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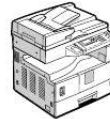
You can read the recommendations in the user guide, the technical guide or the installation guide for RICOH AFICIO MP 1500. You'll find the answers to all your questions on the RICOH AFICIO MP 1500 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual RICOH AFICIO MP 1500**  
**User guide RICOH AFICIO MP 1500**  
**Operating instructions RICOH AFICIO MP 1500**  
**Instructions for use RICOH AFICIO MP 1500**  
**Instruction manual RICOH AFICIO MP 1500**



MP 1500  
*MP 1500*  
Aficio™ MP 1500  
IS2315

Operating Instructions



- 1 Getting Started
- 2 Placing Originals
- 3 Copying
- 4 User Tools
- 5 Troubleshooting
- 6 Other Functions
- 7 Remarks
- 8 Security
- 9 Specifications

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



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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: This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains a 5milliwatt, 760-800 nanometer wavelength, GaAIAs laser diode. Direct (or indirect reflected ) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator. The following label is attached on the back side of the machine. Caution: Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.*

*Two kinds of size notation are employed in this manual. With this machine refer to the metric 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 220V-240V, 50/60Hz, 7A or more Please be sure to connect the power cord to a power source as above.*

*For details about power source, see p.65 "Power Connection".* TABLE OF CONTENTS Copyrights and Trademarks ...

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*.....ons 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. 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. R CAUTION: Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property. 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".*



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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. 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. · Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur. 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. APH002S 6 ENERGY STAR Program As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency. The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming. When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model. This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

· Low Power mode This product automatically lowers its power consumption 1 minute after finishing the last copy job. To make copies, you have to press the operation switch first. For details about how to change the interval between last job and Low Power mode, see p.39 "Energy Saver Timer". · Off mode To conserve energy, this product automatically turns off 1 minute after finishing the last copy job. In this manual, the Off mode is called the Auto Off mode. For details about how to change the interval between last job and Auto Off mode, see p.39 "Auto Off Timer". Note · If you want to operate this product while it is in either of these modes, do one of the following: · Turn on the operation switch. · Place originals in the ADF (Auto Document Feeder).

· Lift the exposure glass cover or ADF. Specifications Off mode Power consumption Default interval Recovery time less than 1 W 1 minute Less than 10 seconds 7 Recycled Paper In accordance with the ENERGY STAR Program, we recommend use of recycled paper which is environmentally friendly. Please contact your sales representative for recommended paper. 8 1. Getting Started Guide to Components APH016S 1. Exposure glass cover (optional) or ADF (optional). See p.11 "External Options" (The illustration shows the ADF.) 5. Main power switch If the machine does not operate after turning on the operation switch, check the main power switch is turned on.

If it is off, turn it on. 2. Exposure glass Place originals here face down. 6. Main power indicator Lights when the main power switch is turned on, and goes off when the switch is turned off.

3. Internal tray Copied paper is delivered here. 4. Ventilation holes Prevents overheating. Do not obstruct the ventilation holes by placing objects near them or leaning things against them.

If the machine overheats, a fault might occur. 7. Operation switch (On indicator) Press to turn the power on (the On indicator lights). To turn the power off, press again (the On indicator goes off). 8. Control panel See p.12 "Control Panel". 9 Getting Started 9. Front cover Open to access the inside of the machine.

10.

Paper tray Load paper here. 1 1. Bypass tray Use to copy onto OHP transparencies, adhesive labels, translucent paper, envelopes, and custom size paper. 2.

Right cover Open this cover to remove jammed paper fed from the paper tray. 10 Options Options External Options 1 1. Exposure glass cover Lower this cover over originals. 2. ADF Place stacks of originals here. They will feed in automatically.

11 Getting Started Control Panel 1 This illustration shows the control panel of the machine with options fully installed. User Tools/Counter ClearModes ABC DEF Clear/Stop GHI JKL MNO Escape OK Start PQRS TUV WXYZ Original Text Sort Lighter Darker Photo Enter APH101S 1. Indicators Display errors and machine status. h: Error indicator. See p.

57 "x Clearing Misfeeds". B: Load Paper indicator. See p.52 "B Loading Paper". D: Add Toner indicator.

See p.54 "D Adding Toner". 5. {User Tools/Counter} key · User Tools Press to change default or operation parameters according to requirement. See p.36 "Accessing User Tools". · Counter Press to check or print the counter value. See p.61 "Other Functions". 2.

Display Displays operation status and messages. 6. {Clear Modes} key Press to clear the current settings. 3. Selection keys Correspond to items on the display. Press to select the corresponding item. 7. {Clear/Stop} key · Clear: Clears an entered numeric value. · Stop: Stops a job in progress, such as scanning, or printing. 4.

Scroll keys Press to select an item. {U} : scroll upward {T} : scroll downward {V} : scroll right {W} : scroll left 8. Main power indicator The main power indicator lights when the main power switch is turned on. Reference See p.14 "Reading the Display and Using Keys".

