



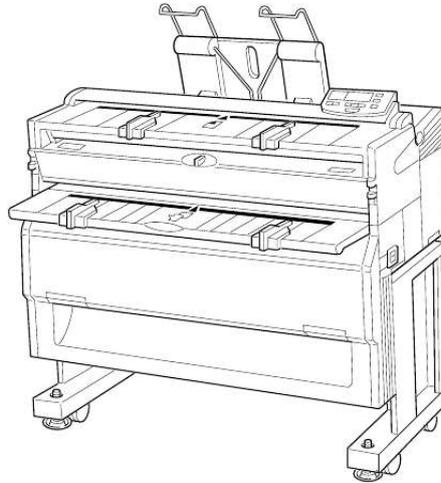
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You can read the recommendations in the user guide, the technical guide or the installation guide for RICOH FW740. You'll find the answers to all your questions on the RICOH FW740 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual RICOH FW740
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RICOH

FW740



Operating Instructions



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Manual abstract:

@@@RICOH COMPANY, LTD. (Name des Herstellers/Importeurs) @@Ricoh shall not be responsible for any damage or expense that may result from the use of parts other than genuine Ricoh parts in your Ricoh office product. In accordance with ISO Standard 7001, this machine uses the following symbols for the main switch: means POWER ON. means POWER OFF. means STAND BY Note: Some illustrations may be slightly different from your machine. Overseas Affiliates U.S.A. RICOH CORPORATION 5 Dedrick Place West Caldwell, New Jersey 07006 (TEL) 201-882-2000 Netherlands RICOH EUROPE B.V.

Groenelaan 3 P.O. Box 114 1180 AC - Amstelveen Holland (TEL) 020-5474111 United Kingdom RICOH U.K. LTD.

Ricoh House 1 Plane Tree Crescent, Feltham, Middlesex, TW13 7HG (TEL) 081-751-6611 Germany RICOH DEUTSCHLAND GMBH Mergenthalerallee 38-40, 65760 Eschborn (TEL) (06196) 906-0 France RICOH FRANCE S.A. 383 Avenue de General de Gaulle, B.P. 307, 92143 Clamart Cedex (TEL) 01-4094-3838 Spain RICOH ESPAÑA S.

A. Guitard, 45 08014 Barcelona (TEL) 490-09-60 Italy RICOH ITALIA S.p.A. Via della Metallurgia, 12 (zona Basson) - 37139 VERONA (TEL) 045-851 00 44 Hong Kong RICOH BUSINESS MACHINES, LTD. 23/F., China Overseas Building, 139, Hennessy Road, Wan Chai, SAFETY INFORMATION Safety During Operation We've identified all safety messages in this manual with the words warning and caution. These words mean the following. WARNING: Important information to alert you to a situation that might cause serious injury and damage to your property if instructions are not followed properly. Caution: Important information that tells how to prevent damage to your equipment, or how to avoid a situation that might cause minor injury.

WARNINGS F Since some parts of the copier are supplied with high electrical voltage, touch only the parts specified in this manual. in this manual. F Do not modify or replace any parts other than the ones specified F Do not incinerate toner or toner containers. Toner dust could ignite when exposed to open flames. F Do not store toner where it will be exposed to heat. F Do not eat or swallow toner, and keep it out of reach of children. F The fusing unit may be very hot. Be careful when handling it. F When moving the copier across the room, push the copier table, not the copier itself. Cautions F While copying, do not turn off the main switch.

F While copying, do not open or close the original table, the upper unit, or any of the covers. i F While copying, do not unplug the power cord. F Keep corrosive liquids, such as acid, off the machine. F Do not allow paper clips, staples, or other small metallic objects to fall inside the machine. General Safety Information F Always turn the copier off when you've finished copying for the day, but leave it plugged in.

the power cord. F When the copier will not be used for a long period, disconnect F If the copier must be transported by vehicle, please contact your service representative. F This copier can only be installed by a qualified service repre F When the copier is plugged in and the main switch is in the Stand-by position, the anti-condensation heaters are on. In case of an emergency, unplug the copier's power cord.

ii **COPYING Making One Copy** To make a copy, you should first open the lower table of the copier (the copy table); then pull out the original guides at the exit; place the copy paper on the copy table; and last of all set the original on the top table of the copier (the original table). When you've set the original, the copier will take it in. Follow the steps below. CAUTION: If during copying your original gets stuck in the copier, press the Emergency Stop key . 1. Open the copy paper table. 2. Open the original guides but do not force them. 3. If you want, set the image density (page 7) and the leading edge margin (page 8) or change the copy media setting (page 13).

4. Set the copy and original guides (option) on the copy table to match the size of your copy paper and your original. * Original guides are shown closed to keep illustrations clear. 1 **COPYING Making One Copy** 5. Wait until the Set Paper indicator lights up on the operation panel. C 6. Place the sheet of copy paper on the copy table. Slide the paper straight into the copier until it stops. The copier will soon pull it in. Once the paper is set, the beeper will sound. 7. Wait until the Set Original indicator lights up on the operation panel. C 8. Center your original face up on the original table. Slide the original straight into the copier until the copier pulls it in.

2 **Making One Copy COPYING** ~ 9. The original comes out from the opening just under the original table The copy is delivered from the slot on top of the copier ~. . About the original guides..

. The original guides you pulled out at the exit keep the original from going into the copy paper entrance. Always use the original guides with originals thinner than 0.1 mm, with very long originals, or with very curly originals. When sliding the original into the copier... When inserting the original in the copier, slide it in carefully, but quickly. Otherwise, the original might skew as it goes through the machine. 3 **COPYING Copying With The Roll Feeder Copying With The Roll Feeder** To make a copy using the roll feeder option, you do not need to set paper on the copy table; the paper will be fed to the copier from the roll feeder.

You should first input the paper length and other settings, then press the RF Select key , and lastly place the original on the top table (the original table). Follow the procedure below. 1. Set the original guides (option) to match the size of your original. 2. Follow the key strokes below. ¶ Press the Function Select key until · Press the Preset Cut key to choose a the arrow points at Paper Length. paper length. The length appears in the display, in millimeters. C C/ , If you want to change the size, press ¹ If you want, set the image density the + and - keys until the size you want appears in the display.

