types of originals in the ADF or ARDF can cause paper misfeeds or result in damage to the originals.

Place these originals on the exposure glass instead. · Originals other than those specified on p.15 "Sizes and Weights of Recommended Originals" · Stapled or clipped originals · Perforated or torn originals · Curled, folded, or creased originals · Pasted originals 15 Placing Originals 1 · Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper · Originals with perforated lines · Originals with indexes, tags, or other projecting parts · Sticky originals such as translucent paper · Thin, highly flexible originals · Thick originals such as postcards · Bound originals such as books · Transparent originals such as OHP transparencies or translucent paper Note The original might become dirty if it is written with a pencil or a similar tool. Sizes Detectable with Auto Paper Select Metric version Size A3L Original location Exposure glass ADF or ARDF *1 *1 B4 JIS L A4KL B5 JIS *1 L × B5 JIS *1 K A5LK × 8 1/2" × 13"L : Detectable size × : Undetectable size JIS: Japanese Industrial Standard Inch version Size 11" × 17"L Original location Exposure glass ADF or ARDF 8 1/2" × 14"L 8 1/2" × 13"L 8 1/2" × 11"K L × 5 1/2" × 8 1/2"K L × : Detectable size × : Undetectable size 16 Originals Exposure glass Positioning mark Horizontal size Maximum scanning area A3 (297x420mm) 11"x17" (279x432mm) 1 ADF or ARDF Note

When you copy custom size originals, make sure you specify the size of the originals. If not, the image may not be copied properly.

See p.20 "Placing custom size originals". Sizes difficult to detect It is difficult for the machine to detect the sizes of the following originals, so select the paper size manually. · Originals with indexes, tags, or other projecting parts · Transparent originals such as OHP transparencies or translucent paper · Dark originals with lots of text and drawings · Originals partially consisting of a solid image · Originals that have solid images around their edges Missing Image Area Even if you place originals in the ADF or ARDF, or on the exposure glass correctly, 4 mm (0.2") margins on all four sides might not be copied. Vertical size Maximum scanning area 17 Placing Originals Placing Originals 1 Note Take care to place originals only after any correction fluid and ink has completely dried. Not taking this precaution could cause marks on the exposure glass that will be copied onto paper. Reference For original sizes you can set, see p.15 "Originals". Placing Originals on the Exposure Glass A Lift the exposure glass cover, ADF or ARDF.



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Important Do not lift the exposure glass cover, ADF or ARDF forcefully. If you do, the ADF or ARDF cover might open or be damaged. Note Be sure to lift the exposure glass cover, ADF or ARDF by more than 30°. Otherwise, the size of the original might not be detected correctly. Original Orientation You can set the original orientation in the following ways. This function is useful for copying torn or large originals. Note Originals should normally be aligned to the rear left corner. However, some copy functions may produce different results depending on the orientation of the originals. For details, see the explanations of each function. Originals ADF or ARDF Exposure glass B Place the original face down on the exposure glass.

It should be aligned with the rear left corner. AAI025S set11EE 1. Positioning mark 2. Left scale Note Start with the first page to be copied. set23EE C Lower the exposure glass cover, ADF or ARDF.

18 Placing Originals Placing Originals in the ADF or ARDF Settings should be made in the following situations: ADF 1 When placing custom size originals: p.20 "Placing custom size originals" AAI036S Note Do not stack originals over the limit mark on the side fence of the ADF or ARDF. 1. Sensor A Set The last page should be on the bottom. Do not cover the sensors with your hands, or place objects on them.

Doing so could cause the size to be detected incorrectly, or the paper misfeed error message to appear. Also, do not place anything on the cover, as this too could cause a malfunction. the document guide to the original size, and place them in the ADF or ARDF with the side to be copied facing up. B Align the edges of the originals ARDF AAI026S 1. Limit mark 2. @@@@ 20.2. @@@@ To clear an entered value. Press the {Clear/Stop} key. @@@@See p.