Important Do not turn off the main power switch while the On indicator is lit or blinking. Doing so may damage the memory. Reference p.15 "Turning On the Power" 12 Control Panel 9. Operation switch (On indicator) Press to turn the power on.

The On indicator lights. To turn the power off, press again. 13. {Original Type} key Press to select the original type registered in [Original Type 1 (Text)] or [Original Type 2 (Photo)]. When the original type is selected, the corresponding indicator lights. Note This key is inactivate during scanning or while setting defaults. Reference p.15 "Turning On the Power" 14. {OK} key Press to set a selected item or an entered numeric value. 1 15.

Number keys Press to enter numeric values. 10. {Sort} key Automatically sorts copies. 16. {#} key Press to set a selected item or an entered numeric value. 11. {Lighter} and {Darker} keys Press to change the image density setting. Select the image density in three increments, Lighter to Darker. 17. {Start} key Press to start copying, printing, or scanning or sending.

12. {Escape} key Press to cancel an operation or return to the previous display.



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Display The display panel shows machine status, error messages, and function menus. Important A force or impact of more than 30 N (about 3 kgf) will damage the display. Initial copy display 1 2 3 AAX024S 4 AAI024S 1.

Operational status or messages 2. Messages and the selected tray ap- 3. Number of copies set. 4. Reduce/Enlarge ratio function for .  
appear here. Currently selected items non-fixed ratios. appear in brackets. When you select or specify an item on the display, it is highlighted like 13 Getting Started Reading the Display and Using Keys This section explains how to read the display and use the Selection keys. 1 Escape OK APH102S 1. Selection keys Correspond to items at the bottom line on the display. Example: The 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 centre selection key. 2. {Escape} key Press to cancel an operation or return to the previous display.

3. {OK} key Press to set a selected item or an entered numeric value. 4. Scroll keys Press to move the cursor in each direction, step by step. When the {U}, {T}, {W}, or {V} key appears in this manual, press the scroll key of the same direction. Common key operations The following keys are common to all screens: Key list [Cancel] [Exit] [Stop] [Yes] [Stop] Deletes a selected function or entered values, and then the previous display returns. The previous display returns. Stops a job in progress. Acknowledges a selected function or an entered values. Cancels a selected function or entered values, and then the previous display returns.

14 Turning On the Power 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. Note This machine automatically enters Energy Saver mode or turns itself off if you do not use it for a while. 1 Turning On the Power A Press the operation switch. The On indicator goes on.

arModes ar/Stop Start Turning On the Main Power APE030S 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. 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. AAI049S 15 Getting Started Turning Off the Power 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. 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 1 A Press the operation switch. The On indicator goes off.

arModes ar/Stop Start APE030S 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. 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. 16 2. Placing Originals Originals Sizes and Weights of Recommended Originals Metric version Original location Exposure glass ADF Original size Up to A3 One-sided originals: A3L A5KL Original weight -40128 g/m<sup>2</sup> Inch version Original location Exposure glass ADF Original size Up to 11" × 17" One-sided originals: 11" × 17"L 51/2" × 81/2"KL Original weight -1134 lb. Note About 30 originals can be placed in the ADF.

17 Placing Originals Non-compatible originals for the ADF Placing the following types of originals in the ADF 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.17 "Sizes and Weights of Recommended Originals" · Stapled or clipped originals · Perforated or torn originals · Curled, folded, or creased originals · Pasted originals · Originals with any kind of coating, such as 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. 2 Missing Image Area Even if you place originals in the ADF, or on the exposure glass correctly, 4 mm (0.

2") margins on all four sides might not be copied. 18 Placing Originals Placing Originals 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.17 "Originals".

Placing Originals on the Exposure Glass A Lift the exposure glass cover or ADF. Important Do not lift the exposure glass cover or ADF forcefully. If you do, the ADF cover might open or be damaged. Note Be sure to lift the exposure glass cover or ADF by more than 30°. Otherwise, the size of the original might not be detected correctly. 2 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 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.



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Left scale Note Start with the first page to be copied. set23EE C Lower the exposure glass cover or ADF. 19 Placing Originals Placing Originals in the ADF Settings should be made in the following situations: B Align the edges of the originals and place them in the ADF with the side to be copied facing up. 2 When placing custom size originals: p.20 "Placing custom size originals" Note Do not stack originals over the limit mark on the side fence of the ADF. 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. AAI026S 1. Limit mark 2.

Document guide Note Straighten curls in the originals before placing them in the ADF. To prevent multiple sheets feeding in at once, fan the originals before placing them in the ADF. Set the original squarely. ADF Placing custom size originals When placing custom size originals in the ADF, specify the size of the originals. Note Paper that has a vertical length of 105297 mm (4.

