

Safety Information

1. Manuals Provided with This Machine

2. Safety Information for This Machine

3. Other Information for This Machine

For information not found in paper manuals, see the online manuals available on our web site (<http://www.ricoh.com/>) or via the control panel.



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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How to Read the Manuals

Symbols Used in the Manuals

This manual uses the following symbols:

★ Important

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

↓ Note

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

[]

Indicates the names of keys on the machine's display or control panels.

 **Region A** (mainly Europe and Asia), (mainly Europe), or (mainly Asia)

 **Region B** (mainly North America)

Differences in the functions of Region A and Region B models are indicated by two symbols. Read the information indicated by the symbol that corresponds to the region of the model you are using. For details about which symbol corresponds to the model you are using, see "Model-Specific Information", Specifications.

Disclaimer

To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this machine, losses of the registered data, or the use or non-use of this product and operation manuals provided with it.

Make sure that you always copy or have backups of the data registered in this machine. Documents or data might be erased due to your operational errors or malfunctions of the machine.

In no event will the manufacturer be responsible for any documents created by you using this machine or any results from the data executed by you.

Notes

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

The manufacturer shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the manufacturer with your office products. For good output quality, the manufacturer recommends that you use genuine toner from the manufacturer.

Some illustrations in this manual might be slightly different from the machine.

Colors on color keys or the color circle may differ slightly from the colors of actual copies.

The color samples in this manual may differ slightly from the colors of actual copies.

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.

Manuals for This Machine

The operating instructions of this machine are provided in the following formats:

Format	Manuals
Printed manual	• Safety Information
CD-ROM	• Driver Installation Guide
Manuals displayed on the control panel	• User Guide (Full Version) (HTML)
Web pages	<ul style="list-style-type: none"> • Safety Information • User Guide (Selected Version) (PDF) • User Guide (Full Version) (HTML) • Driver Installation Guide

Safety Information

Before using the machine, be sure to read the section of this manual entitled Safety Information. It also describes each regulation and environmental conformance.

User Guide (Selected Version)

Regarding the basic usage of this machine, frequently used functions, troubleshooting when an error message appears, etc., summaries are provided for each user manual.

User Guide (Full Version)

Describes the setup for using the machine, how to use functions to copy, fax, print, scan or for maintenance and specifications, troubleshooting, system settings, and security functions.

Manuals are available in English, German, French, Italian, Spanish, Dutch, and Russian.

The User Guide for languages other than shown above contains the information in User Guide (Selected Version) and Security.

Driver Installation Guide

Describes how to install and configure each driver. This manual is included in the drivers CD.

Note

- Before you configure the extended security and authentication settings, refer to "Registering Administrators Before Using the Machine" in the Security.
- Using the machine's security function prevents unauthorized use of the machine, data tampering, or information leakage. For enhanced security, we recommend that you first make the following settings:
 - Install the Device Certificate.
 - Enable SSL (Secure Sockets Layer) Encryption.
 - Change the user name and password of the administrator.

- You can download information about the machine's certification, which is based on an IT security certification system (hereafter CC Certification), from the following URL:

U.S. Government Protection Profile for Hardcopy Devices Version 1.0 (IEEE Std 2600.2™-2009)

- IM C2000/C2500/C3000/C3500
For Administrator: https://support.ricoh.com/services/device/ccmanual/im_C2000_C2500_C3000_C3500/en/download_admin.html
For User: https://support.ricoh.com/services/device/ccmanual/im_C2000_C2500_C3000_C3500/en/download_user.html
- IM C4500/C6000
For Administrator: https://support.ricoh.com/services/device/ccmanual/im_C4500_C5500_C6000/en/download_admin.html
For User: https://support.ricoh.com/services/device/ccmanual/im_C4500_C5500_C6000/en/download_user.html

Protection Profile for Hardcopy Devices 1.0 dated September 10, 2015

- IM C2000/C2500/C3000/C3500/C4500/C6000
For Administrator: https://support.ricoh.com/services/device/ccmanual/im_C2000_C2500_C3000_C3500_C4500_C5500_C6000/en/download_admin.html
For User: https://support.ricoh.com/services/device/ccmanual/im_C2000_C2500_C3000_C3500_C4500_C5500_C6000/en/download_user.html

This information is about how to set up the machine. If you have purchased a CC Certified machine, be sure to read it before operating the machine so you can make the correct settings before using it.