(page 7) and the leading edge margin (page 8) or change the copy media setting (page 13). 4 **Copying With The Roll Feeder COPYING** 3. When the RF Select indicator lights up on the panel, press the RF Select key. The roll feeder starts. Once the copier has set the copy paper, the beeper will sound.

4. Wait until the Set Original indicator lights up on the operation panel. C 5. Place your original face up on the original table. Slide the original straight into the copier until the copier pulls it in.

~ 6. The original comes out from the opening just under the original table The copy is delivered from the slot on top of the copier ~. . 5 **COPYING Making Several Copies Of The Same Original Making Several Copies Of The Same Original** To make more than one copy of the same original, you have to reload the original after each copy. If you're not using the roll feeder option, you also have to set the copy paper for each copy.



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1. Follow the key strokes below. ¶ Press the Function Select key until · Press the + key until you reach the the arrow points at Copy Counter. number of copies you want to make. C C/ , If you want to change the number, press the + or - keys.

¶ If you want to stop copying, press the Clear/Stop key. The copier will finish the copy being made, then stop. 2. Proceed as for a usual copy, with sheet paper (page 1) or with the roll feeder (page 4). 3. When the copy comes out, remove it and repeat step 2. Wait for the Set Paper indicator to light up before loading a new sheet of) to light paper, and wait for the Set Original indicator (before reloading the original. You don't need to press the RF Select key again. 6 Making Copies Darker Or Lighter COPYING Making Copies Darker Or Lighter To make darker or lighter copies, you should change the copier's density setting. There are 14 density levels: the standard density level, three darker levels, and 10 lighter levels.

Set the density with the Lighter and Darker keys (&) under the density indicator. The indicator shows seven levels at a time. When you start from the standard image density, the middle notch corresponds to the standard image density, the three right notches correspond to the darker densities, the three left notches to lighter densities. The brighter notch shows which level is now set. If you go lower than the leftmost notch, the Lighter Copy indicator lights up.

The notches on the indicator will then correspond to the seven lightest levels. To set the image density, follow the keystrokes below before setting your original. C C/ ¶ Press the Lighter key to make the image lighter. · Press the Darker key to make the image darker. 7 COPYING Leaving A Blank Margin At The Leading Edge Leaving A Blank Margin At The Leading Edge You can create a blank margin at the top of the copy (fig. a, the leading edge), or have the leading edge of the image bleed off the copy (fig. b). The copier does this by shifting the entire image backward or forward according to the margin you set. With the roll feeder, the length of the margin does not affect the length of the paper. If you want to create a blank margin at the trailing edge, simply set the paper length a little longer than the total length of the original and lead margin. Set the margin before inserting the original. d b a) Margin M d b b) Bleed image Example: Leaving a blank margin at the top of your copy Suppose you are copying a vertical A2 size diagram (about 17" x 22") to a sheet of the same size. The diagram has a 5 cm (2") margin all around, but you want a 10 cm (4") margin at the top to give you space to write notes. Make your copy following the instructions on page 1. When you reach step 3 on page 1, follow the key strokes on the next page.

8 Leaving A Blank Margin At The Leading Edge COPYING ¶ Press the Function Select key until the ar- · The margin is displayed here, row points at Lead Margin. in millimeters. C C/ , Press the + key until the display shows 5.0. When you have the margin you want, continue as for any other copy. You will obtain a copy with a 10 cm (4") blank margin at the top (5 cm set by you plus 5 cm on the original) and no margin at the bottom. If the original had no blank margin surrounding it, you would have obtained a copy with a 5 cm blank margin at the leading edge, and with the bottom 5 cm of the original cut off the copy. Example: Leaving a blank margin at the bottom of your copy Suppose in the first example you had instead wanted the margin at the bottom of your copy instead of the top. In that case, in step above, you would have had to press the - key until -5.0 appeared in the display.

The image would have been shifted forward on the copy and a 10 cm margin would have been left at the bottom of the copy (5 cm set by you plus 5 cm on the original) and no margin at the top. , 9 COPYING Copying Only A Selected Portion Of The Original Copying Only A Selected Portion Of The Original You can copy a portion of the original instead of the entire original. Press and hold the Function Select key for at least three seconds to tell the copier to copy only a portion of the original. A "P" (for Partial) will start blinking in the lead margin display. Then, proceed as for a usual copy, with a sheet of paper or with the roll feeder.

As the original is fed into the copier, press the Function Select key when the beginning of the part you want to copy (a) goes in; the "P" will stop blinking and stay on. Press the Function Select key again when the end of that part (b) goes in; the "P" will start blinking again. Finally, press and hold the Function Select key for another 3 seconds to turn the function off. d Original a b d Copy Notes F To copy ayou want to program. C C/ 3.

Make a copy, then press the Program key again. 14 Programming Settings You Often Use COPYING 4. To retrieve the programmed settings, press the Program key before copying. C/ 2 Changing The Copier's Default Settings You might find that you never use the copier's default settings, that you always set a lead margin of 10 or 20 mm, or that you always use the roll feeder with a particular length of paper. In this case, you might want to change the settings that appear when you turn on the copier or press the Clear Modes key . To do so, follow the steps below. 1. Turn the main switch off. 2. Press and hold the Emergency Stop key, then turn the copier back on.

The jam and service indicators blink. 15 COPYING What Your Service Representative Can Change 3. Input the settings you want. C 4. Turn off the main switch. C/ The next time you turn the copier on or press the Clear Modes key, the settings you programmed in step 3 will be in effect. What Your Service Representative Can Change Your service representative can adjust some of your copier's features. Here's a list of changes the service representative can make for you. F Copy media default: The copy media setting can be adjusted to match the kind of paper you use. count up or count down.

F Count up and count down: The copy counter can be made to F Beeper: The beeper can be turned off completely; can be turned off for setting the margin, multiple copies, and paper length; or it can be left on to emit a tone whenever a key is pressed. F Paper feed out waiting time: When the copier is ready to receive the original, it will wait for a preset length of time. If no original is set within this time, the copier will process the copy paper without copying. The time can be set to 1, 2, 3, 4, or 5 minutes. waits for a preset number of seconds before starting the rollers that will pull the paper in.

This pause gives you a chance to align the paper. The time can be set to 0.7, 1, 2, 3, 4, or 5 seconds.



