RICOH

RICOH FT6620

PARTS CATALOG

First Edition November 1987

RICOH COMPANY, LTD.

PARTS CATALOG

INTRODUCTION

This chapter instructs you the numbers and names of the parts on this machine.

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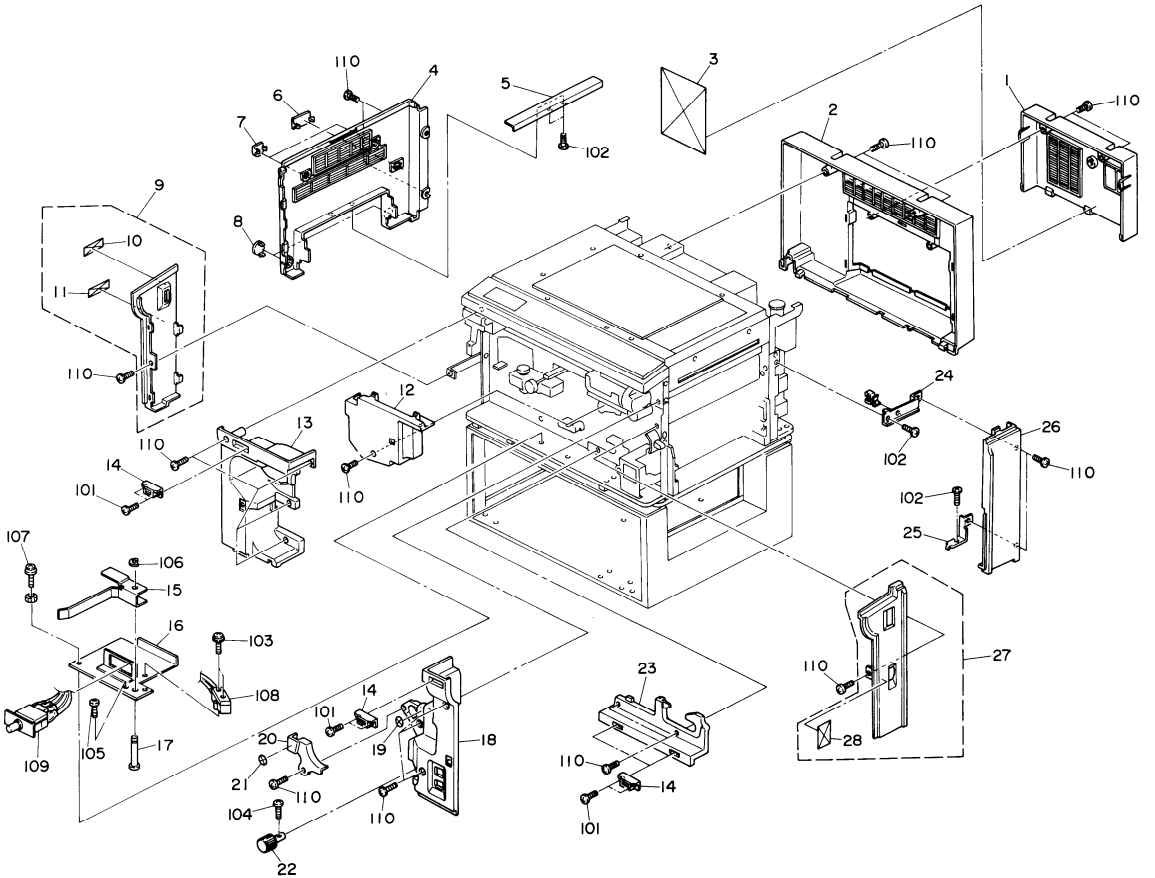
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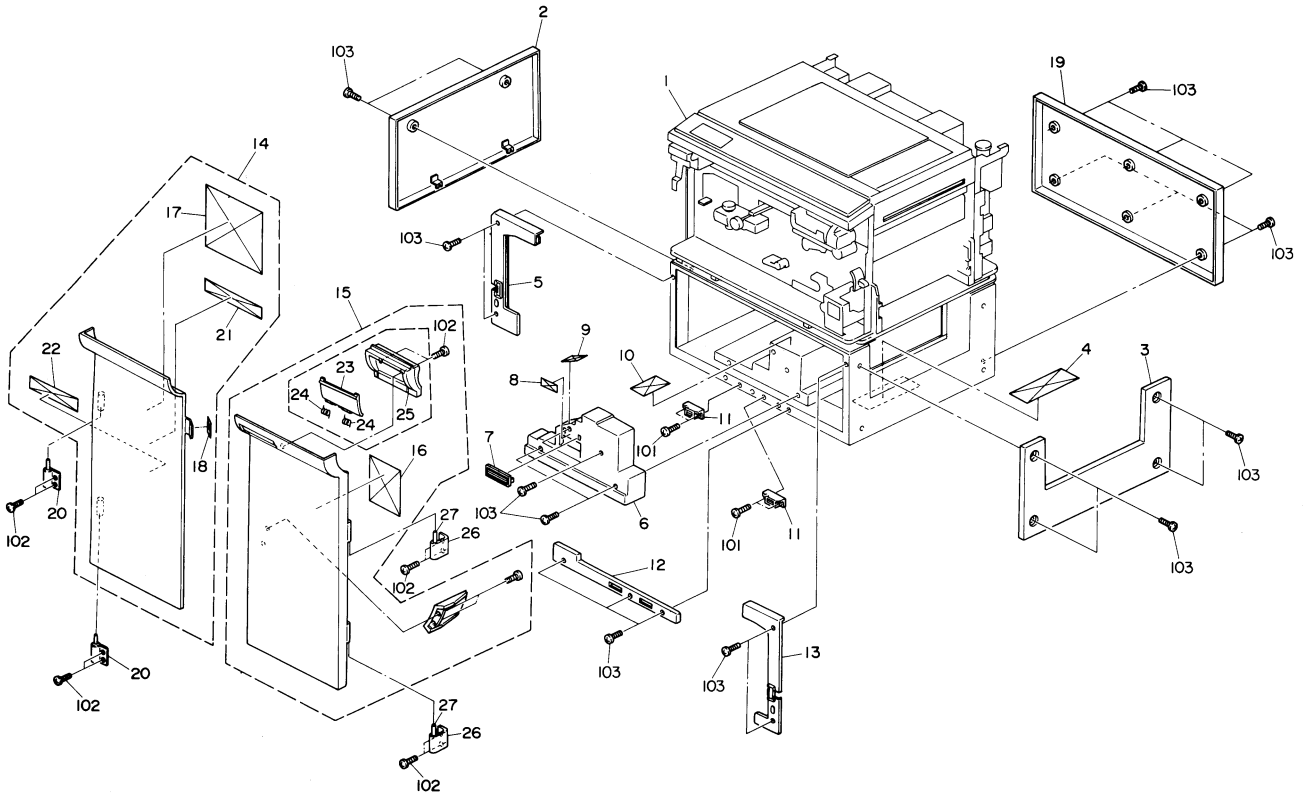
1. EXTERIOR (A019) 1