20 "Placing custom size originals". @@@@See p.24 "When copying onto special paper". @@@@Horizontal size 2. Vertical size 3. Extender 4. @@@@ Fan paper to get air between the sheets and avoid a multi-sheet feed. C Select the paper size using the scroll keys, and then press the {OK} key. } D Pull down the paper guide release lever (step B). The bypass tray is selected on the display.

The "Accepted" message appears. 23 Copying When copying onto custom size paper Important You should specify the size of copy paper to avoid paper misfeeds. A Select [Paper Size] using {U} or {T}, and then press the {OK} } key. D Enter the vertical size of the original using the number keys, and then press the {OK} } key. 2 The "Accepted" message appears.

When copying onto special paper A Select [Paper Type] using {U} or {T}, and then press the {OK} } key. B Select [Custom Size] using {U} or {T}, and then press the {OK} } key. C Enter the horizontal size of the original using the number keys, and then press the {OK} } key. B Select the paper type, and then press the {OK} key. } The "Accepted" message appears.

When copying onto envelopes Note If you make a mistake, press the {Clear/Stop} key, and then } enter the value again. A Select [Paper Size] using {U} or {T}, and then press the {OK} } key. 24 Copying from the Bypass Tray B Select [Regular Size] using {U} or {T}, and then press the {OK} } key. F Place your originals, and then press the {Start} key. } Note When copying onto OHP transparencies, remove copied sheets one by one. C Select the envelope size from [C6 envL] [C5 envL] [DL envL], L L L and then press the {OK} key. } G When your copy job is finished, press the {Clear Mode} key to clear } settings. 2 The "Accepted" message appears. D Press the {#} key. } E Select [Paper Type] using {U} or {T}, and then press the {OK} } key.

F Select [Thick Paper] using {U} or {T}, and then press the {OK} } key. The "Accepted" message appears. 25 Copying Copier Functions Adjusting Image Density A Press the {Original} key and select } the original type. Cancel 2 You can adjust copy image density to match your originals. If you require darker or lighter copies, adjust image density accordingly. Original Text Lighter Darker Photo A Press the {Lighter} or {Darker} key } } to adjust the density. Cancel AAI044S Original Text Lighter Darker Photo Note Press the {Original} key to go } through the following types: Upper indicator lit Text Lower indicator lit Photo AAI043S Selecting Original Type Setting Select one of the following two types to match your originals: Selecting Copy Paper There are two ways to select copy paper: Text Select this when your originals contain only text (no pictures). Photo This can reproduce delicate tones of photographs and pictures.

Reference p.53 "Original Type Setting" Auto Paper Select The machine selects a suitable size of copy paper automatically based on original size and reproduction ratio.

Manual Paper Select Choose the tray containing the paper you want to copy onto: a paper tray or the bypass tray. Reference p.17 "Sizes difficult to detect" Note If you specify all paper trays as containing special paper, you cannot use the Auto Paper Select function. 26 Copier Functions Auto Paper Select A Make sure [Auto Paper Select] is selected. Note You cannot use the Rotated Copy function when enlarging onto 11" × 17", 8 1/2" × 13", 8 1/2" × 14" or A3, B4 JIS size paper.

To do this, place your original in the L orientation. Original size and orientation 8 1/2" × 11" or 5 1/2" × 8 1/2" L 8 1/2" × 11" or 5 1/2" × 8 1/2" K Copy paper size and orientation 2 A Select the paper tray or bypass tray using {U} or {T}. The selected tray and the paper size appear. You cannot rotate: 8 1/2" × 14" or 11" × 17" 8 1/2" × 14" or 11" × 17" Manual Paper Select When enlarging to: GCROTA2E GCROTA1E However, you can use: Reference p.22 "Copying from the Bypass Tray" When enlarging to: GCROTA3E GCROTA4E - Rotated copy If the orientation in which your original is placed (K or L) is different from that of the paper you are copying onto, this function rotates the original image by 90° to fit it on the copy paper.

This function works when [Auto Paper Select] or [Auto Reduce/Enlarge] is selected. See p.26 "Auto Paper Select". Preset Reduce/Enlarge You can select a preset ratio for copying. GCROTA0E 27 Copying 2 Base Point The base point of Reduce/Enlarge differs depending on how the original is scanned. When the original is placed on the exposure glass, the upper left corner is the base point. When placed in the ADF or ARDF, the bottom left corner is the base point. C Select a ratio using {U} or {T}, D Place Zoom your originals, and then press the {Start} key.