The Meanings of the Safety Symbols Used with This Machine



Prohibition



Caution



General mandatory action sign



Keep out of reach of children



Do not touch



Do not throw into the fire



Do not use the cleaner



Caution, risk of having hands or arms caught



Caution, hot surface

The Meanings of Safety Labels



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.

Safety Precautions to Be Followed

Requirements for Locating and Installing Machines



WARNING

- Avoid taking the following actions close to or inside this machine because doing so can result in fire or electric shock:
 - Using flammable sprays, solvents, and so on
 - Placing flammable sprays, solvents, and so on
 - Placing containers holding liquids or small metal objects



CAUTION

- Do not place the machine in a humid or dusty environment. Doing so can result in fire or electric shock.
- Do not place the machine on an unstable or tilted surface. Doing so can cause the machine to fall or topple over, possibly resulting in injury.
- Do not obstruct the machine's vents. Doing so can result in fire as the internal components are overheated.
- Do not place heavy objects on the machine. Doing so can cause the machine to fall or topple over, possibly resulting in injury.
- When using this machine in a poorly ventilated or narrow room continuously for a long period of time or printing a high volume of materials, make sure to ventilate the room sufficiently.

Requirements for Using Power Plugs and Cords



WARNING

- Avoid taking the following actions because doing so can result in fire or electric shock:
 - Using any power supply voltage or frequencies other than those that match the specifications shown
 - Using multi-socket adapters
 - Using extension cords
 - Touching the prongs of the power cable's plug with anything metallic
- Avoid applying the following actions to power cords because doing so can result in fire or electric shock:
 - Damaging them
 - Bundling them
 - Modifying them
 - Putting heavy objects on them
 - Pulling them forcibly
 - Bending them forcibly
- Do not handle the power cord plug with wet hands. Doing so can result in electric shock.
- The supplied power cord or cords are for use with this machine only. They cannot be used for appliances other than this machine. Also, do not use power cords other than the power cord or cords supplied with this machine. Doing so can result in fire or electric shock.
- To prevent fire or electric shock, disconnect the plug and the power cord from the wall outlet at least once a year and check them. If any of the following conditions exist, do not use the plug and the power cord continuously, and consult your dealer or service representative.
 - There are burn marks on the plug
 - The prongs on the plug are deformed
 - The power cord's inner wires are exposed or broken
 - The power cord's coating is cracked, dented, or damaged
 - When the power cord is bent, the power turns off and on
 - Part of the power cord becomes hot

CAUTION

- When disconnecting the power cord from the wall outlet, make sure to pull the plug, not the cord. Do not pull the power cord forcibly. Doing so can damage the power cord, possibly resulting in fire or electric shock.
- Be sure to push the power cord plug fully into the wall outlet. Also, do not push it into loose and unstable wall outlets likely to cause a contact failure. Doing so can result in heat generation.
- Be sure to disconnect the plug from the wall outlet and clean the prongs and the area around the prongs at least once a year. Allowing dust to build up on the plug constitutes a fire hazard.
- If you do not use the machine for a long period of time such as consecutive holidays, be sure to disconnect the power cord plug from the wall outlet for reasons of safety.
- When performing maintenance on the machine, disconnect the power cord from the wall outlet for safety.
- Power Source
220–240 V, 10 A, 50/60 Hz

Requirements during Emergencies



WARNING

- Do not touch this machine if a lightning strike occurs in the immediate vicinity. Doing so could result in electric shock.
- Be sure to install the machine as close as possible to a wall outlet so that you can disconnect the power cord plug easily in an emergency.
- If the machine behaves unusually as follows, turn off the power immediately. After turning off the power, make sure to disconnect the power cord plug from the wall outlet, and then contact your service representative and report the problem. Continuously using the power cord can result in fire or electric shock.
 - The machine is emitting smoke
 - The machine is emitting odors
 - Metal objects or other foreign objects have fallen inside the machine
 - Water or other fluids have fallen inside the machine

**WARNING**

- If the machine topples or a cover or other part is damaged, turn off the power immediately. After disconnecting the power cord plug from the wall outlet. Contact your service representative. Using the machine continuously can result in fire or electric shock.