Index No.	Part No.	Description	Q'ty Per Assembly
1	A007 6181	Tonner Collection Rear Cover	1
2	A007 6174	Rear Cover	1
3	A007 6355	Decal - Sensor Checker	1
4	A019 1280	Upper Left Cover	1
5	A019 1281	Left Cover - Option	1
6	A008 1307	Left Cover Cap - Sorter	1
7	A008 1351	Left Cover Cap - L	2
8	A008 1352	Left Cover Cap - S	2
9	A019 1282	Left Cover - Front Upper	1
10	AA00 1087	Decal - SW - ON	1
11	AA00 1091	Decal - SW - OFF	1
12	A007 6229	Drum Inner Cover	1
13	A019 1298	Left Inner Cover	1
14	5936 2480	Magnet Catch Ass'y	4
15	A019 3505	Right Door Actuator	1
16	A019 3501	Switch Holder	1
17	A019 3508	Actuator Shaft	1
18	A019 1301	Right Inner Cover	1
19	AA00 1037	Decal - A2	1
20	A007 1308	Inner Cover - Registration Sensor	1
21	AA00 1038	Decal - Regist Sensor	1
22	A420 4115	Transport Roller Knob	1
23	A019 1304	Duplex Inner Cover	1
24	A007 1315	Upper Bracket - Right Rear Cover	1
25	A007 1316	Bottom Bracket - Right Rear Cover	1
26	A019 1275	Right Cover - Rear Upper	1
27	A019 1276	Right Cover - Front Upper	1
28	AA00 1082	Decal - Paper Feed Lever	1

Index No.	Part No.	Description	Q'ty Per Assembly
101	0802 5085	Tapping Screw - M4x8	
102	0434 0080W	Tapping Screw - M4x8	
103	0313 0120W	Philips Pan Head Screw - M3x12	
104	0314 0060W	Philips Pan Head Screw - M4x6	
105	0314 0080W	Philips Pan Head Screw - M4x8	
106	0720 0030E	Retaining Ring - M3	
107	0964 4008W	Tapping Screw With Flat Washer - M4x8	
108	1204 1124	Micro Switch	
109	1204 1280	Push Switch	
110	0802 5094	Tapping Truss Head Screw - M4x8	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2. EXTERIOR (A019) 2