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} and then press the {OK} key. } The "Accepted" message appears.

You can change the reproduction ratio in increments of 1%. GCKA031e 1. Base point when placing on the exposure glass. 2. Base point when placing in the ADF or ARDF. Reference Related default settings Note You can also select a preset ratio close to the desired ratio using [Reduce] or [Enlarge], and then adjust the ratio using {U} or {T}. p.54 "Reproduction Ratio" p.55 "Preset R/E Priority" A Press [R/E]. A Press [R/E].

B Press [Zoom]. B Press [Reduce] or [Enlarge]. 28 Copier Functions C Enter the ratio. Auto Reduce/Enlarge You can choose an appropriate reproduction ratio based on the paper and original sizes you select. To select the ratio using {U} and {T} A Adjust the ratio using {U} or {T}.

Note If you have incorrectly entered the ratio, readjust using {U} or {T}. To change the ratio in increments of 10%, press and hold down {U} or {T}. B Press the {OK} key. } The "Accepted" message appears. 2 Note You cannot use the bypass tray with this function.

When using Auto Reduce/Enlarge, see the following table for original sizes and orientations you can use: Metric version Original location Original size and orientation A3L, B4 JISL, A4KL, B5 JISK, 8 1/2" × 13"L A3L, B4 JISL, A4KL, B5 JISKL, A5KL, 8 1/2" × 13"L To enter the ratio using the number keys A Enter the desired ratio using the number keys. B Press the {OK} key. } The "Accepted" message appears. Exposure glass ADF or ARDF D Place Inch version Original location Exposure glass Original size and orientation 11" × 17"L, 8 1/2" × 14"L, 8 1/2" × 11" KL, 8 1/2" × 13"L 11" × 17"L, 8 1/2" × 14"L, 8 1/2" × 11" KL, 5 1/2" × 8 1/2" KL your originals, and then press the {Start} key. } ADF or ARDF Reference p.17 "Sizes difficult to detect" 29 Copying A Press [Auto R/E]. Rotate Sort Every other copy set is rotated by 90°KL and delivered to the copy tray. 2 B Select the paper tray using {U} or {T}. Note To use the Rotate Sort function, select [On] in [Rotate Sort] under [Copier Features] (User Tools). See p.

55 "Rotate Sort". To use the Rotate Sort function, two paper trays loaded with the same size and type paper, but in different orientation (KL), are required. See "Paper Type: Tray 14" in "Tray Paper Settings", General Settings Guide. C Place Sort your originals, and then press the {Start} key. } You can scan originals into memory and automatically sort copies. Reference Related default settings A Press the {Sort} key. } p.53 "Auto Tray Switching" p.55 "Rotate Sort" p.55 "Rotate Sort:Auto Continue" Duplex Combine/ Series Sort Copies are assembled as sequentially ordered sets.

Sort AA1045S Note When canceling the Sort function, press the {Sort} key, and } make sure the {Sort} key indicator is off. 30 Copier Functions B Select [Sort] or [Rotate Sort], and then press the {OK} key. } B Press [Sets]. C Enter the number of copy sets using the number keys. C Enter the number of copy sets with the number keys, and then press [Resume].

2 D Place your originals. Note When placing originals on the exposure glass, start from the first page to be copied. When placing originals in the ADF or ARDF, set the first page on top. Copying starts again. Note The number of sets you can enter differs depending on when the {Clear/Stop} key is pressed. } E Press the {Start} key. } Note When placing originals on the exposure glass, press the {#} } key after all originals are scanned. Duplex (Type 3 only) There are two types of duplex: 1 Sided 2 Sided Copies 2 one-sided pages onto 1 two-sided page. Changing the number of sets You can change the number of copy sets during copying. Note This function can only be used when the Sort function is selected. A While "Copying..." is displayed, press the {Clear/Stop} key. } 31 Copying 2 Sided 2 Sided (Optional ARDF is required) Copies 1 two-sided page onto 1 two-sided page.