2"11.6") and a horizontal length of 1281260 mm (5.1"49.6") can be placed with this function. AAI036S 1. Sensor A Set the document guide to the original size. A Select the paper tray using {U} or {T}, and then press the {#} key. 20 Placing Originals B Select [Custom Size] using {U} or {T} key, and then press the {OK} key. When the custom size originals settings are registered, appears on the top of copy display. 2 Note When [Auto Detect] is selected, the size of the placed original will be detected automatically.

Note To cancel the size you have set, press the {Clear Modes} key. C Enter the horizontal size of the original using the number keys, and then press the {OK} key. Placing regular size originals A Select the paper tray using {U} or {T} key, and then press the {#} key. Note If you make a mistake, press the {Clear/Stop} key, and then enter the value again. B Select [Regular Size] using {U} or D Enter the vertical size of the original using the number keys, and then press the {OK} key. {T} key, and then press the {OK} key. The "Programmed" message appears with your set original size. Note When [Auto Detect] is selected, the size of the placed original will be detected automatically. 21 Placing Originals C Select the paper size using the scroll keys, and then press {OK} key. 2 The "Programmed" message appears.

When the regular size originals settings are registered, appears on the top of copy display. Note To cancel the size you have set, press the {Clear Modes} key. 22 3. Copying Basic Procedure A If the machine has user codes set, enter a user code (up to eight digits) using the number keys, and then press the {OK} or {#} key. The machine is ready to copy.

Reference For user codes, see p.40 "Key Operator Tools". F Enter the number of copies using the number keys. B Make sure "d Ready" appears on the display. Note The maximum copy quantity that can be set is 99.

Initial copy display G Press the {Start} key. Copying starts. Note Copies are delivered face down. C Make sure no previous settings remain. Note When there are previous settings remaining, press the {Clear Modes} key and enter again. -How to operate To switch between pages or select functions: Press the scroll key. To stop the machine during a multicopy run: Press the {Clear/Stop} key. To return the machine to the initial condition after copying: Press the {Clear Modes} key. To clear an entered value. Press the {Clear/Stop} key.

D Place your originals. Reference p.19 "Placing Originals" E Make the necessary settings. Reference See the explanations for each function. 23 Copying Copying from the Bypass Tray Use the bypass tray to copy onto OHP transparencies, thick paper, envelopes and copy paper that cannot be loaded in the paper tray. Important Paper longer than 433 mm may become wrinkled, may not feed in, and may jam. Note If you do not use standard size copy paper, or if you use special paper, you should enter its vertical and horizontal dimensions. See p.20 "Placing custom size originals". The sizes you can enter are as follows: Metric version Inch version · Vertical: 90297 mm · Horizontal: 148600 mm · Vertical: 3.

55"11.69" · Horizontal: 5.83"23.62" A Open the bypass tray. 3 B Push up the paper guide release lever.

The machine can automatically detect the following sizes as regular size copy paper: Metric version Inch version A3L, A4KL, A5KL, 8" × 13"L 11" × 17"L, 8 1/2" × 11"KL, 5 1/2" × 8 1/2"L, 8 1/2" × 14"L 1 1 ZENY110E 1. Paper guide release lever When copying onto OHP transparencies or paper heavier than 105 g/m2 (about 28 lb.), you need to specify the paper type. See p.26 "When copying onto special paper".

The maximum number of sheets you can load at the same time depends on paper type. The maximum number of sheets should not exceed the upper limit. 24 Copying from the Bypass Tray C Insert the paper with the side you want to copy facing down, and then adjust the paper guide with the paper size. D Pull down the paper guide release lever (step B). The bypass tray is selected on the display. 4 1 2 3 ZENY120E Note If [By.] is not selected on the display, select [By.] using {U} or {T}, and then press the {#} key. 3 1. Horizontal size 2.

Vertical size 3. Extender 4. Paper guides Note If the guides are not flush against the copy paper, images might be skewed or paper misfeeds might occur. E Select the paper size and type. When copying onto regular size paper A Select [Paper Size] using {U} or {T}, and then press the {OK} key. Do not stack paper over the limit mark, otherwise images might be skewed or paper misfeeds might occur. Swing out the extender to support paper sizes larger than A4L, 8 1/2" × 11"L. Fan paper to get air between the sheets and avoid a multi-sheet feed. B Select [Regular Size] using {U} or {T}, and then press the {OK} key. 25 Copying C Select the paper size using the scroll keys, and then press the {OK} key.

Note If you make a mistake, press the {Clear/Stop} key, and then enter the value again. D Enter the vertical size of the original using the number keys, and then press the {OK} key. 3 The " Programmed " message appears. When copying onto custom size paper Important You should specify the size of copy paper to avoid paper misfeeds. The " Programmed " message appears.

When copying onto special paper A Select [Paper Type] using {U} or {T}, and then press the {OK} key.