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F Manual feed start time: After copy paper is set, the copier 16 What Your Service Representative Can Change COPYING F Lead edge increase/decrease speed: The speed at which the lead edge setting scrolls up or down can be changed. The time for one increment (or decrement) can be set to 0.02, 0.05, 0.10, 0.25, or 0.5 second. itself. The time needed can be changed to 1, 2, 3, 4, or 5 minutes. The function can also be turned off. F Auto clear time: If the copier is left alone for a while, it will clear F Energy saving: The fusing unit needs to be hot for copying. When the copier is idle, the fusing unit can be kept hot to save time or it can be allowed to cool to save energy.

The feature can be set to start automatically, but you can also turn it on yourself by pressing and holding the Clear Modes/Stand-by key for three seconds. be made to display a message. There are five possible messages: "Pre_heat", "Sleeping", "0123456789", "Have a good day", and "Hello I love you". The feature can also be turned off. gin, multiple copies, or paper length) by holding down the + or - key, the setting will change by a preset value. This value can be changed to 1, 2, 3 or 10 units. and Paper size pattern: When you press the preset length key, the copier scrolls through a selection of preset paper sizes. The copier can scroll through the preset lengths forward or backward, and at different speeds. There are many sets of sizes from which to choose. Ask your service representative for details.

F Screen message: When the copier is idle, the copy counter can F Function step setting: When changing the function setting (marF Paper length count up/down, Paper length up/down speed, 17 MAINTAINING YOUR COPIER Changing The Toner Bottle WARNING: You must change the toner bottle whenever you see FULL in the copy counter. NEVER clear this condition by only opening and closing the copier or turning it on and off. If the toner bottle overflows, toner particles could get inside the copier and cause damage. When you install a new bottle make sure it is perfectly set in its holder. Follow the steps below.

1. Open the upper unit of the copier. 2. Open the door on the right side of the copier. 3.

Carefully remove the plastic bottle and throw it away. WARNING: Do not incinerate used toner. Toner dust can ignite suddenly. 18 Changing The Toner Bottle MAINTAINING YOUR COPIER 4. Place a new bottle in the copier (supplied by your service representative). 5. Close the door. 6. Close the upper unit. 7.

If needed, turn the copier back on, and press the clear modes key to clear the FULL message. WARNING: Always change the toner bottle before clearing the FULL condition. Otherwise toner will overflow inside the copier and cause damage. 19 MAINTAINING YOUR COPIER Adding Toner Adding Toner The add toner indicator blinks when toner is running short. When the indicator starts blinking, you can still copy about 16 m (about 53', or 27 A4 size copies). When the indicator stays on, you can't copy until a new cartridge is put in. Follow the steps below. 1. Lift the original table until it locks in place. 2. Open the toner cartridge cover. 3. Turn the old cartidge towards you. Then, while pressing the cartridge to the right, lift the left end and remove the cartridge. 20 Adding Toner MAINTAINING YOUR COPIER 4.

Put the old toner cartridge in a vinyl bag and discard it. WARNING: Do not incinerate used toner cartridges. Toner dust can ignite suddenly. 5. Shake the new toner cartridge lightly 5 to 6 times to remove lumps.

6. Install the new cartridge. Make sure that the white circle labeled 1 on the cartridge faces up. 7. Make sure the cartridge is set well but don't push it in yet. 21 MAINTAINING YOUR COPIER Adding Toner 8. Take the right edge of the seal and slowly remove it. 9. Push the toner cartridge all the way to the left. 10.

Turn the toner cartridge all the way in, as shown. 11. Close the toner cartridge cover and the original table. The copier will need a few moments to warm up before it is ready to copy. 22 Loading A Roll Of Paper MAINTAINING YOUR COPIER Loading A Roll Of Paper When the load paper indicator lights, it's time to install a new roll of paper. You'll need to open the top and bottom covers of the roll feeder, remove any remaining paper, take the old roll out and take it off the spool, insert the spool in a new roll, and finally load the new roll into the roll feeder. CAUTION: Rolls of paper can be heavy, so you should be careful when loading one. Don't strain yourself. Ask for help if you think you need it. 1.

Open the top and bottom covers of the roll feeder. 2. If there is paper left, slide the blade from side to side and gently pull the paper out of the copier. 3. Unlock and lift the top unit of the roll feeder.

a) b) c) d) e) Hold the handles on each side. Squeeze and hold the lock on the left. Raise the unit just a bit. Hold on to the unit, but let go of the lock. Raise the unit until it locks in place.

23 MAINTAINING YOUR COPIER Loading A Roll Of Paper 4. Flip the two latches on each side of the paper spool. 5. Remove the spool. 6. Press and hold the lock on the spool and pull the spool out of the roll. Throw the old roll away. 7. Press and hold the lock on the spool and insert the spool into a new roll. 24 Loading A Roll Of Paper MAINTAINING YOUR COPIER 8.

While holding the lock down, align the paper roll with the size marks on the spool. 9. Load the spool back in the roll feeder so that the paper comes off the roll from the front, not from the rear, as shown below. 10. Make sure the spool is pushed all the way in the grooves and flip the two latches back in place. 11. Pull the leading edge of the paper roll and slide the paper into the slot just under the top unit locks. Make sure the paper is aligned with the marks on the unit. 25 MAINTAINING YOUR COPIER Loading A Roll Of Paper 12. Turn the wheel on the right side to bring the paper further in.

13. Lower the top unit of the roll feeder. a) b) c) d) e) Hold the two handles. Squeeze and hold the lock on the left. Lower the unit just a bit. Hold on to the unit, but let go of the lock. Lower the unit until it locks in place. 14. Spin the paper roll a bit to tighten the paper. 15.

Slide the blade from side to side and gently pull the paper out of the copier. 16. Close the roll feeder covers. 26 Things To Do Every Day MAINTAINING YOUR COPIER Things To Do Every Day Clean the exposure glass & the platen roller Clean the exposure glass with a damp cloth, then wipe it with a dry cloth. Clean the platen with a damp cloth, then wipe it with a dry cloth. Also, you should clean the copy and original tables with a damp cloth, then wipe them with a dry cloth. 27 TROUBLESHOOTING If Something Goes Wrong If you have problems with your copier, consult the following pages.