2 Note You cannot use the bypass tray with this function. The maximum paper weight that can be used with duplex copying is 6490 g/m², 2024 lb. You can change the margin. See p.55 "Duplex Margin". A Press the {Duplex} key. } Original orientation and completed copies The resulting copy image will differ according to the orientation in which you place the originals (vertical K or horizontal L). Duplex Combine/ Series Sort AA1046S B Select the setting of original and copy type using {U} or {T}, and then press the {OK} key. } C Select the orientation using {U} or {T}, and then press the {OK} } key. GCRY01E *1 The table shows the orientation of images on the front and back of copies, not the orientation of delivery.

32 Copier Functions D When Note You can select the orientation of originals and copying paper when [Always Specify] is specified for [Orientation] under [Copier Features] (User Tools). See p.54 "Orientation". If it was not specified for, proceed to step E. When placing a stack of originals in the ADF or ARDF A Place your originals, and then press the {Start} key.

} Note Place the first page on top. 2 selecting two-sided copying, select the orientation [Top to Top] or [Top to Bottom] using {U} or {T}, and then press the {OK} key. } One-Sided Combine You can combine several pages onto one side of a sheet. 1 Sided 2 Pages Combine 1 Side Copies 2 one-sided originals onto one side of a sheet. Note To change the copy orientation, select the original icon whose orientation is that required.

See p.32 "Original orientation and completed copies". The "Accepted" message appears. E Place your originals. When placing originals on the exposure glass A Place the original, and then press the {Start} key. } Note Start from the first page to be copied. B Place the next original, and then press the {Start} key. } GCSHVY7E 1 Sided 4 Pages Combine 1 Side Copies 4 one-sided originals onto one side of a sheet. GCSHVY8J 33 Copying 2 Sided 1 Page Combine 1 Side (Optional ARDF is required) Copies 1 two-sided original onto one side of a sheet. Placing originals (in the ADF or ARDF) · Originals read from left to right 12 34 1 3 2 4 Combine5 2 · Originals read from top to bottom 2 Sided 2 Pages Combine 1 Side (Optional ARDF is required) Copies 2 two-sided originals onto one side of a sheet.

Note You cannot use the bypass tray with this function. A Press the {Combine/Series} key. } GCSHVYBJ Orientation of the original and image position of combine Open to left R originals B Select the combine mode using {U} or {T}, and then press the {OK} key.



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) GCSHUY3E Open to top S originals Reference p.32 "Original orientation and completed copies" GCSHUY4E 34 43 21 GCSHVY0J 2 4 1 3 Combine6 Duplex Combine/ Series Sort AAI047S Copier Functions C Select the orientation using {U} or {T}, and then press the {OK} } key. 1 Sided 8 Pages Combine 2 Side Copies 8 one-sided originals onto one sheet with four pages per side. 2 Note You can select the orientation of originals and copying paper when [Always Specify] is specified for [Orientation] under [Copier Features] (User Tools). See p.54 "Orientation". If it was not specified for, proceed to step D. To change the copy orientation, select the icon which orientation of originals is used. The "Accepted" message appears. GCSHVYAE 1. Front 2. Back 2 Sided 4 Pages Combine 2 Side (Optional ARDF is required) Copies 2 two-sided originals onto one sheet with two pages per side.

D Place your originals, and then press the {Start} key.) Two-Sided Combine (Type 3 only) GCSHVY1E You can combine various pages of originals into one sheet with two sides. 1 Sided 4 Pages Combine 2 Side Copies 4 one-sided originals onto one sheet with two pages per side. 2 Sided 8 Pages Combine 2 Side (Optional ARDF is required) Copies 4 two-sided originals onto one sheet with four pages per side. GCSHVY2E GCSHVY9E 35 Copying A Press the {Combine/Series} key.