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A Select [Paper Size] using {U} or {T}, and then press the {OK} key. B Select [Custom Size] using {U} or {T}, and then press the {OK} key. B Select the paper type, and then press the {OK} key. C Enter the horizontal size of the original using the number keys, and then press the {OK} key. The " Programmed " message appears. 26 Copying from the Bypass Tray When copying onto envelopes A Select [Paper Size] using {U} or {T}, and then press the {OK} key. E Select [Paper Type] using {U} or {T}, and then press the {OK} key. B Select [Regular Size] using {U} or {T}, and then press the {OK} key. F Select [Thick Paper] using {U} or {T}, and then press the {OK} key. 3 The " Programmed " message appears. C Select the envelope size from [C6 envL] [C5 envL] [DL envL], 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. The " Programmed " message appears.

D Press the {#} key. 27 Copying Copier Functions Adjusting Image Density You can adjust copy image density to match your originals. If you require darker or lighter copies, adjust image density accordingly. A Press the {Original Type} key and select the original type. Escape OK GHI PQRS 3 A Press the {Lighter} or {Darker} key to adjust the density. Escape Original Text Darker Photo APE046S Orig T Lighter Darker P Note Press the {Original Type} key to go through the following types: Upper indicator lit Text Lower indicator lit Photo APH020S Selecting Original Type Setting Select one of the following two types to match your originals: Selecting Copy Paper Choose the tray containing the paper you want to copy onto: a paper tray or the bypass tray. Text Select this when your originals contain only text (no pictures). Photo This can reproduce delicate tones of photographs and pictures. Reference p.42 "Original Type Setting" A Select the paper tray or bypass tray using {U} or {T}. The selected tray and the paper size appear. Reference p.24 "Copying from the Bypass Tray" 28 Copier Functions Preset Reduce/Enlarge You can select a preset ratio for copying. A Press [R/E]. B Press [Reduce] or [Enlarge].

3 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, the bottom left corner is the base point. C Select a ratio using {U} or {T}, and then press the {OK} key. The " Programmed " message appears. D Place Zoom your originals, and then press the {Start} key. 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. 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.43 "Reproduction Ratio" p.43 "Preset R/E Priority" 29 Copying A Press [R/E].

To enter the ratio using the number keys A Enter the desired ratio using the number keys. B Press the {OK} key. @@B Press the {OK} key. @@@@ @@@@ @@@@ 1 min. 60 sec. @@@@ @@@@ Always quit User Tools when you have finished. See p.37 "Quitting User Tools". Selected settings are highlighted. @@Enter the key operator code, and then press the {OK} key. @@@@ @@@@ @@@@ @@@@ The time can be set from 1 to 240 minutes, using the number key. @@This function is called "Auto Off". @@@@ The time can be set from 1 to 240 minutes, using the number keys. @@@@ @@@@ The time can be set from 10 to 999 seconds, using the number keys. 4 Copier Auto Reset Timer Specify the time to elapse before copier modes reset. Note If [Off] is selected, the machine does not automatically switch to the user code entry screen. Default: On, 60 sec. The time can be set from 10 to 999 seconds, using the number keys. 39 User Tools Key Operator Tools The key operator must set the following items. For settings or more information, contact the key operator. It is recommended that the key operator program a key operator code when performing the settings. See p.40 "Key Operator Code". 4 User Code Man.: Copier Allows you to control who uses the machine by setting codes for users. User codes must be registered for user code management. Note Default: Off Key Counter Management Use the key counter to specify whether users are restricted or not. Note Default: Off [Key Counter Management] will only be displayed when the key counter is set. Note Default: Off If you select [On], enter the key operator code (max. eight digits) using the number keys, and then select [On:Partial] or [On:All] to set the access limit. · If you selected [On:Partial] A key operator code is only required for the Timer Settings and Key Operator Tools for System Settings. · If you selected [On:All] A key operator code is required to access all items in System Settings and Copier Features. If you select [On:All], you must enter a key operator code to access the Key Operator Code display. Key Operator Code Specify whether or not to use passwords (max. eight digits) to control Key Operator Tools settings for key operator code. Display/Print Counter Allows you to view and print the number of prints. · Display/Print Counter Displays the number of prints for each function (Total, Copier and A3/DLT). · Print Counter List Prints out a list of the number of prints made under each function. · To print the counter list A Press the {User Tools/Counter} key. User Tools/Counter ClearModes ABC DEF Clear/Stop JKL MNO Start TUV WXYZ 40 APE044S Settings You Can Change with User Tools B Select [System Settings] using {U} or {T}, and then press the {OK} key. Counter per User Code Allows you to view and print the numbers of prints accessed with user codes, and to set those values to 0. Note Press {U} and {T} to show all the numbers of prints. The number of prints may differ from the counter value shown in Display/Print Counter. · Print counter per user code Prints the number of prints made under each user code. · Clear counter per user code Sets the number of prints made under each user code to 0. Print list for each user code, see p.47 "Printing the Counter for Each User Code". · Print counter for all user codes Prints the number of prints made under all user codes. · Clear counter for all user codes Sets the number of prints made under all user codes to 0. C Select [Key Operator Tools] using {U} or {T}, and then press the {OK} key.