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If a service indicator lights up, read the section below; if the original or the copy is stuck in the copier, see page 29; if the copier won't start, or if copies don't look right, see page 34. If A Service Indicator Lights Up If one of the service indicators shown below appears on the operation panel, turn to the appropriate page and follow the instructions described there. What appears What it means The original or copy paper is jammed somewhere.

The copier needs a technician. A cover or unit was left open. What to do See the following section. Call your technical service center. Close it. See page 40 for a complete list of the places to check. Put in a new roll of paper. See page 23. Replace the toner cartridge. See page 20.

Wait. If it stays on for an unusually long time, call your technical service center. Empty the used toner bottle. See page 18. The paper roll is finished.

The toner cartridge is empty, or almost empty. Wait until the ready indicator lights. The used toner bottle is full. 28 If Jams Occur TROUBLESHOOTING If Jams Occur If the original is jammed in the feed-in slot Very gently pull the original out of the feed-in slot. Be careful not to tear it.

CAUTION: If the original sticks in the machine, or if you don't think you can remove it without tearing, remove the original from the exit instead. See below.

If the original is jammed at the exit 1. Lift the original table. 2. Very gently pull the original out of the feed-out slot. Be careful not to tear it. 29

TROUBLESHOOTING If Jams Occur 3. Close the original table. Press firmly on both sides until it clicks into place.

If sheet paper is jammed in the feed-in slot 1. Squeeze the locks on each side of the copier and lift the unit. 2. Pull out the copy paper. Do not leave any scraps of paper in the copier. 3. Close the unit. Press firmly on both sides until it clicks into place. 30 If Jams Occur If sheet paper is jammed at the paper exit

TROUBLESHOOTING 1. Squeeze the locks on each side of the copier and lift the middle unit between the original table and the copy table.

2. Open the fusing unit cover. CAUTION: The fusing unit can be very hot. Do not touch any parts under the fusing cover. If necessary, wait until the fusing unit has cooled down.

3. Slowly pull the paper out. If there are scraps left inside, open the inner cover, wait for the copier to cool, and remove the scraps. 4. Close the unit and all covers.

Press firmly on both sides until it clicks into place. 31 TROUBLESHOOTING If roll paper jams If Jams Occur If roll paper jams anywhere in the machine, you still might need to check everywhere to remove the entire length of paper. 1. Open the roll feeder top cover. 2. Slide the blade across. 3. If you can, pull the paper out of the copier. 4. Close the roll feeder top cover.

If your were able to remove all the paper, stop here. 5. Squeeze the locks on each side of the copier and lift the unit. 32 If Jams Occur TROUBLESHOOTING

6. Open the fusing unit cover. CAUTION: The fusing unit can be very hot. Do not touch any parts under the fusing cover. If necessary, wait until the fusing unit has cooled down. 7. Slowly pull the paper out.

If there are scraps left inside, open the inner cover, wait for the copier to cool, and remove the scraps. 8. Close the unit and all covers. Press firmly on both sides until it clicks into place. 33 TROUBLESHOOTING Others Others If a puzzling or recurring problem occurs, check the following before calling a service representative.

It's also a good idea to check the Do's and Don'ts section on page 36 to make sure the paper and originals match what the copier can handle. Absolutely nothing happens F Is the main switch on? F Is the cord plugged in? F Did a breaker or a fuse blow out? Something happens, but the and indicators never light up F Check the indicators on the control panel. If any of them are lit, turn to page 28. Check that all covers and units are closed. If Jams Occur

Frequently F Is your paper creased, damp, or otherwise damaged? See the Do's and Don'ts section on page 36.

chine? If there are, remove them. paper in straight. F Are there visible bits of paper or other objects stuck in the maF Are you inserting the paper and original in straight? Always feed If Copies Look Wrong F Are copies too dark or too light? Adjust the density (see page 7). F Is the background dirty no matter what kind of original you are copying? Make sure the exposure glass and platen are clean (see page 27). 34 Others TROUBLESHOOTING F Is the image skewed?

Make sure to insert the paper and the original straight into the machine. If you have the original and copy guides (option), use them. White spots appear F On the copy: try setting your copy paper with the other side facing up. F At the leading edge: try setting your copy paper sideways. F At the trailing edge: try

giving a rising curl to the trailing edge. The curl should go up, not down.

Creases F Try setting your copy paper sideways. F If long runny creases appear on copies, try setting your copy paper sideways, or try changing the copy media setting. your film sheets sideways. F If creases appear on copies made to transparent film, try setting Copies come out dog eared F Try setting your copy paper with the other side facing up. F Make sure your copy paper is undamaged. Black streaks appear on copies F Check that the exposure glass is clean. 35 DO'S & DON'TS Copying F Do not set more than one sheet of paper at a time on the copy paper table. F Center your paper on the copy table using the size marks. Then slide the paper straight into the copier until it stops. the copier pulls it in so that it goes in well.

F When copying to a long sheet of paper, lightly hold the sheet as F Do not make two sided copies. F If you open the unit make sure you close it within 5 minutes to keep light from damaging the copy drum. F When copying to sheets of 90 cm x 115 cm (35" x 45") or more, F If your paper has an uneven or slanted edge, do not insert this edge in first. make sure the paper does not drag directly on the floor as the copier pulls it in. (You can spread some paper on the floor for this.

) F Do not make copies longer than 2 m (80"). F Do not insert originals made of paper less than 52.3 g/m2 (13.9 lb, or 0.07 mm).

For such originals, please use the optional carrier sheet. Toner F Store toner cartridges horizontally in a cool and dark place. F Do not leave toner cartridges in your car on a hot day for a long F Keep toner out of the reach of children. F Do not refill toner cartridges. Always use new cartridges. period of time, or anywhere the toner could be subjected to temperatures of over 35° C (95° F). 36 Others Paper DO'S & DON'TS F Keep open reams of paper in the package and store as you would unopened packages.



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store paper in a vinyl bag. F Avoid storing paper in humid areas. When it's hot and humid, F Do not use copy media made of a material other than paper, vellum, or film.