) D When selecting two-sided copying, select the orientation [Top to Top] or [Top to Bottom] using {U} or {T}, and then press the {OK} key.) Duplex 2 B Select Combine/ Series Sort AAI047S the combine mode using { U } or { T }, and then press the {OK} key.) Note To change the copy orientation, select the original icon whose orientation is that required . See p.32 "Original orientation and completed copies". The "Accepted" message appears. E Select the paper size using {U} or { T } . C Select the orientation using {U} or {T}, and then press the {OK} } key. F Place Note You can select the orientation of originals and two-sided copying paper when [Always Specify] is specified for [Orientation] under [Copier Features] (User Tools). See p.

54 "Orientation". If it was not specified for, proceed to E. your originals, and then press the {Start} key.) 36 Copier Functions Series Copies You can separately copy the front and back of a two-sided original or two facing pages of a bound original onto two sheets. Metric version Original A3L B4 JISL A4L Paper for one-sided copy A4K × 2 sheets B5 JISK × 2 sheets A5K × 2 sheets 2 Sided1 Sided (Optional ARDF is required) Copies each side of a two-sided original onto two separate pages. Inch version Original 11" × 17"L 8 1/2" × 11"L Paper for one-sided copy 8 1/2" × 11"K × 2 sheets 5 1/2" × 8 1/2"K × 2 sheets 2 A Press the {Combine/Series} key) Book1 Sided Copies two facing pages of a bound original (book) onto two separate pages. Duplex Combine/ Series Sort AAI047S B Select [Series: Book Orig.] or [Series:2Sided Orig.] using {U} or {T}, and then press the {OK} key.) Note You cannot use the ADF or ARDF with Book1 Sided function.

You cannot use the bypass tray with Book1 Sided function. See the following table for original and copy paper sizes when using a 100% ratio with Book1 Sided function. Note When selecting [Series: Book Orig.], proceed to step D. 37 Copying C When selecting [Series:2Sided Orig.], select the orientation using {U} or {T}, and then press the {OK} key.) 2 Note You can select the orientation of originals when [Always Specify] is specified for [Orientation] under [Copier Features] (User Tools). See p.54 "Orientation". The "Accepted" message appears.

D Select the paper tray using {U} or { T } . Note When you select [Series: Book Orig.], the following display appears. E Place your original, and then press the {Start} key.) 38 3. Troubleshooting If Your Machine Does Not Operate As You Want When a Message Is Displayed The following chart contains explanations for common messages. If other messages appear, follow the instructions as they are displayed. Note For messages not listed here, see General Settings Guide. Message Causes Improper original is placed. See p.

17 "Sizes difficult to detect". Solutions Select paper manually, not with the Auto Paper Select function, and do not use the Auto Reduce/Enlarge function. Input the both horizontal and vertical sizes of the non-standard original. Place the original on the exposure glass. See p.18 "Placing Originals on the Exposure Glass" . Original is not placed. Place your originals. Change original orientation. Cannot detect original size Check original orientation Check paper size Original is not placed in the proper orientation.

Improper paper size is set. A size of paper for which Rotate Sort is not available is selected. A paper size not available with the Duplex function has been selected. * The number of copies exceeds maximum copy quantity. If you press the {Start} key, } copy will start onto the selected paper. Select a proper paper size. See p.30 "Sort". Rotate Sort is unavailable with this paper size Cannot dup. copy this size The following paper sizes are available for the Duplex function: 11"×17"L, 8 1/2"×14" L and 8 1/2"×11"KL.

Select one of these sizes. You can change the maximum copy quantity. See p.54 "Max. Number of Sets" . Max. number of sets is 39 Troubleshooting If You Cannot Make Clear Copies Problem Copies appear dirty. Causes Image density is too dark. Auto Image Density is not selected. The reverse side of an original image is copied. Auto Image Density is not selected. A shadow appears on copies if you use pasted originals. Image density is too dark. Solutions Adjust the image density. See p.26 "Adjusting Image Density". Adjust the auto image density. See p.26 "Adjusting Image Density".

Adjust the image density. See p.26 "Adjusting Image Density". Adjust the auto image density. See p.