4 D Select [Display/Print Counter] using {U} or {T}, and then press the {OK} key. E Press [Print]. F Press the {Start} key. Program/Change User Code You can register, change, and delete user codes.



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For details about these operations, see p.44 "User Code". Note You can register up to 50 user codes. G Press the {User Tools/Counter} key. AOF (Always On) Specify whether or not to use Auto Off. Note Default: On 41 User Tools Copier Features 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) · 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 coloured background. Also for originals with very grainy backgrounds (some newspapers) and light text. · Special Mode 2 originals with coloured 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 Max. Number of Sets The maximum copy quantity can be set between 1 and 99 using number keys. Note Default: 99 sheets 4 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 42 Settings You Can Change with User Tools 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% Letterhead Setting If you select [On] for this function, the machine rotates the image correctly. Note Default: Off Orientation-fixed (top to bottom) paper 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.53 "Orientation-Fixed Paper or Two-Sided Paper". 4 Preset R/E Priority You can set the ratio with priority when [R/E] is selected. Note Default: · Metric version: 71% · Inch version: 65% 43 User Tools User Code Register user codes to restrict copier functions to certain users, and check on their use of copier functions: D Select [Program/Change User Code] using {U} or {T}, and then press the {OK} key. Registering a New User Code A Press the {User Tools/Counter} key.

User Tools/Counter ClearModes 4 E Select [Program] using {U} or {T}, and then press the {OK} key. ABC DEF Clear/Stop JKL MNO Start TUV WXYZ APE044S B Select [System Settings] using {U} or {T}, and then press the {OK} key. F Enter the user code using the number keys, and then press the {OK} or {#} key. C Select [Key Operator Tools] using {U} or {T}, and then press the {OK} key. The "Programmed" message appears, and then the "User Code" display returns.

G Press the {User Tools/Counter} key. 44 User Code Changing a User Code Note Even if you change a user code, the counter value will not be cleared. G Enter the new user code using the number keys, and then press the {OK} or {#} key. A Press the {User Tools/Counter} key. B Select [System Settings] using {U} or {T}, and then press the {OK} key. C Select D Select [Key Operator Tools] using {U} or {T}, and then press the {OK} key. [Program/Change User Code] using {U} or {T}, and then press the {OK} key. and then press the {OK} key. The "Programmed" message appears, and then the "User Code" display returns. H Press the {User Tools/Counter} key.

Deleting a User Code Important This operation also deletes user codes registered to multiple functions. User control via the deleted user code is no longer possible. 4 E Select [Change] using {U} or {T}, F Enter the registered user code you want to change using the number keys, and then press the {OK} or {#} key. A Press the {User Tools/Counter} key. B Select [System Settings] using {U} or {T}, and then press the {OK} key. C Select Note When you select the user code from the User Code List, press [List]. Select the user code you want to change using {U} or {T}, and then press the {OK} key twice. [Key Operator Tools] using {U} or {T}, and then press the {OK} key. [Program/Change User Code] using {U} or {T}, and then press the {OK} key. D Select E Select [Delete] using {U} or {T}, and then press the {OK} key.

45 User Tools F Select [Per User Code] or [All User Codes] using {U} or {T}, and then press the {OK} key. Displaying the Counter for Each User Code You can check the counter for each user code. 4 G Enter the registered user code you want to delete using the number keys, and then press the {OK} or {#} key. When selecting [All User Codes], a confirmation message appears. Press [Yes], and then proceed to step I.

A Press the {User Tools/Counter} key. B Select [System Settings] using {U} or {T}, and then press the {OK} key. C Select [Key Operator Tools] using {U} or {T}, and then press the {OK} key. {U} or {T}, and then press the {OK} key. D Select [Counter per User Code] using E Select [Display] using {U} or {T}, and then press the {OK} key.

Note When you select the user code from the User Code List, press [List]. Select the user codes you want to delete using {V}, and then press the {OK} key. A confirmation message appears. The counter for each user code will be displayed. F Press the {User Tools/Counter} key. H Press [Yes]. The "Deleted." message appears, and then the "User Code" display returns. I Press the {User Tools/Counter} key. 46 User Code Printing the Counter for Each User Code You can print out the counter for each user code.

Clearing the Counter A Press the {User Tools/Counter} key. B Select [System Settings] using {U} or {T}, and then press the {OK} key. A Press the {User Tools/Counter} key. B Select [System Settings] using {U} or {T}, and then press the {OK} key. C Select [Key Operator Tools] using {U} or {T}, and then press the {OK} key. {U} or {T}, and then press the {OK} key. C Select [Key Operator Tools] using {U} or {T}, and then press the {OK} key.