Don't copy to metallic or coated paper. F Do not use paper with strong curls at the edges or corners. (Curls rising more than 5 mm [1/4 inch] or falling more than 20 mm [3/4 inch] over a 40 mm [1.5 inch] radius.) at a relative humidity of 35% or less then: a) If the paper was left out of its package for 5 minutes or more, remove the first 700 mm before copying. b) If copies come out wavy or with white spots, use vellum tracing paper instead of natural tracing paper. c) Always keep the paper in a bag when not using it. F If copying to natural tracing paper (all pulp, translucent paper) Originals F Do not feed in torn, wavy, creased, dog-eared, or otherwise damaged originals. F Do not feed in two originals at a time. Do not feed in folded originals.

F Do not feed in stapled, or clipped originals. Do not feed in glued or taped originals (such as a collage), or perforated originals. edge in first. F If your original has an uneven or slanted edge, do not insert this F Do not feed in originals with strong curls (see above, under Paper). F If copying an original that you touched up with correction fluid, wait until the correction is dry before inserting it in.

F Do not feed in originals made of a material other than paper, vellum, or film. Don't copy from metallic or coated paper. F Do not feed in damp originals. 37

WHERE IS IT & WHAT IS IT Displays and Keys 1 2 3 4 5 6 7 8 C C/9 10 11 12 13 14 15 16 Ref. What it is Function indicators What it does The top indicator lights when the lead margin is being set.

Select with key 9. 1 The middle indicator lights when the number of copies is being set. Select with key 9. The bottom indicator lights when the paper length is being set. Select with key 9. 2 Lead Margin display Displays the lead margin in millimeters. Also indicates the state of the copier during partial copying. 3 4 5 38 Plus and minus keys The plus key (+) increments the value being set for one of the above functions. The minus key (-) decrements the value being set for one of the above functions. Troubleshooting Ready/Set Original indicator See page 28 for details.

Lights up when the copier is ready to receive the original, after the paper has been set or the roll feeder selected. Displays and Keys Ref. 6 WHERE IS IT & WHAT IS IT What it does These usually light up together. They light when you can set paper on the table or select and start the roll feeder. If you don't have the roll feeder option, the RF Select indicator will not light. Shows that the copier is not yet ready to copy. What it is Set Paper and RF Select indicators Wait indicator 7 8 9 Clear Modes/Stand-by Returns the copier to the default settings. Press and hold key 3 sec. to let the fusing unit cool down. This saves energy, but increases the waiting time at the next copy job.

Program key Function Select key Allows you to recall or set a program. Lets you switch your input from, the lead margin, the copy counter, or the paper length. (See 1.) Also used for copying a selected portion of the original. 1) Shows the length of paper the roll feeder will send. 2) Shows the number of copies to make. 3) Displays FULL when the used toner bottle needs to be emptied. Scrolls through the preset paper lengths for the roll feeder. Selects the roll feeder as the source of copy paper. Tells the copier what kind of copy paper you are using.

The copier will apply more or less heat accordingly. Shows when vellum is the selected copy media. Shows when film is the selected copy media. When both indicators are off, the copier is set for plain copier paper. ately. Use if your original is getting stuck in the copier. Shows the density level the copies will have. The Darker key will increase the density. The Lighter key will decrease the density. Tells the copier to stop copying and clear the copier.

(The copier will finish the copy, feed out the original, and stop.) 10 11 12 Paper Length indicator & Copy Counter Preset Cut key RF Select key Copy Media key 13 Vellum and Film indicators 14 15 Emergency Stop Pressing this key will stop the copying process immediDensity indicator Darker key Lighter key Clear Stop key 16 39 WHERE IS IT & WHAT IS IT The Outside Of The Copier The Outside Of The Copier 1 2 3 4 5 6 7 1a 8 9 10 11 9a 12 13 14 40 The Outside Of The Copier WHERE IS IT & WHAT IS IT Ref. What it is What it does Squeeze both locks to open the unit. Open the unit to empty the used toner bottle and to remove jammed paper. Open this cover (and the unit) to access the toner cartridge. Place your original here, face up. If you want to copy a stiff original that can't be bent, use the rear table (see 7). Place this booklet here when you're not reading it.* 1, 1a Locks 2 3 4 5 6 7 8 Front cover Original table Holder for the operating instructions Copy exit guide Operation panel Rear table Roll feeder (option) Makes sure the copies don't fall off as they come out. See page 38.

1) Place stiff originals here, face down. 2) Open to remove jammed paper from fusing unit. Feeds paper from a roll to the copier. Use the guides to keep the original and copy paper going straight as you feed them into the copier. Open this table if you are copying to sheets, changing the toner cartridge, or if you have to open the unit.

The original will come out from here after it is copied. Open these covers to change the roll of paper and to clear paper jams. Holds your copier and roll feeder. Turn on to start the copier and off when you're done for the day. The copier will need about 5 minutes to warm up if it's been turned off for a long time.

*Please! 9, 9a Guides (option) 10 11 12 13 14 Copy table Original exit Roll feeder covers Copier table (option) Main switch 41 WHERE TO PUT YOUR COPIER Your copier needs to be installed by a qualified technician. If you need to transport your copier to a distant location, call your service center before the move. You can of course move your copier around your office without calling the service center. If you do, remember that the temperature, humidity, and cleanliness of the area around the copier may affect its performance. Choose the new location with care and follow the guidelines below. Optimal environment F Temperature: 15° to 30° C (59° to 86° F) F Humidity: 20 to 80 % RH F To avoid possible ozone build-up make sure to install this copier in a large well ventilated room ensuring an air turnover of at least 30 m³/hour/person (1000 ft³). level within less than 5 mm (1/4") left to right and less than 10 mm (1/2") front to rear. F Set your copier on a strong and level base. The copier must be Environments to avoid F Locations exposed to direct sunlight or strong light (more than 1500 lux); F Dusty areas; F Areas with corrosive gases present; F Altitudes of over 2000 m (6500 ft) above sea level; F Areas prone to strong vibrations; F Locations directly exposed to cool air from an air conditioner or heat from a nearby heater.



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(Sudden temperature changes may lead to condensation within the copier.

) 42 WHERE TO PUT YOUR COPIER Power connection F Connect the copier to a power source meeting the specifications given on the inside front cover of this manual. F Do not set anything on the power cord. F Voltage must not fluctuate more than 10%. F Make sure the copier is grounded. F Avoid multiwiring. F Make sure the plug is firmly inserted into the power outlet. F Make sure the power outlet is close to the copier and easily accessible at all times. Clearance Place the copier near a power source and provide clearance as shown below. Back 600 mm (23.6") Left 600 mm (23.