26 "Adjusting Image Density". Adjust the image density. See p.26 "Adjusting Image Density". Change the orientation of the original. Put mending tape over the pasted areas. The same copy area is dirty whenever making copies. Copies are too light. The exposure glass or ADF or, ARDF is dirty. Image density is too light. The paper size is not appropriate. Clean them. See p.61 "Maintaining Your Machine". Adjust the image density.

See p.26 "Adjusting Image Density". Use the recommended paper. 3 Note A light copy may result when you use damp or rough grain paper. Toner bottle is almost emp- Add toner. See p.47 "D Adding ty. Toner". Parts of the paper are not copied.



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The original is not placed correctly.

An improper paper size is selected. Copies are blank. The original is not placed correctly. Place originals correctly. See p.

18 "Placing Originals". Select the proper paper size. When using the exposure glass, place originals face down. When using the ADF or ARDF, place them face up. See p.

18 "Placing Originals". A moiré pattern is produced on copies. Your original has a dot pat- Place the original on the exposure tern image or many lines. glass at a slight angle. R 40 If You Cannot Make Copies As You Want If You Cannot Make Copies As You Want This section explains causes and remedies when copy results are not as expected. Basic Problem Causes Solutions Check the combination of functions and make the settings again. You cannot combine sever- Selected functions cannot al functions. be used together. Reference p.63 "Combination Chart" 3 Edit Problem When using the Duplex Margin function, parts of the original image are not copied.

Causes Solutions You set a wide erased marSet a narrower margin with User gin. Tools. You can set the width beThere is a lack of margin tween 050 mm (0"-2"). See p.55 space on the opposite side "Duplex Margin". of the binding position. Combine Problem When using Combine, parts of the image are not copied.

Causes You specified a reproduction ratio that does not match the sizes of your originals and copy paper. Solutions When you specify a reproduction ratio using the Manual Paper Select function, make sure the ratio matches your originals and the copy paper. Note Select the correct reproduction ratio before using the Combine function.

Your originals are not iden- Use originals that are identical in tical in size and direction. size and direction. Copies are not in correct or- You placed the originals in der. the incorrect order. When placing a stack of originals in the ADF or ARDF, the last page should be on the bottom.

If you place an original on the exposure glass, start with the first page to be copied. 41 Troubleshooting Duplex (Type 3 only) Problem Order of copies is not correct. Causes You set originals in the incorrect order. Solutions When setting a stack of originals in the ADF or ARDF, the last page should be on the bottom. If you set an original on the exposure glass, start with the first page to be copied.

In Duplex Margin mode, parts of the original image are not copied. The margin is too wide. Set a narrower margin with the user tools. See "Duplex Margin" in p.55 "Duplex Margin". Place the originals in the correct orientation. See p.18 "Original Orientation" . 3 When using Duplex, copy You placed the originals in is made Top to Top even the wrong orientation. though Top to Bottom is selected.

When Memory Is Full Messages Causes The scanned original exceeds the number of pages that can be stored in memory. Solutions Press [Print] to copy scanned originals and cancel the scanning data. Press [Clear] to cancel the scanning data and not copy. Memory is full. [Print] scanned orig., [Clear] to cancel/clear memory. [Clear][Print] Note Copying will stop and this message will be displayed when the memory is full. Reset * orig., then press [Resume] to scan and copy the remaining originals. [Stop] [Resume] The machine checks if the remaining originals should be copied, after the scanned original has been printed.

To continue copying, remove all copies, and then press [Resume]. To stop copying, press [Stop]. 42 B Loading Paper B Loading Paper Reference For paper types and sizes, see General Settings Guide. Loading Paper Note You can change the paper size, see General Settings Guide. This illustration shows the paper trays (1 or 2).

3 A Pull the paper tray out slowly until it stops. the tray. B Square the paper and load it in AAI022S Important Check the top of the stack is not higher than the limit mark inside the tray. Note Fan the paper before loading. Straighten curled or warped paper before loading.