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{U} or {T}, and then press the {OK} key. D Select [Counter per User Code] using 4 D Select [Counter per User Code] using E Select [Print] using {U} or {T} and then press the {OK} key. E Select [Clear] using {U} or {T}, and then press the {OK} key.

A confirmation message appears. The "Counter has been cleared." message appears, and then the "Codes:Counters" display returns. F Press [Yes]. G Press the {User Tools/Counter} key.

F Press the {Start} key. The counter list prints out. G Press the {User Tools/Counter} key. 47 User Tools 4 48 5. Troubleshooting If Your Machine Does Not Operate As You Want The following chart gives explanations of common problems and messages.

If other messages appear, follow the instructions displayed. Problem " Please wait. " appears. Causes Solutions This message appears Wait for the machine to get ready. when you turn on the operation switch or change the toner bottle. The machine is in Energy Saver mode. The operation switch is turned off. Nothing happens when the operation switch is turned on. The user code entry display appears. Misfeeds occur frequently.

The main power switch is turned off. Users are restricted by user management. The tray's side fences may not be locked. The tray's end fence may not be set properly. You may have loaded paper of a size not shown on the paper size selector. Turn on the main power switch. Turn on the operation switch. The display is off. Enter the user code (up to eight digits), and then press the {OK} or {#} key. Check the side fences are locked.

p.59 "Changing the Paper Size". Check the end fence is set properly. See p.59 "Changing the Paper Size".

When using paper of a size that cannot be detected automatically, use Tray Paper Settings to set the paper size. See p.38 "Tray Paper Size: Tray 1" and p.78 "Copy Paper". An error message remains, even if misfed paper is removed.

You forgot your key operator code. " Max. number of sets is \* " appears. When a misfeed message Clear misfed paper, and then open appears, it remains until and close the front cover. See p.57 you open and close the cov- "x Clearing Misfeeds". er, as required. -- The number of copies exceeds maximum copy quantity. Contact your service representative. You can change the maximum copy quantity.

See p.42 "Max. Number of Sets" . 49 Troubleshooting If You Cannot Make Clear Copies Problem Copies appear dirty. Causes Image density is too dark. Solutions Adjust the image density. See p.28 "Adjusting Image Density". Adjust the image density. See p. 28 "Adjusting Image Density". Adjust the image density. See p.28 "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. The exposure glass or ADF is dirty. Image density is too light. The paper is not appropriate.

Clean them. See p.67 "Maintaining Your Machine". Adjust the image density. See p.28 "Adjusting Image Density". Use the recommended paper. The reverse side of an orig- Image density is too dark. inal image is copied. A shadow appears on copies if you use pasted originals.

Image density is too dark. 5 Copies are too light. Note A light copy may result when you use damp or rough grain paper. Toner bottle is almost emp- Add toner. See p.54 "D Adding ty. Toner". Parts of the paper are not copied. 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.19 "Placing Originals".

Select the proper paper size. When using the exposure glass, place originals face down. When using the ADF, place them face up. See p.19 "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 50 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.75 "Combination Chart" When Memory Is Full Messages Causes The machine checks if the remaining originals should be copied, after the scanned original has been printed. The machine checks if the remaining originals should be copied, after the scanned original has been printed.

Solutions To continue copying, remove all copies, and then press [Resume]. To stop copying, press [Stop]. To continue copying, remove all copies, and then press [Resume]. To stop copying, press [Stop]. 5 Reset \* orig., then press [Resume] to scan and copy the remaining originals. [Stop] [Resume] Press [Resume] to scan and copy remaining originals. 51 Troubleshooting B Loading Paper Loading Paper Note You can change the paper size. This illustration shows the paper tray. C Push the paper tray in, until it stops.

A Pull the paper tray out slowly until it stops. the tray. B Square the paper and load it in 5 APH009S 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 I, before loading paper, push down the metal plate. 52 B Loading Paper 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.43 "Letterhead Setting" Note Select [On] in [Letterhead Setting] under [Copier Features] (User Tools), and then place the original and paper as shown below. Original Orientation Exposure glass ADF 5 Loaded paper orientation APH004S 53 Troubleshooting 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. 5 Toner Storage When storing toner, the following precautions should always be followed: · Store toner containers in a cool, dry place free from direct sunlight.



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· Store on a flat surface. Used Toner Note Toner cannot be re-used. 54 Removing Toner Removing Toner · 1: Open the front cover of the machine. · 2: Lift the green lever. · 3: Push the green lever, and then gently pull out the holder. 5 · 4: Press the toner bottle back to raise its top, and then gently pull it out.

