



## Read This First

Manuals Provided with This Machine

1

Safety Information for This Machine

2

For information not in this manual, refer to the PDF files on the supplied CD-ROM.



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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# 1. Manuals Provided with This Machine

This chapter explains manuals for this machine.

## How to Read the Manuals

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### Manuals for This Machine

Read this manual carefully before you use this machine.

Refer to the manuals that are relevant to what you want to do with the machine.

#### ★ Important

- Media differ according to manual.
- Adobe® Reader® must be installed in order to view the manuals as PDF files.

#### Operating Instructions

Explains the basic usage of this machine, copy functions, scanner functions, how to print using the printer driver, and troubleshooting when an error message appears. It also explains how to configure User Tools settings using the control panel or Web Image Monitor.

#### Read This First

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

#### Other Manual

- Quick Guide

### Reading the PDF Manuals on the CD-ROM

This section describes how to read the PDF manuals on the supplied CD-ROM.

#### File path

The manuals are included in the following folder on the CD-ROM:  
MANUAL\_PDF\ (1 language)

1. Insert the CD-ROM in the CD-ROM drive of your computer.
2. Select a language, and then click [OK].
3. Click [Read PDF manuals].
4. Click the title of the manual you want to view.

 **Note**

- To view the PDF manuals, you need to have Adobe Reader installed on your computer.

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## Machine Types

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Check the type of your machine before reading the manuals.

- Type 1: MP 2014
- Type 2: MP 2014D
- Type 3: MP 2014AD

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

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.

## 2. Safety Information for This Machine

This chapter describes the safety precautions.

### Safety Symbols for This Machine

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

	Caution
	Caution, hot surface
	Warning; Laser beam
	Do not touch

# Safety Information

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## Safety During Operation

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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.

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## Safety Precautions to Be Followed

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

### Environments where the machine can be used

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

### **WARNING**

- Do not use flammable sprays or solvents in the vicinity of this machine. Also, avoid placing these items in the vicinity of this machine. Doing so could result in fire or electric shock.

- Do not place vases, plant pots, cups, toiletries, medicines, small metal objects, or containers holding water or any other liquids, on or close to this machine. Fire or electric shock could result from spillage or if such objects or substances fall inside this machine.

### **CAUTION**

- 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.

- Do not place heavy objects on the machine. Doing so can cause the machine to topple over, possibly resulting in injury.

**⚠ CAUTION**

- 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.
- Do not obstruct the machine's vents. Doing so risks fire caused by overheated internal components.

2

**Handling power cords and power cord plugs**

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

**⚠ WARNING**

- Do not use any power sources other than those that match the specifications shown. Doing so could result in fire or electric shock.
- Do not use any frequencies other than those that match the specifications shown. Doing so could result in fire or electric shock.
- Do not use multi-socket adaptors. Doing so could result in fire or electric shock.
- Do not use extension cords. Doing so could result in fire or electric shock.
- Do not use power cords that are damaged, broken, or modified. Also, do not use power cords that have been trapped under heavy objects, pulled hard, or bent severely. Doing so could result in fire or electric shock.
- Touching the prongs of the power cable's plug with anything metallic constitutes a fire and electric shock hazard.
- The supplied power cord is for use with this machine only. Do not use it with other appliances. Doing so could result in fire or electric shock.
- It is dangerous to handle the power cord plug with wet hands. Doing so could result in electric shock.
- If the power cord is damaged and its inner wires are exposed or broken, contact your service representative for a replacement. Use of damaged power cords could result in fire or electric shock.

## **WARNING**

- Be sure to disconnect the plug from the wall outlet at least once a year and check for the following:
  - There are burn marks on the plug.
  - The prongs on the plug are deformed.
- If any of the above conditions exist, do not use the plug and consult your dealer or service representative. Use of the plug could result in fire or electric shock.

- Be sure to disconnect the power cord from the wall outlet at least once a year and check for the following:
  - The power cord's inner wires are exposed, broken, etc.
  - The power cord's coating has a crack or dent.
  - When bending the power cord, the power turns off and on.
  - Part of the power cord becomes hot.
  - The power cord is damaged.
- If any of the above conditions exist, do not use the power cord and consult your dealer or service representative. Use of the power cord could result in fire or electric shock.

## **CAUTION**

- Be sure to push the plug of the power cord fully into the wall outlet. Partially inserted plugs create an unstable connection that can result in unsafe buildup of heat.
- If this machine is not going to be used for several days or longer at a time, disconnect its power cord from the wall outlet.
- When disconnecting the power cord from the wall outlet, always pull the plug, not the cord. Pulling the cord can damage the power cord. Use of damaged power cords could result in fire or electric shock.
- 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.
- When performing maintenance on the machine, always disconnect the power cord from the wall outlet.

- Power Source

220–240 V, 5 A or more, 50/60 Hz

Please be sure to connect the power cord to a power source as above.

## Handling the main machine

This section explains safety precautions about handling the main machine.