When using paper tray 1 or 2, before loading paper, push down the metal plate. C Push the paper tray in, until it stops. 43 Troubleshooting Orientation-Fixed Paper or Two-Sided Paper Orientation-fixed (top to bottom) or two-sided paper (for example, letterhead paper, prepunched paper, or copied paper) might not print correctly, depending on how the originals and paper are placed. Reference p.55 "Letterhead Setting" Note Select [On] in [Letterhead Setting] under [Copier Features] (User Tools), and then place the original and paper as shown below. When printing with the printer function, placing orientation is the same. Set the paper type to [Letterhead] in [Tray Paper Settings] under [System Settings](User Tools). This setting is only available when the printer/scanner and fax units are installed. For details, see General Settings Guide. 3 Original Orientation Exposure glass *1 *2 ADF or ARDF *2 *1 When copying in this orientation using the duplex function, and loaded paper orientation is L, place originals as shown below: *2 When copying in this orientation using the duplex function, select [Always Specify] in [Orientation] under [Copier Features](User Tools).

Place originals, and then select as the original orientation. 44 B Loading Paper Loaded paper orientation · For machine with copier function only 3 AAI035S 45 Troubleshooting · For MFP 3 AAI023S 46 D Adding Toner D Adding Toner When D appears, it is time to add toner. Handling Toner R WARNING: · Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations. R CAUTION: · Keep toner (used or unused) and toner containers out of reach of children. Important Faults may occur if you use toner other than the recommended type. When adding toner, do not turn off the operation switch. If you do, settings will be lost. Always add toner when the machine instructs you.

Do not repeatedly install and remove toner bottles. This will result in toner leakage. Do not shake the removed toner bottle. Remaining toner might scatter.

Note You can make about 50 copies even after the D symbol begins flashing, but replace toner early to prevent poor copy quality.

3 Toner Storage When storing toner, the following precautions should always be followed: · Store toner containers in a cool, dry place free from direct sunlight. · Store on a flat surface. Used Toner Note Toner cannot be re-used. 47 Troubleshooting Removing Toner · 1: Open the front cover of the machine. · 2: Lift the green lever.

3 · 3: Push the green lever, and then gently pull out the holder. · 4: Press the toner bottle back to raise its top, and then gently pull it out. 48 Inserting Toner

Inserting Toner · 1: Hold the new bottle horizontally and shake it from side to side five or six times.



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2: Remove the black cap. Note Do not remove the black cap before shaking. Do not remove the inner cap. 3 · 3: Put the toner bottle on the holder, and then pull its top forward. · 4: Push in the green lever until it clicks. · 5: Press down the green lever. · 6: Close the machine's front cover.

49 Troubleshooting 3 50 4. User Tools (Copier Features) Accessing User Tools (Copier Features) This section is for key operators in charge of this machine. Key operators can change or make default settings. Note Be sure to quit User Tools and return to the initial copy display when all settings are complete. This section describes system settings for the copier function. A Press the {User Tools/Counter} key. } User Tools/ Counter On Hook Dial ABC DEF Clear Modes Clear/Stop Pause/ Redial GHI JKL MNO Start PRS TUV WXY AAH027S Selected settings are highlighted. Any changes made with User Tools remain in effect even if the main power switch or operation switch is turned off, or the {Clear Modes} key is pressed. } Reference For details, see "User Tools (System Settings)", General Settings Guide. B Select [Copier Features] using {U} or {T}, and then press the {OK} } key.

Changing Default Settings Note If a key operator code is set, the key operator code input display appears before you can change the default settings. For details about access codes, see "Key Operator Tools", General Settings Guide. C Select the menu using {U} or {T}, and then press the {OK} key. } D Change settings by following instructions on the display, and then press the {OK} key. } The "Programmed" message appears.

51 User Tools (Copier Features) Note To cancel changes made to setting and return to the initial display, press the { User Tools/ Counter} key. } Quitting User Tools A Press the {User Tools/Counter} key. } User Tools/ Counter Clear Modes Clear/Stop ABC DEF 4 On Hook Dial Pause/ Redial GHI JKL MNO Start PRS TUV WXY AAH027S The change is made, and the machine is ready to copy. 52 Settings You Can Change with User Tools Settings You Can Change with User Tools APS/ Auto R/E Priority You can select [Auto Paper Select Priority] (APS Priority) or [Auto R/E Priority] (Auto Reduce/Enlarge Priority). When you cancel this setting, select [Off].