6") Right: 600 mm (23.6") Front 1000 mm (39.4") 43 APPENDIX: PAPER CUTTING RAIL Cutting a Sheet of Paper The paper cutting rail allows you to buy paper in rolls and cut your own sheets. Follow the steps below. 1.

Pull a bit of paper out and insert it between the rail and the double rod. 2. Pull the length of paper you want. 3. With one hand, hold the paper firmly against the original table.

44 Loading a New Roll APPENDIX: PAPER CUTTING RAIL 4. With your other hand, insert the blade of a paper knife between the two rods and slide across the length of the rail. 5. Make your copy as shown on page 1. Make sure the curl of the paper faces down. Loading a New Roll 1. Lift the rail. 2. Remove the spool from its support. 45 APPENDIX: PAPER CUTTING RAIL Loading a New Roll 3.

Remove one of the end caps and slide the old roll off the spool. 4. Slide the new roll on the spool and put the cap over the end of the roll. 5. Place the spool on the holder so that the paper rolls off the front. Push it all the way in. 6. Lower the rail. 46 SPECIFICATIONS Configuration: Copy process: Scanning: Originals: Original size: Table top Electrostatic transfer system Original moving over a fixed fiber optics array. Sheet Maximum, 914 x 2000 mm (36" x 80") Minimum, A4 (8.

5" x 11") lengthwise Maximum, 914 x 2000 mm (36" x 80") Minimum, 210 x 280 mm (8.5" x 11") 3 meters per minute(118.1" per minute) 24 seconds (A1 [23" x 35"], sideways) Within 5 minutes at a room temperature of 23° C (74° F) 2 minutes (can also be turned off or set to 1, 3, 4, or 5 minutes) 1 to 1 Cartridge system Manual feed, optional roll feeder LED indicators See inside this manual's front cover. See inside this manual's front cover. Copy size: Copying speed:

First copy: Warm-up time: Automatic reset: Reproduction ratio: Toner replenishment: Paper feeding: Self-diagnostic codes: Power source: Power consumption: 47 SPECIFICATIONS Noise emission: Measurements made following ISO 7779 Stand by, less than 57 dB Copy cycle, less than 72 dB (copier only) 1080 mm x 570 mm x 490 mm (42.

1" x 22.2" x 19.1") 76 kg (167.4 lb) Roll feeder, Paper cutting rail, Original and copy guides, Copier table Dimensions (W x D x H): Weight: Optional equipment: 48 INTRODUCTION This copier is a console plain paper copier carefully manufactured to exacting standards of high performance. It consistently yields high contrast copies with a superior finish.

This manual contains detailed instructions on the operation and maintenance of this copier. To get maximum versatility from this copier, all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the copier. Please read the next section before using this copier. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS. SAFETY INFORMATION When using your machine, the following safety precautions should be always be followed. Safety During Operation In this manual, the following important symbols are used: RWARNING: Ignoring this warning could cause serious injury or even death. RCAUTION: Ignoring this caution could cause injury or damage to property. Examples Of Indications R Symbol R mean a situation that requires you take care. Symbol v mean "Hot surface".

Do NOT carry out the operation represented by this symbol m. This example means "Do not take apart". Symbols l mean you MUST perform this operation. This example means "You must remove the wall plug". v q r i R WARNING: m o q · Only connect the machine to the power source described on the inside front cover of this manual. · Avoid multi-wiring. · Do not damage, break or make any modifications to the power cord. @@These actions could cause an electric shock or fire. · Do not plug or unplug the power cord with your hands wet. Otherwise, an electric shock might occur.

· Make sure the wall outlet is near the machine and freely accessible so that in event of an emergency it can be unplugged easily. · Do not remove any covers or screws other than those specified in this manual. Some parts of the machine are at a high voltage and could give you an electric shock. Also, if the machine has laser systems, direct(or indirect)reflected eye contact with the laser beam may cause serious eye damage. When the machine needs to be checked, adjusted, or repaired, contact your service representatives.

· Do not take apart or attempt any modifications to this machine. There is a risk of fire, electric shock, explosion or loss of sight. If the machine has laser systems, there is a risk of serious eye damage. · If the machine looks damaged or breaks down, smoke is coming out, there is a strange smell or anything looks unusual, immediately turn off the operation and main power switches then unplug the power cord from the wall. Do not continue using the machine in this condition.

Contact your service representative. · If metal, liquid, or foreign matter falls into the machine, turn off the operation and main power switches, and unplug the main power cord. Contact your service representative. Do not keep using the machine with a fault or defect. · Do not put any metal objects or containers holding water(e.g. vases, flowerpots, glasses) on the machine. If the contents fall inside the machine, a fire or electric shock could occur. r m i i s · Do not incinerate used toner, toner bottles or toner cartridges. Toner dust might ignite when exposed to an open flame.

Dispose of the used toner cartridges according to local regulations for plastics. iii RCAUTION: m o r t o m n R R R iv · Keep the machine away from humidity and dust. A fire or an electric shock might occur. · Do not place the machine on an unstable or tilted surface. If it topples over, it could cause injury. · After you move the machine, fix it with the caster fixture. Otherwise, the machine might move or come down to cause a personal injury. · When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock. · When the machine will not be used for a long time, unplug the power cord.



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· When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.

· If you use the machine in a confined space, make sure there is a continuous air turnover. · Do not reuse stapled paper. Do not use aluminium foil, carbon containing paper or other conductive paper. Otherwise, a fire might occur. · When removing misfed paper, do not touch the fusing section because it could be very hot.

· This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies. · Do not eat or swallow toner. · Keep toner(used or unused) and toner cartridges out of reach of children. · This equipment is only to be installed by a qualified service personnel.

R · Deliver to collection point for waste products. Do not be disposed of via domestic refuse collection. v TABLE OF CONTENTS 1. GETTING STARTED

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the number of copies is being set. Shows the length of paper the Roll Feeder will send. Scrolls through the preset paper lengths for the Roll Feeder. Turns Semi synchro Cut, or Preset/Variable Cut on/off. Shows that it is in a state of wait (Energy Saver). Press key 10. See page 51 for details. Shows that the copier is not yet ready to copy.