Requirements for Relocating Machines

**CAUTION**

- When moving the machine, do not hold the control panel. Doing so may damage the control panel and can result in injury or malfunction.
- When moving the machine with the optional paper tray unit attached, do not push the upper part of the main unit forcibly. Doing so can cause the main unit to detach from the optional paper tray unit, possibly resulting in injury.
- When carrying or moving the machine by lifting it for relocation to another floor, contact your service representative. Dropping or toppling the machine can result in injury or malfunction.
- After moving the machine, use the caster fixture to fix it in place. Otherwise, the machine might move or topple over to cause injury.
- When moving the machine, make sure to unplug the power cord from the wall outlet and confirm that line cords and other connecting cables have been removed. Otherwise, the power cord is damaged, possibly resulting in fire or electric shock.

Requirements for Using the Machine

**CAUTION**

- Do not look into the light source. Doing so may damage your eyes.
- If the first or second layer paper tray is installed, do not pull out more than one tray at a time. Pressing down forcefully on the machine's upper surface might cause the machine to topple over, possibly resulting in injury.
- Do not use stapled sheets of paper, aluminum foil, carbon paper, or any kind of conductive paper. Doing so can result in fire.
- Keep SD cards and USB flash memory devices out of reach of children. If a child accidentally swallows an SD card or USB flash memory device, consult a doctor immediately.
- When lowering the ADF, do not place your hands on the hinges and exposure glass. Your hands or fingers are caught, which can result in injury.

Requirements for Handling the Machine's Interior

**WARNING**

- Do not remove any covers or screws other than those explicitly mentioned in this manual. There are high voltage components inside the machine that can cause electric shock. Also there are laser components inside the machine that can cause blindness. Contact your sales or service representative if any of the machine's internal components require maintenance, adjustment, or repair.
- Do not disassemble or modify this machine. Doing so can result in fire and electric shock. Also, exposure to the laser components inside this machine risks blindness.

**CAUTION**

- There are highly-heated parts inside the machine. When removing misfed paper, do not touch areas other than those specified in this manual. Touching those areas can result in burns.



CAUTION

- There are parts inside the machine that may break when touched. When removing misfed paper, do not touch connectors, sensors, and LED specified in "Troubleshooting". Touching them can result in malfunction.
- Although the machine is designed so that a safety device protects users from injury, take care not to touch the rollers during operation. The rollers may pinch before stopping completely.
- Contact your sales or service representative for cleaning the machine's interior. If the machine's interior is not regularly cleaned while dust accumulates, fire and malfunction can result.
- When replacing paper or removing jammed paper, make sure not to trap or injure your fingers.
- When operating the machine, do not put your hand inside the booklet finisher tray of the finisher's staple unit. You may trap your fingers in the machine's gap and injury can result.

Requirements for Handling Supplies



WARNING

- Do not store toner (new or used) or toner containers while toner is inside in a place with an open flame. The toner can ignite and result in burns or fire.
- The following explains the warning messages on the plastic bag used in this product's packaging:
 - Do not leave the polythene materials (bags, etc.) supplied with this machine close to babies and small children. Suffocation can result if polythene materials are brought into contact with the mouth or nose.
- Do not dispose of the following items into a fire. Toner will ignite on contact with naked flame and burns can result.
 - Toner (new or used)
 - Toner containers while toner is inside
 - Toner-attached parts
- Do not absorb spilled toner (including used toner) using a vacuum cleaner. Absorbed toner may cause ignition or explosion due to electric contact sparks inside the vacuum cleaner. However, you can use a toner-compatible industrial vacuum cleaner. When toner is spilled, remove the spilled toner using a wet cloth so that the toner is not scattered.



