

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 a GaAlAs laser diode, 6.2-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 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.

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 - 240 V, 50/60 Hz, 4 A or more



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

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:

- | |
|--|
| <p> WARNING:
<i>Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.</i></p> <p> CAUTION:
<i>Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.</i></p> |
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Safety Precautions to be Followed

This section explains safety precautions that should always be followed when using this machine.

Environments where the machine can be used

This section explains safety precautions about environments where the machine can be used.

WARNING:

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|---|
| <ul style="list-style-type: none">• <i>Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.</i> |
|---|

CAUTION:

- | |
|--|
| <ul style="list-style-type: none">• <i>Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.</i>• <i>Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.</i> |
| <ul style="list-style-type: none">• <i>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.</i> |

Handling power cords and power plugs

This section explains safety precautions about handling power cords and power plugs.

WARNING:

- ***Connect this machine only to a power source that matches the specifications shown in this manual and do not use an extension cord.***
 - ***Use of this machine with extension cords and power sources other than those that match the specifications shown constitutes an electric shock and fire hazard.***
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- ***Power cords that are damaged, broken, modified, trapped under heavy objects, pulled hard, or bent severely are electric shock and fire hazards.***
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- ***Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.***
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- ***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.***
-
- ***It is dangerous to handle the plug with wet hands. Doing this may result in receiving an electric shock.***
-
- ***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.***
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CAUTION:

- ***When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).***
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- ***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.***
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- ***For safety reason, unplug the power cord from the wall outlet if the machine will not be used for an extended period of time such as holidays.***
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Handling the main machine

This section explains safety precautions about handling the main machine.

WARNING:

- ***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.***

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.*
- *If you have to move the machine when the optional paper tray unit is attached, do not push on the main unit's top section. Doing so can cause the optional paper tray unit to detach, possibly resulting in injury.*
- *If two paper tray units (options) are installed, do not pull out more than one tray at a time when you are changing or replenishing paper or resolving paper jams. Pressing down forcefully on the machine's upper surfaces can result in malfunctions and/or user injury.*
- *Contact your service representative if you need to lift the machine (such as when relocating it to another floor). Do not attempt to lift the machine without the assistance of your service representative. The machine will be damaged if it topples or is dropped, resulting in malfunction and risk of injury to users. The machine's various handling areas are for service engineer use only. Do not touch these areas.*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.*
- *Do not look into the lamp. It can damage your eyes.*
- *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.*

Handling the machine's interior

This section explains safety precautions about handling the machine's interior.

WARNING:

- *To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.*
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CAUTION:

- *The fusing section of this machine might 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 with a label indicating the "hot surface". Otherwise, an injury might occur.*
 - *When loading paper, take care not to trap or injure your fingers.*
 - *During operation, rollers for transporting the paper and originals revolve. A safety device has been installed so that the machine can be operated safely. But take care not to touch the machine during operation. An injury might occur.*
 - *Fire and breakdown can result from heavy accumulation of dust inside this machine. Consult your service representative for details about and charges for cleaning the machine's interior.*
-

Handling the machine's supplies

This section explains safety precautions about handling the machine's supplies.

WARNING:

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.***
 - ***Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.***
 - ***Do not store toner, used toner, or toner containers in a place with an open flame. The toner might ignite and cause burns or a fire.***
 - ***Disposal can take place at our authorized dealer.***
 - ***Keep the polythene materials (bags, gloves, etc.) supplied with this machine away from babies and small children at all times. Suffocation can result if polythene materials are brought into contact with the mouth or nose.***
-

CAUTION:

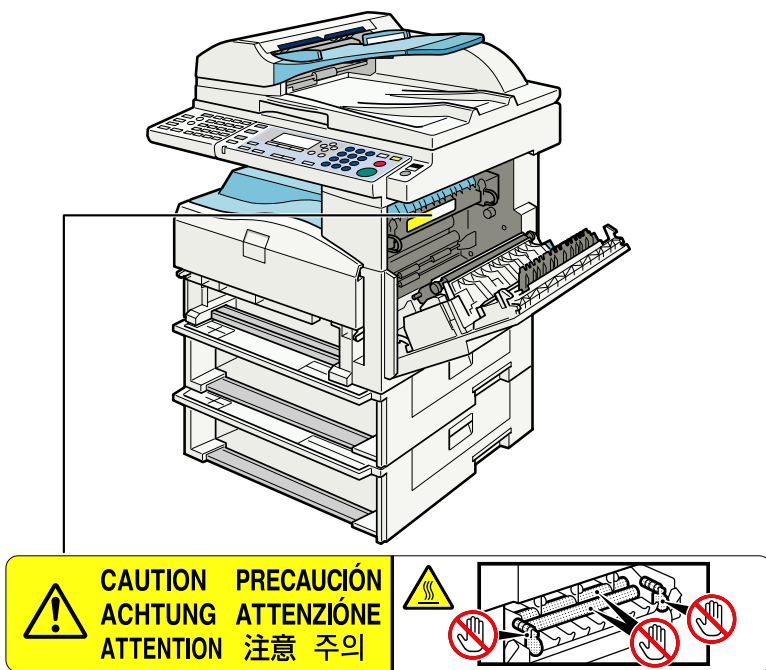
- *To avoid fire or machine failure, do not use aluminum foil, carbon paper, or similar conductive paper.*
- *Do not open toner containers forcefully. Toner can spill, dirtying your clothes or hands, and possibly resulting in accidental ingestion.*
- *Keep toner (used or unused) and toner containers out of reach of children.*
- *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.*

Safety Labels of This Machine

This section explains the machine's safety information labels.

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.



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

Power Switch Symbols

The meanings of the symbols for the switches on this machine are as follows:

-  :POWER ON.
-  :STANDBY.

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.

Note for the Battery and/or Accumulator Symbol (For EU countries only)



In accordance with the Battery Directive 2006/66/EC Article 20 Information for end-users Annex II, the above symbol is printed on batteries and accumulators.

This symbol means that in the European Union, used batteries and accumulators should be disposed of separately from your household waste.

In the EU, there are separate collection systems for not only used electrical and electronic products but also batteries and accumulators.

Please dispose of them correctly at your local community waste collection/recycling centre.

Overseas Affiliates and Noise Emission Information

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 PLC
66 Chiltern Street, London W1U 4AG, U.K.

❖ **Noise Emission**

Maschinenlärminformations-Verordnung 3. GPSGV:
Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäss EN ISO 7779



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.


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.

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