Nov. 15, '87

Index No.	Part No.	Description	Q'ty Per Assembly
1	A007 1491	Operation Panel Ass'y - LT/DLT	1
1	A007 1492	Operation Panel Ass'y - A3/A4	1
2	A019 3635	Lower Left Cover	1
3	A019 3610	Lower Right Cover	1
4	A019 6354	Decal - Reset	1
5	A019 1382	Inner Cover - Left Lower	1
6	A019 2810	Front Inner Cover	1
7	A019 2811	Grip Inner Cover	1
8	A019 1365	Decal - Handle	1
9	A019 1366	Decal - Paper Load	1
10	A019 6358	Decal - Misfeed	1
11	5936 2480	Magnet Catch Ass'y	2
12	A019 1383	Lower Inner Cover	1
13	A019 1381	Inner Cover - Right Upper	1
14	A019 6051	Left Door	1
15	A019 6061	Right Door	1
16	A007 6351	Decal - Adding Toner	1
17	A007 6348	Decal - Misfeed Large	1
18	AA00 1071	Grip Decal - Fusing Cover	1
19	A019 6221	Lower Rear Cover	1
20	A019 1283	Left Hinge Ass'y	2
21	A007 6349	Decal - Misfeed Small	1
22	A019 6357	Decal - Misfeed	1
23	A019 1270	Right Cover - Door Grip	1
24	A019 1271	Grip Spring	2
25	A019 1272	Grip Cover	1
26	A019 1285	Right Hinge	2
27	A019 1286	Pin - Hinge	2

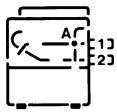
Index No.	Part No.	Description	Q'ty Per Assembly
101	0802 5085	Tapping Screw - M4x8	
102	0314 0080W	Philips Pan Head Screw - M4x8	
103	0802 5094	Tapping Truss Head Screw - M4x8	

1

Removing Misfed Paper

- If the misfeed indicator lights, there is a misfeed inside the copier.

If A is lit.

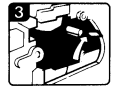




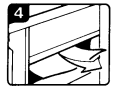
Push down the knob (A) and lower the guide plate.



Remove misfed paper by turning the registration knob counterclockwise and to pushing down the lever (A)

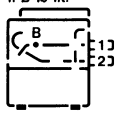


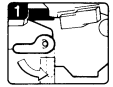
Return guide plate to its original position with the lever (A)



If no paper was found at step 2, take out the paper cassette and remove any paper that remains in the feed entrance.

If B is lit.

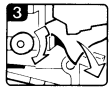




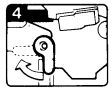
Turn the lever (B) counterclockwise and lower the transport unit.



Turn the knob (B) counterclockwise Remove any misfed paper, taking care not to tear it.

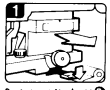


Pull out the fusing unit knob (B) and turn clockwise, while removing pape:

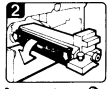


Turn lever (B) clockwise and return the transport unit to the original position.

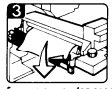
If B is lit. Removing misfeed from fusing unit.



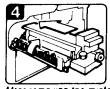
Push down the lever (B) grasp the fusing unit knob, and pull the fusing unit out. CAUTION : The fusing unit may be very hot, so be careful when touching it.



Push down the two (B) levers at the front and rear of the fusing unit Swing down the fusing exit assembly

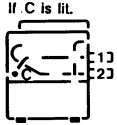


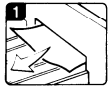
Remove any misfed paper, being careful not to tear the paper or touch the fusing rollers



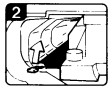
After removing the misfed paper, return the fusing exit assembly back to its original position. Slide the fusing unit back into the copier.

If C is lit.





Pull any misfed paper out of the paper exit.



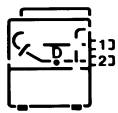
If no paper is in exit, push the tab (C) up in the direction of the arrow.

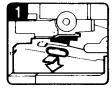


While holding the guide plate, pull out the misfed paper.

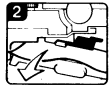
2

If D is lit.

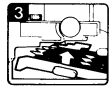




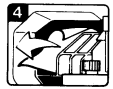
Press the lever (D) firmly to the left and lower the fork gate unit.



Remove any misfed paper caught in the fork gate unit.



To close the fork gate unit, push up lever (D).