55 Troubleshooting Inserting Toner · 1: Hold the new bottle horizontally and shake it from side to side five or six times. 2: Remove the black cap. Note Do not remove the black cap before shaking. Do not remove the inner cap. · 3: Put the toner bottle on the holder, and then pull its top forward.

5 · 4: Push in the green lever until it clicks. · 5: Press down the green lever. · 6: Close the machine's front cover. 56 x Clearing Misfeeds x Clearing Misfeeds

R CAUTION: · The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.

Important When clearing misfeeds, do not turn off the power switch. If you do, your copy settings are cleared. To prevent misfeeds, do not leave any torn scraps of paper inside the machine. If paper misfeeds occur repeatedly, contact your service representative. Note More than one misfeed area may be indicated. If this is the case, check every applicable area. Refer to the following charts: A, B, P, R, Y, Z. You can find a sticker explaining how to remove misfed paper inside the right cover. When the machine instructs you to reset originals, reset them in the feeding position. The display will show you the number of originals to return.

5 57 Troubleshooting 5 58 Changing the Paper Size Changing the Paper Size Preparation Be sure to select the paper size with User Tools and the paper size selector. If you do not, misfeeds might occur. See p.38 "Tray Paper Size: Tray 1". Reference For details about paper sizes and types, see p.78 "Copy Paper".

When using 11"× 17" size paper A Pull the back fence off from the tray. Changing the Paper Size of the Paper Tray A Make sure the paper tray is not in use. B Place it in the corner pocket on the left. 5 B Pull the paper tray out slowly until it stops.

Note Remove any remaining copy paper. C While pressing the release lever, adjust the back fence. D Press down the release button. APH010S APH011S 59 Troubleshooting E While pressing the release lever, adjust the side fences. H While pressing the release lever, adjust the side and back fences to the new paper size.

APH012S F Push the metal plate down. APH014S 5 Important When setting small quantities of copy paper, be careful not to squeeze in the side fence too much or paper will not feed in properly. I Press down the lock button. J Adjust the tray size to the new paAPH013S G Square the paper and set it in the tray.

per size using the paper size selector.

APH015S APH009S Important Be sure to set the paper under the roller. Do not stack paper over the limit mark. Note Be sure to set the correct size, otherwise a paper jam might occur. K Push the paper tray in until it stops. 60 6. Other Functions Other Functions Displaying the Total Counter You can display the total counter value used for all functions. E Press the {User Tools/Counter} key. Changing the Language You can change the language used on the display. English is set as default. A Press the {User Tools/Counter} key.

User Tools/Counter ClearModes A Press the {User Tools/Counter} key. User Tools/Counter ClearModes ABC DEF Clear/Stop JKL MNO ABC DEF Clear/Stop Start TUV WXYZ JKL MNO Start APE044S TUV WXYZ B Select [Counter] using {U} or {T}, and then press the {OK} key. APE044S B Select [Language] using {U} or {T}, and then press the {OK} key. C To print the counter list, press [Print]. C Select the language using {U} or {T}, and then press the {OK} key. Note To print the counter list, set the paper size to larger than A4 or 8 1/2" × 11". D Press the {Start} key. A counter list prints out. The " Programmed " message appears, and then the " User Tools " display returns. D Press the {User Tools/Counter} key.

61 Other Functions 6 62 7. Remarks Do's and Don'ts R CAUTION: · 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. Important Do not turn the power off while the On indicator is lit or blinking. Doing so may damage the memory.

Before unplugging the power cord or turning off the main power switch, make sure remaining memory space is at 100%, as shown on the display. See p.16 "Turning Off the Power" and p.16 "Turning Off the Main Power". · When you use this machine for a long time in a confined space without good ventilation, you may detect an odd smell.

To keep the workplace comfortable, we recommend that you keep it well ventilated. · Do not touch areas on or around the fusing unit. These areas get hot. · After making copies continuously, the exposure glass may become warm--this is not a malfunction. · The area around the ventilation hole might feel warm. This is caused by exhaust air and is not a malfunction. · When the machine is not in use and in stand-by mode, you may hear a small noise inside. This is caused by the image stabilization process and is not a malfunction. · Do not turn off the operation switch while copying. Make sure all copying has finished first.

· The machine might not produce good copy images if condensation forms inside as a result of rapid temperature change. · Do not open the covers of the machine while copying. If you do, misfeeds might occur. · Do not move the machine during copying. · If you operate the machine improperly or a machine failure occurs, settings might be lost. Be sure to make a note of your machine settings. · The manufacturer shall not be liable for any loss or damage resulting from mechanical failure, loss of settings, or use of the machine. 63 Remarks Where to Put Your Machine Machine Environment Choose your machine's location carefully. Environmental conditions greatly affect its performance. Environments to avoid · Locations exposed to direct sunlight or other sources of strong light (more than 1,500 lux).

· Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes can cause condensation to form inside the machine.) · Locations close to machines generating ammonia, such as a diazo copy machine. · Places where the machine will be subject to frequent strong vibration. · Dusty areas.