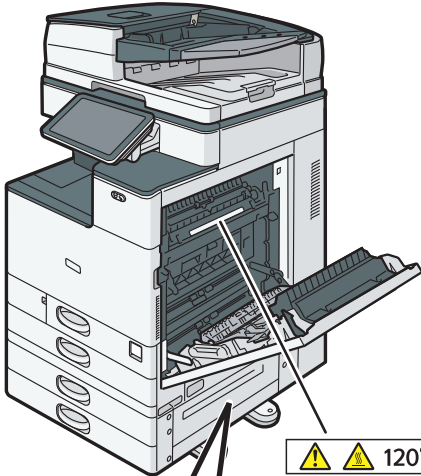
CAUTION

- Do not open toner containers forcibly while toner is inside, crush or squeeze them. Toner spillage can cause accidental ingestion or dirtying of clothes, hands, or floor.
- Do not leave the following items in a place where children can reach them:
 - Toner (new or used)
 - Toner containers while toner is inside
 - Toner-attached parts
- When removing jammed paper, replenishing or replacing toner (new or used), make sure not to inhale toner.
- When the following occurs while toner is handled, receive emergency measures first, and then consult a doctor if necessary.
 - When inhaling toner, gargle with a large amount of water and move into a fresh air environment.
 - When swallowing toner, dilute gastric contents with a large amount of water.
 - When getting toner into your eyes, flush them with a large amount of water.
- When removing jammed paper, replenishing or replacing toner (new or used), be careful not to have toner dirt your skin or clothes.
- If toner (new or used) comes into contact with your skin or clothes and smears them, take the following actions:
 - If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.
 - If toner comes into contact with your clothes, wash the stained area with cold water. Heating the stained area by applying hot water will set the toner into the fabric and removing the stain may become impossible.
- When replacing a container with toner (including used toner) or consumables with toner, be careful that the toner does not splatter. After removing used consumables and shutting the lid of the container if the lid is available, put them in a bag.

Safety Labels of This Machine

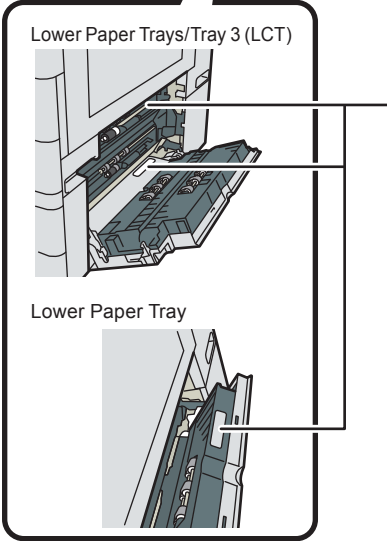
Positions of WARNING and CAUTION labels

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.