Note Default: Auto Paper Select Priority Auto Tray Switching If you load same size paper in two or more trays, the machine automatically shifts to the other tray using image rotation when the first tray runs out of paper (if [On] is selected.) This function is called "Auto Tray Switching". This setting specifies whether to use Auto Tray Switching or not. Note Default: On Off: When a paper tray runs out of paper, copying is interrupted and the "Load paper" message appears. · Photo Mode 1 text/photo images containing mostly photo areas · Photo Mode 2 text/photo images containing mostly text areas · Photo Mode 3 actual photographic paper · Special Mode 1 Highly transparent originals (reverse side clearly visible), or light text on a colored background. Also for originals with very grainy backgrounds (some newspapers) and light text. · Special Mode 2 originals with colored text and lines · Special Mode 3 photo images created by dithering (visible dots), such as newspaper photos - normal resolution · Special Mode 4 photo images created by dithering (visible dots), such as newspaper photos - coarse resolution · Special Mode 5 normal text originals (reproducing the background) Note Default: · Original Type 1 (Text): Text Mode 1 · Original Type 2 (Photo): Photo Mode 1 4 Original Type Setting You can adjust copy finish quality level according to original type. You can choose these functions after selecting [Original Type 1 (Text)] or [Original Type 2 (Photo)]. · Text Mode 1 normal text originals · Text Mode 2 newspapers, semi-transparent originals (reverse side print faintly visible) 53 User Tools (Copier Features) Duplex Mode Priority You can select the type of Duplex function effective when the machine is turned on, reset, or modes are cleared. Limitation Available only for Type 3.

Note Default: 1 Sided 1 Sided Original Count Display You can set to display the count of originals and copying pages on the display when [On] is selected. Note Default: Off Reproduction Ratio You can select which reduce, enlarge, or input ratio is shown on the display with priority when [Reduce] or [Enlarge] is selected. Note Default: · Metric version: · Ratio 1: 50% · Ratio 2: 71% · Ratio 3: 82% · Ratio 4: 93% · Ratio 5: 122% · Ratio 6: 141% · Ratio 7: 200% · Inch version: · Ratio 1: 50% · Ratio 2: 65% · Ratio 3: 78% · Ratio 4: 93% · Ratio 5: 121% · Ratio 6: 129% · Ratio 7: 155% 4 Orientation · Type 1, Type 2 You can select the original orientation when making Combine/Series copies. · Type 3 You can select the original orientation when using the Combine/Series, or two-sided originals to onesided Duplex function. Note Default: Do not Specify When you select [Always Specify], you must select the orientation of originals. Max. Number of Sets The maximum copy quantity can be set between 1 and 99 using number keys. Note Default: 99 sheets 54 Settings You Can Change with User Tools Preset R/E Priority You can set the ratio with priority when [R/E] is selected. Note Default: · Metric version: 71% · Inch version: 65% Rotate Sort: Auto Continue If you select [Off] when the paper tray in use runs out of paper, the machine stops, allowing you to add paper so all copies can be rotate-sorted. Note Default: Off When using Type 1 without the optional tray, you cannot use this setting.

Duplex Margin You can specify left margin on the back side of copies, and top margin on the front side. Select [Top Margin] or [Left Margin], and then set the required value. · Top Margin: 0 - 50 mm, 0" 2" · Left Margin: 0 - 50 mm, 0" 2" Limitation Available only for Type 3 Note Default: · Metric version: 5 mm · Inch version: 0.2 inch Letterhead Setting If you select [On] for this function, the machine rotates the image correctly. Note Default: Off Orientation-fixed (top to bottom) or two-sided paper (Type 3 only) might not print correctly, depending on how the originals and paper are placed.

Reference When using letterhead paper, check its orientation is correct. See p.44 "Orientation-Fixed Paper or Two-Sided Paper". 4 Rotate Sort You can select a Sort function: [On] or [Off]. When you select [On], you can select [Rotate Sort].

See p.30 "Sort". When you select [Off], you cannot select [Rotate Sort].



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