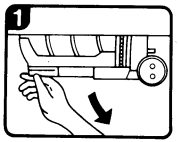
Check the inverter unit and remove any misfed paper caught inside.

Note :
If misfeed location indicator stays on after the front cover is closed, a misfeed may still be within the copier-Be sure to remove all misfed paper.
Do not touch the selenium drum when clearing misfeeds.

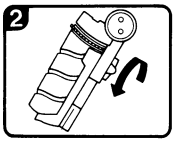
3

ADDITION TONER

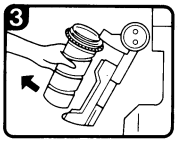
When Add Toner Indicator blinks, 50 more copies can be made.
Replace Toner Bottle promptly. When indicator stays lit, copies cannot be made until toner is added.



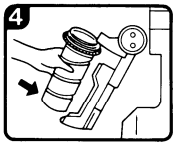
Grasp the bottle holder and gently but firmly pull down.



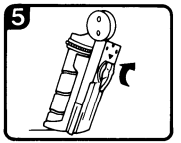
Turn the lever on reverse side of bottle holder counterclockwise.



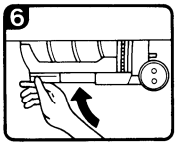
Remove empty Toner Bottle.



Place new Toner Bottle in the holder.



Turn lever clockwise until it locks.

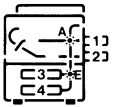


Grasp bottle holder handle and pull up until holder meets magnetic catch.

4

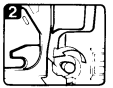
Removing Misfed Paper

If A & E are lit.
If E is lit.

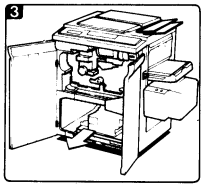




Turn the knob (E) clockwise. Remove any misfed paper, taking care not to tear it.



When the paper is not fed to the inside of the copier turn the knob (E) counterclockwise.



- Slide out the cassette bank unit.
- Remove any misfed paper following the instructions inside.

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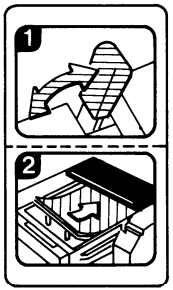

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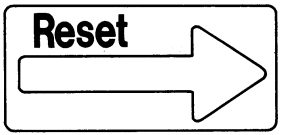
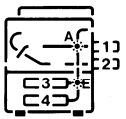


9

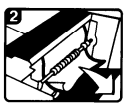
Removing Misfed Paper

If E is lit.





Grasp the knob E_2 and swing it in the direction of arrow to open the guide plate.

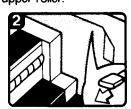


Remove any misfed paper, taking care not to tear it.

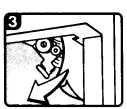
When paper remains in the upper roller.



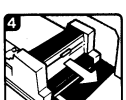
Slide the unit in the direction of arrow while pressing the knob E_3.



Depress the lever ③ in the direction of arrow.



Remove any misfed paper taking care not to tear it.



Return the unit to its original position.

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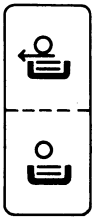

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I-On

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O-Off

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14



3. DECAL AND DOCUMENT

Index No.	Part No.	Description	Q'ty Per Assembly
1	A007 6348	Decal - Misfeed Large	1
2	A007 6349	Decal - Misfeed Small	1
3	A007 6351	Decal - Adding Toner	1
4	A019 6357	Decal - Misfeed	1
5	AA00 1071	Grip Decal - Fusing Cover	1
6	A019 1366	Decal - Paper Load	1
7	A019 1365	Decal - Handle	1
8	A019 6354	Decal - Reset	1
9	A019 6358	Decal - Misfeed	1
10	AA00 1082	Decal - Paper Feed Lever	1
11	AA00 1087	Decal - SW - ON	1
12	AA00 1091	Decal - SW - OFF	1
13	A019 8600	Operating Instructions - English	1
13	A019 8601	Operating Instructions - German	1
13	A019 8602	Operating Instructions - French	1
13	A019 8603	Operating Instructions - Italian	1
13	A019 8604	Operating Instructions - Spanish	1
13	A019 8605	Operating Instructions - 5 Languages	1
14	A019 8610	Installation Procedure	1

Index No.	Part No.	Description	Q'ty Per Assembly

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A019 1280	Upper Left Cover	3-4
A019 1281	Left Cover - Option	3-5
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A019 1383	Lower Inner Cover	5-12
A019 2810	Front Inner Cover	5-6
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