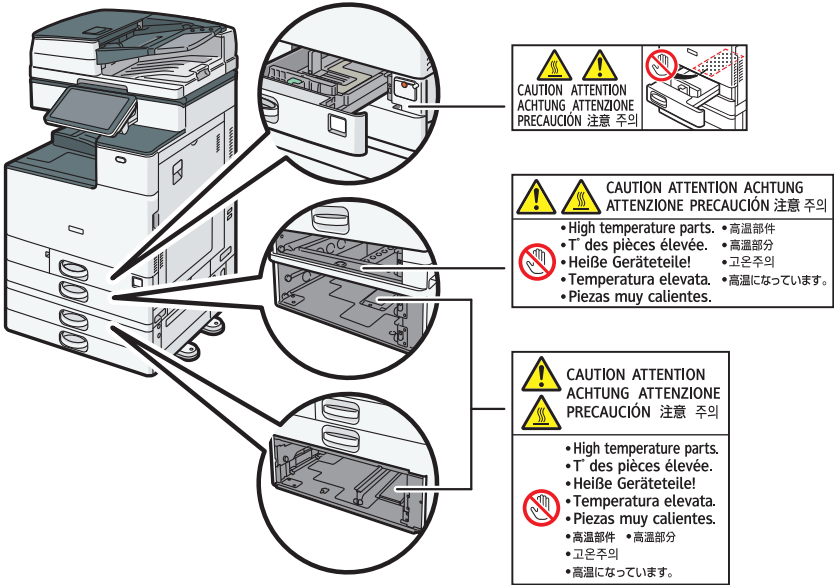


CAUTION ACHTUNG ATTENTION ATTENZIONE PRECAUCIÓN
注意高温 高温注意 고온주의 高温注意

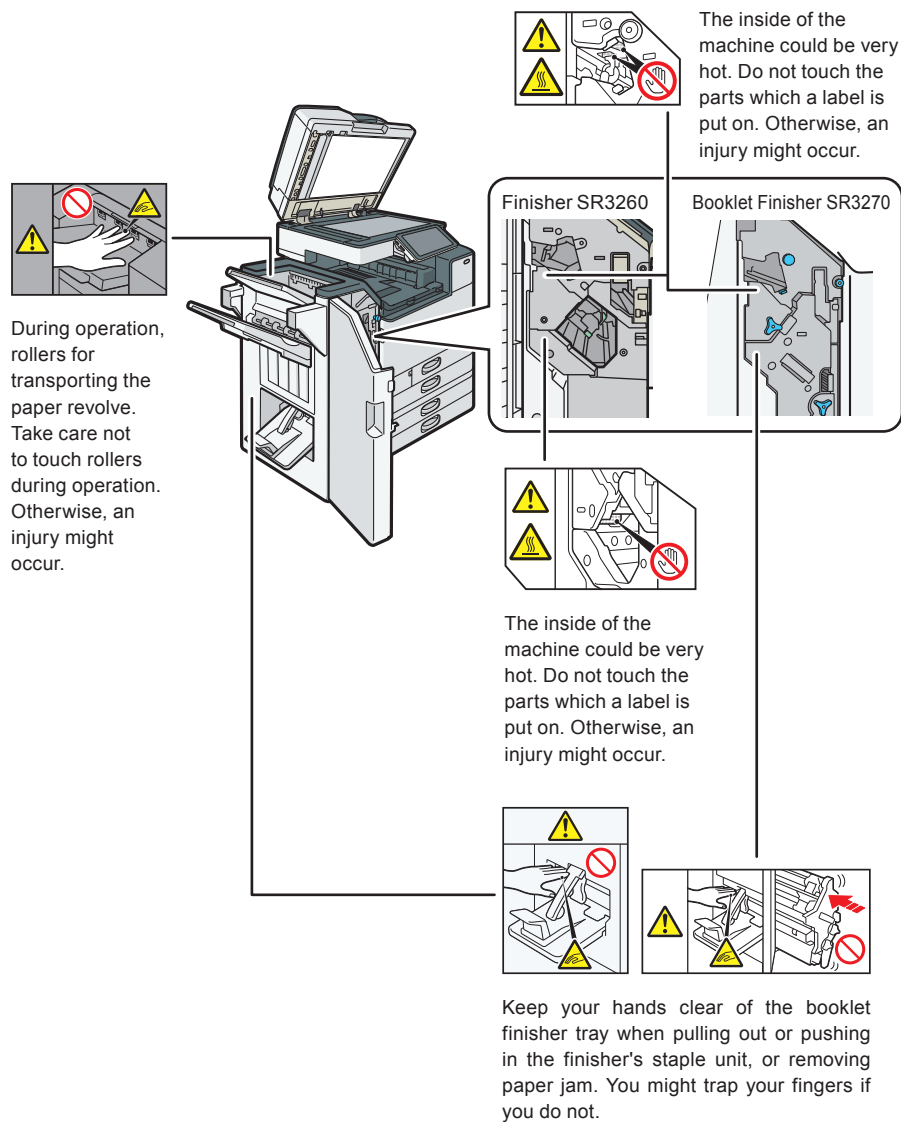


Do not touch the parts a label indicates. The inside of the machine could be very hot. Caution should be taken when removing misfed paper.

