

Introduction

Read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Important

Contents of this manual are subject to change without prior notice. 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.

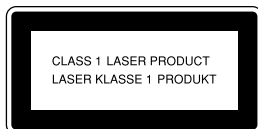
Certain options might not be available in some countries. For details, please contact your local dealer.

Depending on which country you are in, certain units may be optional. 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 two GaAlAs laser diodes, 5-milliwatt, 760-800 nanometer wavelength for each emitter. 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 to the inside of the machine and can be seen by opening the duplex unit and the transfer unit right cover.



Caution:

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see "Machine Types", About This Machine.)

- Type 1: Aficio MP 3500
- Type 2: Aficio MP 4500

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts with your Ricoh office products.

Power Source

220 - 240V, 50/60Hz, 8A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see Troubleshooting.


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:

 **WARNING:**
Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

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

⚠ WARNING:

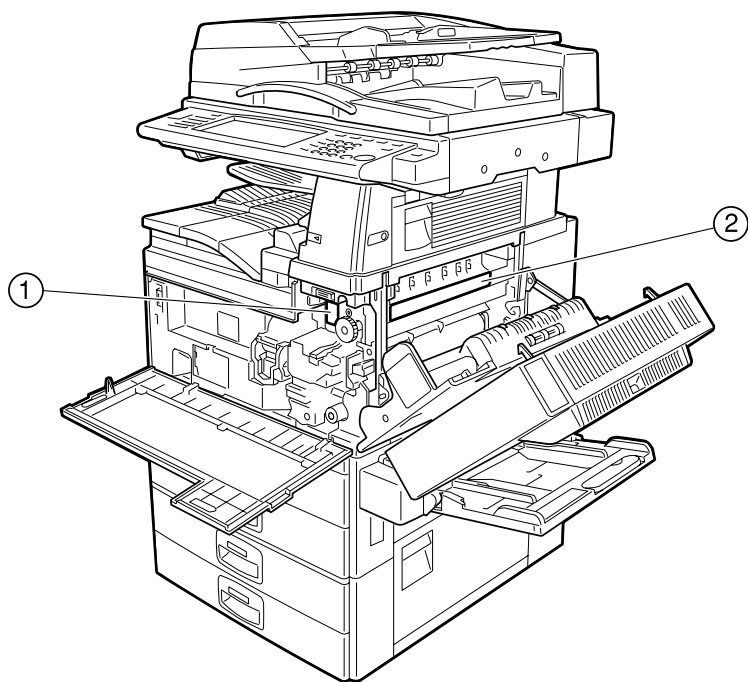
- ***Connect the power cord directly into a wall outlet and do not use an extension cord.***
- ***Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.***
- ***To avoid hazardous electric shock or laser radiation exposure, do not 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 used toner or toner containers. Toner dust might ignite when exposed to an open flame.***
- ***Disposal can take place at our authorized dealer.***
- ***Dispose of used toner containers in accordance with local regulations.***
- ***Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.***
- ***Connect the machine only to the power source described on the inside front cover of this manual.***
- ***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.***
- ***If the power cord is damaged (exposure of the core, disconnection, etc.), contact your service representative to change a new one. Operating the machine with a damaged power cord may cause an electric shock or fire.***
- ***Do not incinerate the photoconductor unit. Toner dust might ignite when exposed to an open flame. Dispose of the used photoconductor unit in accordance with local regulations.***

 **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).*
- *To disconnect the power cord, pull it out by plug. Do not drag the cord itself. Doing so may result in damage to the cord, leading to fire or electric shock.*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.*
- *Keep toner (used or unused) and toner containers out of reach of children.*
- *For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise, an injury might occur.*
- *If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.*
- *If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.*
- *If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.*
- *Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.*
- *If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.*
- *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.*
- *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.*
- *The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.*
- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or machine failure.*

Positions of ⚠️ WARNING and ⚠️ CAUTION labels

This machine has labels for ⚠️ WARNING and ⚠️ CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.



ART0025



ART0035

Do not touch this part.

②

CAUTION
ATTENTION
注意
ACHTUNG
ATTENZIONE
PRECAUCION

•High temperature. Be careful of hot parts when clearing paper jams.

•Temperatura elevata. Fare attenzione alle parti calde quando si eliminano gli inceppamenti della carta.

•Température élevée. Attention aux pièces chaudes en supprimant un bouchage papier.

•Vorsicht hohe Temperaturen! Achten Sie auf heiße Geräteteile, wenn Sie einen Papierstau beheben.

•Alta temperatura. Tenga cuidado con las partes calientes cuando elimine los atascamientos de papel.

•高温です。用紙づまり処理は、高温部分に注意しながら行ってください。>PET<

ART0045

High temperature. Be careful of hot parts when clearing paper jams.

5

User Information on Electrical & Electronic Equipment

Users in the EU, Switzerland and Norway

Our Products contain high quality components and are designed to facilitate recycling.

Our products or product packaging are marked with the symbol below.



The symbol indicates that the product must not be treated as municipal waste. It must be disposed of separately via the appropriate return and collection systems available. By following these instructions you ensure that this product is treated correctly and help to reduce potential impacts on the environment and human health, which could otherwise result from inappropriate handling. Recycling of products helps to conserve natural resources and protect the environment.

For more detailed information on collection and recycling systems for this product, please contact the shop where you purchased it, your local dealer or sales/service representatives.

All Other Users

If you wish to discard this product, please contact your local authorities, the shop where you bought this product, your local dealer or sales/service representatives.

Noise Emission

❖ **Noise emission:**

- Sound power level
Main unit only:

	Type 1	Type 2
Stand-by	42 dB (A)	42 dB (A)
Copying	68 dB (A)	68 dB (A)

Complete system:

	Type 1	Type 2
Stand-by	46 dB (A)	46 dB (A)
Copying	72 dB (A)	72 dB (A)

- The above measurements, made in accordance with ISO 7779 are actual values. The complete system consists of the main unit, ADF, internal tray 2, paper tray unit, bridge unit, 2 tray finisher and LCT.

In accordance with TUV “GS Symbol” requirements, details of the EU office or representative company are given below.
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Overseas Affiliates

RICOH EUROPE B.V.

“Nieuw Kronenburg”

Prof. W.H. Keesomlaan 1, 1183 DJ Amstelveen, The Netherlands



Declaration of Conformity

"The Product complies with the requirements of the EMC Directive 89/336/EEC and its amending directives and the Low Voltage Directive 73/23/EEC and its amending directives."

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

I means **POWER ON**.

⏻ means **STAND BY**.

Notice To Facsimile Unit (optional) Users

Notice to Users in EEA Countries

This product complies with the essential requirements and provisions of Directive 1999/5/EC of the European Parliament and of the Council of 9 March 1999 on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

Notice to Users Accessing Analog PSTN in EEA Countries

This product is designed to be able to access analog PSTN in all EEA countries. Local PSTN compatibility is dependent on software switch settings. Please contact your service representative if relocating this product to another country. In the event of problems, please contact your service representative in the first instance.

The CE Declaration of Conformity is available by accessing the URL:
http://www.ricoh.co.jp/fax/ce_doc/ and selecting the product applicable.

Notice To Wireless LAN Interface (optional) Users



Declaration of Conformity

Notice to Users in EEA Countries

This product complies with the essential requirements and provisions of Directive 1999/5/EC of the European Parliament and of the Council of 9 March 1999 on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

The CE Declaration of Conformity is available by accessing the URL:
http://www.ricoh.co.jp/fax/ce_doc/.

Outdoor use of this product in Belgium, France, Germany, Italy, or the Netherlands is prohibited.

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