· Areas with corrosive gases.



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Optimum environmental conditions R CAUTION: · 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. If it topples over, an injury might occur.

R CAUTION: · Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily. 7 Moving R CAUTION: · 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. R CAUTION: · 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. · Temperature: 10-32 °C (50-89.6 °F) (humidity to be 54% at 32 °C, 89.6 °F) · Humidity: 15-80% (temperature to be 27 °C, 80.

6 °F at 80%) · A strong and level base. · The machine must be level within 5 mm, 0.2 inches: both front to rear, and left to right. · To avoid possible buildup of ozone, be sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m<sup>3</sup>/hr/person. 64 Where to Put Your Machine Important Be careful when moving the machine. Take the following precautions: · Turn off the main power. See p.16 "Turning Off the Main Power". · Unplug the power cord from the wall outlet. When you pull out the plug from the socket, grip the plug to avoid damaging the cord, thereby reducing the risk of fire or electric shock.

· Close all covers and trays, including the front cover and bypass tray. Do not take off the holding stand. Protect the machine from strong shocks. Impact can damage the memory. R CAUTION: · 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. R CAUTION: · When you disconnect the power plug from the wall outlet, always pull the plug (not the cable). Power Connection R WARNING: · 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. · When the main power switch is in the stand-by position, the optional anti-condensation heaters are on.

In an emergency, unplug the machine's power cord. · When you unplug the power cord, the anti-condensation heaters turn off. · Make sure the plug is inserted firmly in the wall outlet. · Voltage must not fluctuate by more than 10%. · The wall outlet shall be installed near the machine and shall be easily accessible. 7 ·

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. 65 Remarks Access to the Machine Place the machine near the power source, providing the clearance areas shown.

1. Rear: 5 cm (2") or more 2. Right: 25 cm (10") or more 3. Front: 75 cm (29.6") or more 4. Left: 15 cm (6") or more 7 Note For the required space when options are installed, contact your service representative. 66 Maintaining Your Machine Maintaining Your Machine If the exposure glass, exposure glass cover or ADF belt is dirty, copy clarity may be reduced. Clean these parts if they are dirty. Cleaning the Exposure Glass Cover Cleaning the machine Wipe the machine with a soft, damp cloth. Then wipe it with a dry cloth to remove the water.

Important Do not use chemical cleaner or organic solvents such as thinner or benzene. If such substances get inside the machine or melt plastic parts, a failure might occur. Do not clean parts other than those explicitly specified in this manual. Other parts should only be cleaned by your service representative. TRSR140E Cleaning the ADF Cleaning the Exposure Glass 7 ND1C0200 67 Remarks 7 68 8.

Security Security Confidential information is always at risk of being copied without permission or subject to unauthorized access through the network. To protect documents from such intrusion, not only can passwords be set, but also the Extended Security function can be used to strengthen security. For those who require increased document protection, we recommend the Extended Security function. Primary Security Functions Protecting Image Data Remaining in Memory Protects image data remaining in memory. When a copy job is completed, or a job is canceled, the data is secure.

Authenticating Administrator Protects essential functions for administering document security using an access code. See p.40 "Key Operator Code". 69

Security Operating Environment and Notes Security for this machine is assured on the premises that the machine is used under the following conditions:

Operating Environment · The condition of the machine is normal. (For example, it is not damaged, modified, or lacking components.) · The machine is managed by an administrator with thorough knowledge of the machine and capable of providing the proper conditions under which users can use the machine safely. For Administrator · Security of this machine cannot be assured if any hardware component is detached or replaced with an inappropriate component.

If these things have the possibility of occurring, other security measures are necessary. · Avoid using a single number or consecutive numbers for a key operator code such as "00000000" or "12345678". Since the numbers like this are easy to guess, using them will not provide the appropriate level of security.

· User code is a function to help manage the use of the machine. @@@@These functions cannot be used together. The second function selected will be the function you are working in. The following shows the combinations of functions. APH005S 9 75 Specifications Supplementary Information Bypass Tray

Copy · The following paper sizes can be selected as standard sizes: A3L, A4KL, A5KL, B4 JISL, B5 JISKL, B6 JISL, 11"×17"L, 8 1/2"×14"L, 8 1/2"×11"KL, 5 1/2"×8 1/2"L, 7 1/4"×10 1/2"KL, 8"×13"L, 8 1/2"×13"L, 8 1/4"×13"K, 8KL, 16KKL, 4 1/8"×9 1/2"L, 3 7/8"×7 1/2"L", C5 EnvL, C6 EnvL, DL EnvL · When the beeper is turned off, it will not sound if you insert paper into the bypass tray. Preset Enlarge/Reduce · You can select one of 7 preset ratios (3 enlargement ratios, 4 reduction ratios). · You can select a ratio regardless of the size of an original or copy paper.



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