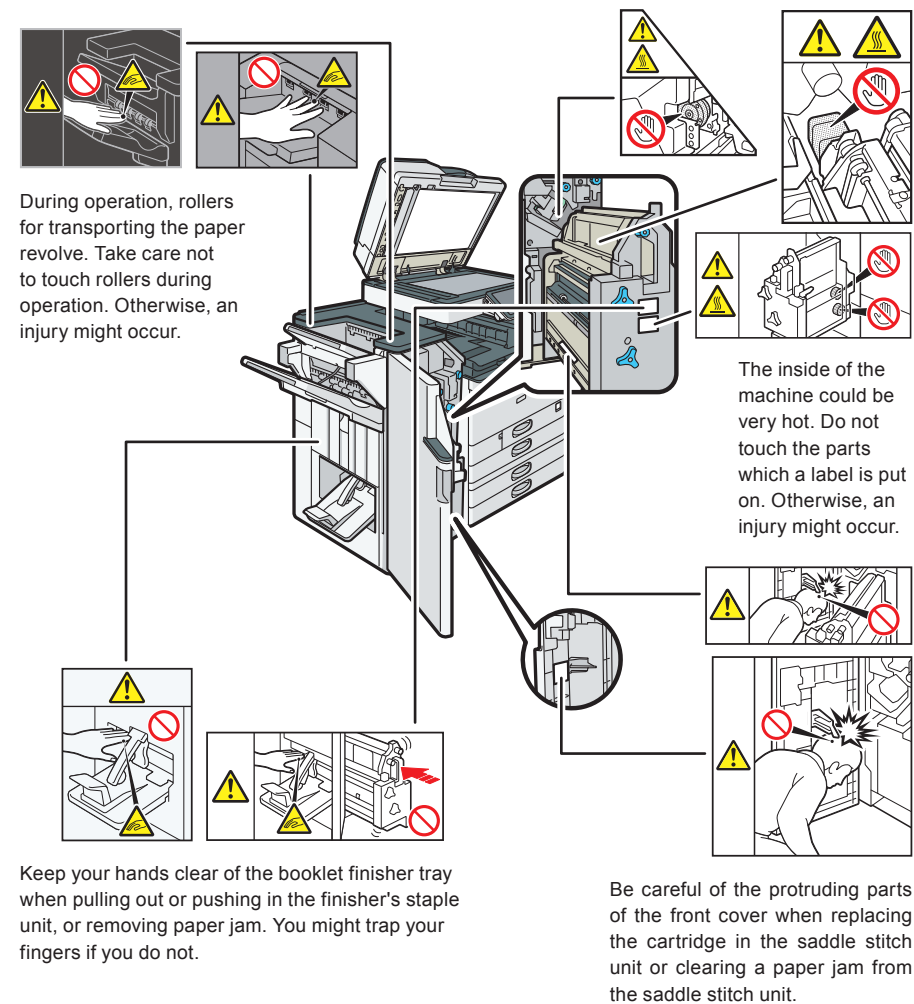
The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.



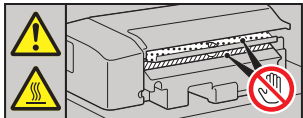
Finisher SR3260 or Booklet Finisher SR3270



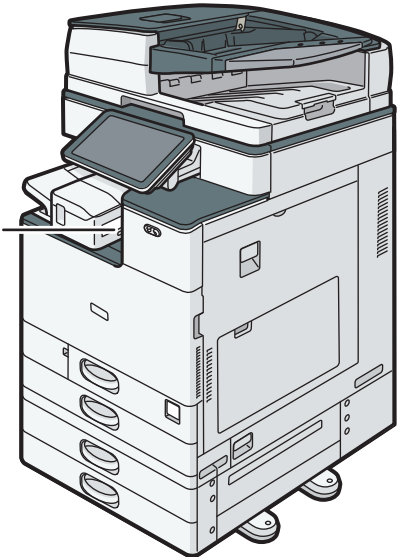
Finisher SR3280 or Booklet Finisher SR3290



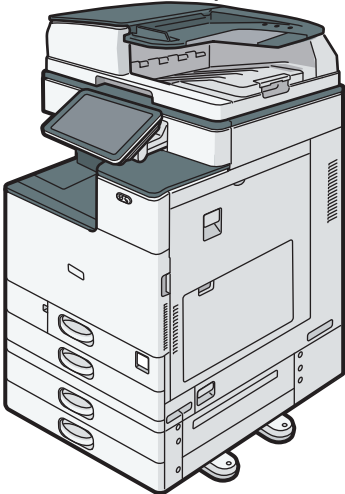
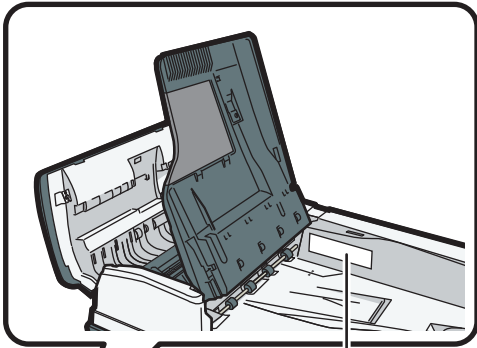
Internal Finisher SR3300



The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.