### **WARNING**

- Be sure to locate the machine as close as possible to a wall outlet. This will allow easy disconnection of the power cord in the event of an emergency.
- If the machine emits smoke or odours, or if it behaves unusually, you must turn off its power immediately. After turning off the power, be sure to disconnect the power cord plug from the wall outlet. Then contact your service representative and report the problem. Do not use the machine. Doing so could result in fire or electric shock.
- If metal objects, or water or other fluids fall inside this machine, you must turn off its power immediately. After turning off the power, be sure to disconnect the power cord plug from the wall outlet. Then contact your service representative and report the problem. Do not use the machine. Doing so could result in fire or electric shock.
- Do not touch this machine if a lightning strike occurs in the immediate vicinity. Doing so could result in electric shock.
- The following explains the warning messages on the plastic bag used in this product's packaging.
  - Keep the polythene materials (bags, 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**

- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, take care that the power cord is not damaged under the machine. Failing to take these precautions could result in fire or electric shock.
- If you have to move the machine when the optional paper feed 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 the optional paper feed unit is 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.

## CAUTION

- 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.
- Do not look into the lamp. It can damage your eyes.
- Do not hold the control panel while moving the machine. Doing so may damage the control panel, cause a malfunction, or result in injury.
- Protect the machine from dampness or wet weather, such as rain and snow.
- 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.
- Keep your hands away from the hinges and exposure glass when lowering the ADF. Not doing so result in an injury if your hands or fingers are pinched.

## Handling the machine's interior

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

## WARNING

- Do not remove any covers or screws other than those explicitly mentioned in this manual. Inside this machine are high voltage components that are an electric shock hazard and laser components that could cause blindness. Contact your sales or service representative if any of the machine's internal components require maintenance, adjustment, or repair.
- Do not attempt to disassemble or modify this machine. Doing so risks burns and electric shock. Note again that exposure to the laser components inside this machine risks blindness.

## CAUTION

- Some of this machine's internal components get very hot. For this reason, take care when removing misfed paper. Not doing so could result in burns.
- When removing jammed paper, make sure not to trap or injure your fingers.
- When loading paper, take care not to trap or injure your fingers.
- While safety measures have been installed to prevent accidents, you must not touch the machine's rollers while it is operating. Doing so could cause injury.

**⚠ CAUTION**

- If the machine's interior is not cleaned regularly, dust will accumulate. Fire and breakdown can result from heavy accumulation of dust inside this machine. Contact your sales or 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 toner (new or used) or toner containers. Doing so risks burns. Toner will ignite on contact with naked flame.

- Do not store toner (new or used) or toner containers anywhere near naked flames. Doing so risks fire and burns. Toner will ignite on contact with naked flame.

- Do not use a vacuum cleaner to remove spilled toner (including used toner). Absorbed toner may cause a fire or explosion due to electrical contact flickering inside the vacuum cleaner. However, it is possible to use a vacuum cleaner that is explosion-proof and dust ignition-proof. If toner is spilled on the floor, remove the spilled toner slowly using a wet cloth, so that the toner is not scattered.

**⚠ CAUTION**

- Do not crush or squeeze toner containers. Doing so can cause toner spillage, possibly resulting in dirtying of skin, clothing, and floor, and accidental ingestion.

- Store toner (new or used), toner containers, and components that have been in contact with toner 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.

- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your clothing. If toner comes into contact with your clothing, wash the stained area with cold water. Hot water will set the toner into the fabric and make removing the stain impossible.

## CAUTION

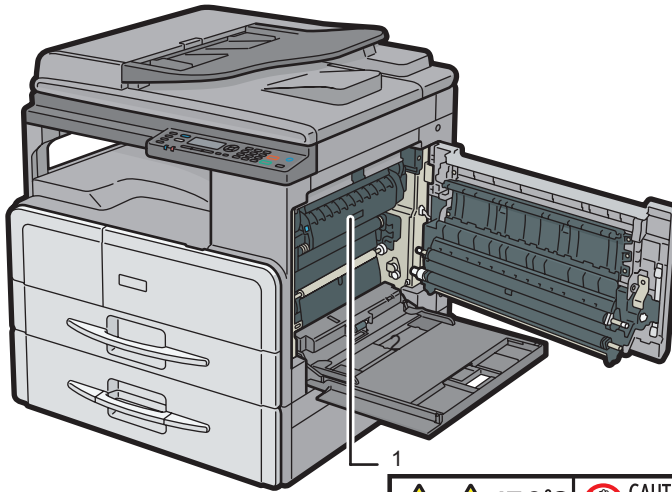
- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your skin. If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.
- When replacing a toner or waste toner container or consumables with toner, make sure that the toner does not splatter. Put the waste consumables in a bag after they are removed. For consumables with a lid, make sure that the lid is shut.
- Do not attempt to print on stapled sheets, aluminum foil, carbon paper, or any kind of conductive paper. Doing so risks fire.
- Keep SD cards or 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.
- There is a risk of explosion if a battery is replaced with an incorrect type of battery. Dispose of used batteries according to the instructions.

# 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.



DJC002

1.

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.

## Power Switch Symbols

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

- I : POWER ON
- O : POWER OFF

## Laws and Regulations

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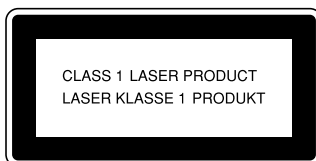
### Laser Safety

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This machine complies with the requirements of IEC60825-1:2007 (EN60825-1:2007) for class 1 laser product. The machine contains one InGaAlP laser diode, 645–670 nanometer wavelength. The beam divergence angle is 24 degrees (minimum) and 34 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. The maximum output power of each light source is 12 milliwatt.

The following label is attached to the upper cover 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.

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

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This product complies with the "India E-waste Rule 2011" 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 Schedule 2 of the Rule.

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MEMO

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MEMO