Lights up when the copier is ready to receive an original. 2. Paper length display 3. Preset Cut key 4. Cut Select key 5. Energy Saver indicator 6. Troubleshooting 7. Wait indicator 8. Ready/Set Original 6 9. Set Paper or RF Select indicator The Set Paper indicator on the left lights when the copier is ready to receive a paper.

The RF Select indicator on the right lights when you select the Roll Paper. Cancels all of current settings. When you hold down this key for three seconds or more, the copier enters the Energy Saver mode allowing you to conserve power. To exit Energy Saver mode, press this key again. Allows you to recall or set a program. Press to change which setting you are editing.



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The current selection is shown by the indicators above: Paper Length Leading Edge Copy Counter Also used for copying a selected portion of the original. Press to increase the setting being edited. Press to decrease the value being edited. 10.

Clear Modes/Energy Saver key 11. Program key 12. Function Select key 13. Plus and minus key 14. Leading Edge/Copy Counter indicator 15. RF Select/Cut key Displays the margin settings and the number of copies made. Selects the paper feed type (when the Roll feeder option is installed). Also press to stop a copy job. Press to select the type of copy paper you are using. The copier will apply more or less heat accordingly. Press to stop the copying process immediately. Use if your original is getting stuck in the copier. If you stop the operation by pressing this key, remove both the original and paper. Shows the density level the copies will have. Press the left key to make copies lighter. Press the right key to make copies darker. While entering numbers, press to cancel a number to have entered. While copying, press to stop copying. 16. Copy Media key 17.

Emergency Stop key 18. Density indicator Density keys 19. Clear/Stop key 7 RECOMMENDED ORIGINALS Ë You can set originals with weight in the range 21g/m², 6 lb to 157 g/m², 41 lb in this copier. Ë Feedable size is between 914×2,000mm (W×L), 36"×80" (maximum width that can be fed: 960mm, 38.4") and 210×297mm (W×L), 8.5"×11" for minimum. Ë You can not use the Repeated Copying function in the following cases. When using the Carrier Sheet (option) When setting an original longer than 1200mm (47") Ë Fix the curl of original to within the following range. · For the curl of the leading edge and the trailing edge: R50mm (2.0") or more, H20mm (0.

8") or less · For the curl of the whole area of the paper: Ø30mm (1.2") or more Ë When you copy the following originals, set them in the Rear Table: cSee page 18, "Using the Rear Table" · Thick originals (0.19mm, 35µ-1mm) · Originals which cannot be folded. · Originals less than 297mm (12") in width and more than 1200mm (47") in length. Ë When you copy the following originals, use the Carrier Sheet (option) to set them: · Piled originals · Folded originals · Taped or pasted originals · Originals which have a hole near the leading edge 40mm (1.

6") to the right or left of the center · Dog-eared originals · Creased, torn, or clipped-out originals · Wavy originals · Pasted originals · Originals whose leading edge is · Curled originals not straight 8 Non-recommended originals p The following types of originals are not recommended. · Wet originals · Originals with cardboard stuck on the leading edge · Originals with clips or staples · Originals with wet ink or white-out · Carbon paper · Originals made of materials other than paper or film (thermosensitive paper, aluminum foil, etc) Notes For Originals p Margins on the leading and side edges of originals are not copied as shown in the illustration. a=0±3mm(0.12") b1+b2<0±2mm(0.08")(AIM) SB042 9 RECOMMENDED PAPER p Standard paper sizes that can be used in this copier are shown below.

Metric version A0 A1 A2 A3 A4 Inch version E (36" × 48") D (24" × 36") C (18" × 24") B (12" × 18") A (9" ×12") Bypass Roll Feeder K K K K L L L L K K K K L L L p When you make a copy on a non-standard size of paper, set the paper on the Copy Paper Table. p Weight of paper suitable for this copier: 51g/m², 14lb to 134g/m², 36lb. p Do not use the following kinds of paper or a paper jam might occur. · Bent, folded, or creased paper · Torn paper · Perforated paper · Non-smooth paper · Slippery paper · Thin paper that has low stiffness p Do not make a copy on paper with any kind of coating, such as thermosensitive paper, art paper, aluminium foil, and carbon paper. A fault might occur. p Do not use paper with strong curls at the edges or corners. (Curls rising more than 5mm(1/4") or falling more than 20mm (3/4") over a 40mm (1.5") radius.) p When you make copies on film, take out the copies delivered to the copy guide one sheet at a time and place them on a flat surface. 10 p If copying to natural tracing paper (all pulp, translucent paper) at a relative humidity of 35% or less.

a) If the paper was left out of its package for 5 minutes or more, remove the first 700mm(28") before copying. b) If copies come out wavy or with white spots, use vellum tracing paper instead of natural tracing paper. c) Always keep the paper in a bag when not using it. p Store the paper in a sealed polyvinyl bag if not used for a long period. If it gets humid, paper will curl or wave causing a paper jam or part of the image not to be copied. p When you use paper in high humidity under hot conditions, take out only the necessary amount of paper at a time from the bag. Do not take all the paper out of the bag. Dehumidifying Heater p Under humid conditions, the copier turns on the dehumidifying heater. It is turned on automatically even when the main switch is off. Do not unplug the power.

11 TONER Handling Toner RWARNING: s RCaution: · Do not incinerate used toner, toner bottle or toner cartridge. · Toner dust might ignite when exposed to an open flame. · Dispose of the toner bottle and the used toner cartridge according to local regulations for plastics. R R · Do not eat or swallow toner. · Keep toner(used or unused), toner bottle, and toner cartridge out of reach of children.

RCaution: · This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies. Ë If you use toner other than that recommended, a fault might occur. Ë If you want to add toner, see P.42 "ADDING TONER" Toner Storage Ë Store toner cartridge horizontally in a cool, dark place.

Ë Do not leave toner cartridge in your car on a hot day for a long period of time, or anywhere the toner could be subjected temperatures of over 95°F (35°C) . Ë Never store toner where it will be exposed to heat. Ë Do not lay heavy objects on toner bottles. Used Toner Ë Used toner cannot be re-used. 12 2.