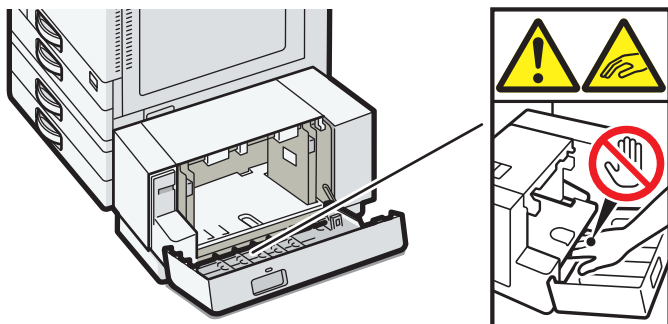


ARDF



The cartridge may become hot during use. Do not touch the cartridge immediately; turn off the main power of the machine and wait 20 minutes or more before replacing it.

Large capacity tray (LCT)



Do not place your hand under the bottom plate. Doing so may result in your fingers becoming trapped in the gap and injured.

Laws and Regulations

Duplication and Printing Prohibited

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:

bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

Symbols for Earth, Insulation, and Power Switch

Symbols for earth, insulation, and power switch that are used for this machine are as follows:

- ⏏ : Protective earth
- ⏏ : Earth
- I : POWER ON
- ⏏ : STANDBY

Legal Requirements

Laser Safety

For IM C2000/C2500/C3000/C3500

This machine complies with the requirements of IEC 60825-1:2014 for class 1 laser product. The machine contains four AlGaInP laser diodes, 655–663 nanometer wavelength for each emitter. The beam divergence angle is 21 degrees (minimum) and 29 degrees (maximum) in the vertical direction, and 7 degrees (minimum) and 11 degrees (maximum) in the horizontal direction, and laser beams are generated in Continuous Wave (CW) mode. The maximum output power of the light source is 10 milliwatt.

The following label is attached on the rear 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.

For IM C4500/C6000

This machine complies with the requirements of IEC 60825-1:2014 for class 1 laser product. The machine contains four 4ch-Laser Diode Arrays (4ch-LDA). Laser diodes are AlGaInP, 657–663 nanometer wavelength for each emitter. The beam divergence angle is 16 degrees (minimum) and 25 degrees (maximum) in the vertical direction, and 7 degrees (minimum) and 13 degrees (maximum) in the horizontal direction, and laser beams are generated in Continuous Wave (CW) mode. Each 4ch-LDA has four light sources and the maximum output power of the light source is 17 milliwatt.

The following label is attached on the rear 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.

EMC Directive

Installing the Ferrite Core

Attach a ferrite core to the following cables to prevent RF interference:

- An Ethernet interface cable connecting to the Device Server Option port
- A telephone line cable connecting to the G3 interface connector
- A telephone line cable connecting to the Extra G3 interface unit connector
- An USB cable connecting to the card reader
- The antenna cable of the Wireless LAN interface board

User Information on Electrical and Electronic Equipment (For Users in India)

This product including components, consumables, parts and spares complies with the "India E-waste Rule" and prohibits use of lead, mercury, hexavalent chromium, polybrominated biphenyls or polybrominated diphenyl ethers in concentrations exceeding 0.1 weight % and 0.01 weight % for cadmium, except for the exemptions set in the Rule.

NOTICE TO USERS (NEW ZEALAND)

- The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.
- This equipment is not capable, under all operating conditions, of correct operation at the higher speeds for which it is designed. Telecom will accept no responsibility should difficulties arise in such circumstances.
- Devices connected to the telephone port may lose their memory if this fax machine is on line for extended periods. To prevent this, such devices should have the facility for battery or similar backup of memory.
- This device may be subject to ringing or bell tinkle when certain other devices are connected to the same line. If this occurs, the problem should not be referred to the Telecom Faults Service.
- This equipment should not be used under any circumstances that may constitute a nuisance to other Telecom customers.

- Telepermitted equipment only may be connected to the auxiliary telephone port. The auxiliary telephone port is not specifically designed for 3-wire connected equipment that may not respond to incoming ringing when attached to this port.

Trademarks

The SD is a trademark of SD-3C, LLC.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks.