COPYING BASIC COPYING (COPYING TO SHEETS) Use the Copy Paper Table to copy onto paper. Notes p For acceptable types of original and paper see page 8 and 10. p Set one sheet of paper at a time on the Copy Paper Table. Never insert more than one sheet of paper. p If the copy paper is curled, set it with curl facing downwards.

p When you set A0 size(36" × 48") paper, to make sure the ends do not touch the floor and get dirty, lay a wide piece of paper or some other covering on the floor.



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p Do not use the paper which is cut obliquely, when the difference between the right side and the left side of the paper is more than 5mm (4/5"), creasing or a paper jam might occur. p p You cannot copy to both sides of the paper at a time. It takes about 5 minutes until you can start copying after you turn the copier on. The machine is warming up when the "Wait" indicator is lit, but you can still edit settings, insert copy paper or insert your original. p You can set either paper or an original first. When you have set both of them, the copier starts copying automatically. p Do not lean on the copy table or lay heavy objects on it. CAUTION : If during copying your original gets stuck in the copier, press the Emergency Stop key. If you stop the operation by pressing this key, remove both the original and paper.

13 1 Pull down the Copy Paper Table. SB003 2 Set the Paper Guides(options) on the Copy Paper Table, and set the Original Guides (option) on the Original Table. SB004 3 Open the guides to keep original away from the paper entrance so that the edge cannot slip into the paper entrance. SB005 14 4 Make sure that the "Set Paper" indicator is lit. If it is off, press the Energy Saver key to exit Energy Saving mode.

5 If any previous settings remain, press the Clear Modes key. 6 Set the density, the number of copies, and other optional settings you require such as Leading Edge. Paper Length Semi Synchro Preset/ Variable Cut Select Energy Saver Set Original Set RF Paper Select Clear Modes/ Energy Saver Preset Cut Wait Vellum Film Lighter Copy Program Leading Edge Copy Counter Function Select RF Select /Cut Copy Media Lighter Emergency Stop Darker Clear/Stop 7 Set the paper along the size indication on the Copy Paper Table. Or set the Paper Guides (option), to match the paper width. SB007 8 Slide the paper straight into the copier until it stops.

The copier will soon pull it in. SB008 15 9 Set your original along the size indication on the Original Table. Or set the Original Guides (option) to match the original width. a Make sure that the "Set Original" indicator is lit. Energy Saver Set Original Set RF Paper Select Clear Modes/ Energy Saver Wait Vellum Film Copy Media Lighter Emergency Stop Program Lighter Copy Darker Clear/Stop b Center your Original face up on the Original Table. Slide the original straight into the copier until the copier pulls it in. SB009 c The original comes from the opening just under the Original Table. The copy is delivered from the slot on top of the copier. 2 1 SB010 16 Notes p Do not hold down or pull out the original during copying. Do not put pressure on the original cover.

p If you do not insert the original at a certain time after you have inserted the paper, the paper will exit automatically. p If you do not insert the paper at a certain time after you have inserted the original, the original will exit automatically. p If the copier is idle at a certain time after you have used it, the machine resets itself to the initial settings (Auto Clear). If applicable, the copier will enter the Energy Saver mode automatically. p You can preset the initial settings of the copier see page 35 "Changing The Default Setting" p If the copier is not used for a long period, it will turn itself off. 17 Using the Rear Table When you copy the following originals, set them in the Rear Table. · Thick originals (0.19mm, 35µ 1mm). · Originals which cannot be folded. · Originals less than 297mm (12") in width and more than 1200mm (47") in length.

Notes p You cannot use the following function using the Rear Table. Repeated Copying Semi Synchro Cut with roll paper Partial Copying 1 Choose any copy setting you require. 2 For manual copying, set paper. 3 Pull up the holder and turn in the copy exit guide. SB012 4 Insert the original face down from the Rear Table.

5 Hold and take the original which has been read and delivered in the front of the copier. SB013 18 COPYING ONTO ROLL PAPER (OPTION) To make a copy using the Roll Feeder option, you do not need to set paper on the Copy Paper Table; the paper will be fed to the copier from the Roll Feeder. You can copy onto roll paper using the following techniques: ·Semi Synchro cutting ·Preset cutting ·Variable cutting Notes p If unused roll paper is left in the copier, cut 700mm (28") from the edge of the paper before you start copying. p When you want to copy the long original, the curled originals, or the thin originals (less than 0.1mm) which can be easily bent down, open the guide to keep the original away from the paper entrance.

SB014 CAUTION : If during copying your original gets stuck in the copier, press the Emergency Stop key. If you stop the operation by pressing this key, remove both the original and paper. 19 Semi Synchro Cut This feature lets you cut the roll paper manually to a length that approximates to that of the original. This saves you having to measure and enter the length of every original. Notes p Semi Synchro Cut can handle the cut length in the range 410 ~ 2000mm, 16.5" ~ 80.0". p If you set the number of copies, Semi Synchro Cut can handle automatically by the length at your setting for first copy. 1 2 3 4 Press the Cut Select key to turn on the "Semi Synchro" indicator. Choose any copy settings you require.

Press the RF Select key to turn on the "RF Select" indicator. Make sure that the "Set Original" indicator is lit. Paper Length Semi Synchro Preset/ Variable Cut Select Energy Saver Set Original Set RF Paper Select Clear Modes/ Energy Saver Preset Cut Wait Vellum Film Lighter Copy Program Leading Edge Copy Counter Function Select RF Select /Cut Copy Media Lighter Emergency Stop Darker Clear/Stop 5 Set your original along the size indication on the Original Table, or set the Original Guides (option) to match the original width. SB007 20 6 Center your original face up on the Original Table. Slide the original straight into the copier until the copier pulls it in. SB015 7 Just as the trailing edge of the original passes the horizontal line of the Semi-auto synchro cut mark, press the Cut key. SB016 Notes p To cancel copying, press the Clear/Stop key. The copier finishes the operation in progress, and delivers the copy and the original. pTo call off on-going copying, for example, when you have inserted a wrong blueprint, press the Cut key. The machine interrupts the operation in progress, and delivers the copy and the original.

21 Preset Cutting This function cuts roll paper to a selected length. The paper is cut to this length regardless of the original size. Notes p By the default Preset Cut length is as follows. For the change of the Preset Cut length pattern, please contact your service representatives.



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