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.

Laser Safety:

This machine complies with the requirements of IEC60825-1:2007(EN-60825-1:2007) for class 1 laser product. The machine contains two GaAlAs laser diodes, 6.2-milliwatt, 770-795 nanometer wavelength for each emitter.

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.

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.

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 4001
- Type 2: Aficio MP 5001

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 - 240 V, 50/60 Hz, 8 A 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.

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:

- ***Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.***

- ***Do not use flammable sprays or solvents 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.*

- *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.*

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 "Information" in the HTML manual or "Safety Information" in the printed 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.***

- ***Touching the prongs of the power cable's plug with anything metallic constitutes a fire and electric shock hazard.***

- ***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.***

- ***Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.***

- ***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.***

- ***It is dangerous to handle the power cord plug with wet hands. Doing so could result in electric shock.***

- ***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.***

- ***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.***

⚠ *CAUTION:*

- *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.*

- *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.*

- *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.*

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.***

- ***If the machine emits smoke or odours, or if it behaves unusually, you must turn off its power immediately by first pressing the operation switch on the control panel and then pressing the main power switch. 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 by first pressing the operation switch on the control panel and then pressing the main power switch. After turning off the power, be sure to disconnect the power cord plug from the wall outlet. Then contact your sales or service representative and report the problem. Do not use the machine. Doing so could result in fire or electric shock.***

- ***If the machine topples, or if a cover or other part gets broken, you must turn the power switch to off and 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.***

⚠ *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.*

- *After you move the machine, use the caster fixture to fix it in place. Otherwise the machine might move or come down to cause an 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.***

⚠ *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.*

- *During operation, rollers for transporting the paper and originals revolve. A safety device is being 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 the photoconductor unit. Toner dust might ignite when exposed to an open flame. Dispose of the used photoconductor unit 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.***

- ***Keep the waste oil bottle away from flames. There is a risk of fire or burns.***

- ***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.*

- *When loading paper, take care not to trap or injure your fingers.*

- *Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit. You can trap your fingers if you do not.*

For people using a pacemaker

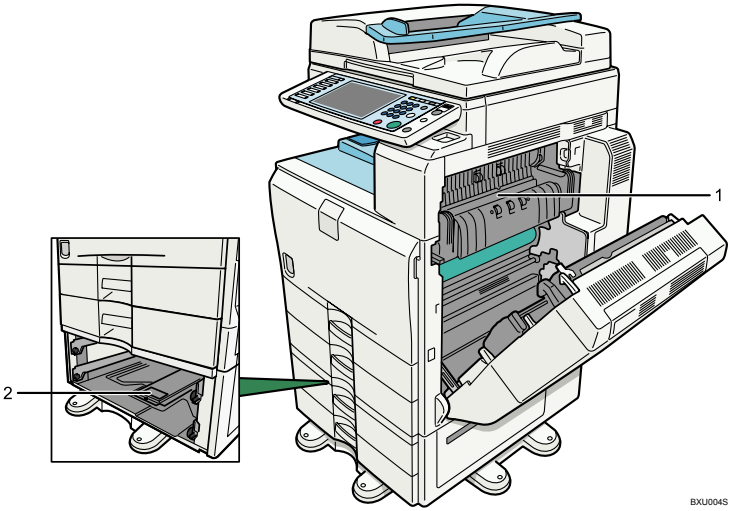
This section explains safety precautions for people using a pacemaker.

⚠ *WARNING:*

- ***This machine generates a weak magnetic field that can interfere with pacemaker regulation. We advise people with pacemakers to consult a doctor and not to use this machine if they experience irregular pacemaker activity while near the 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.

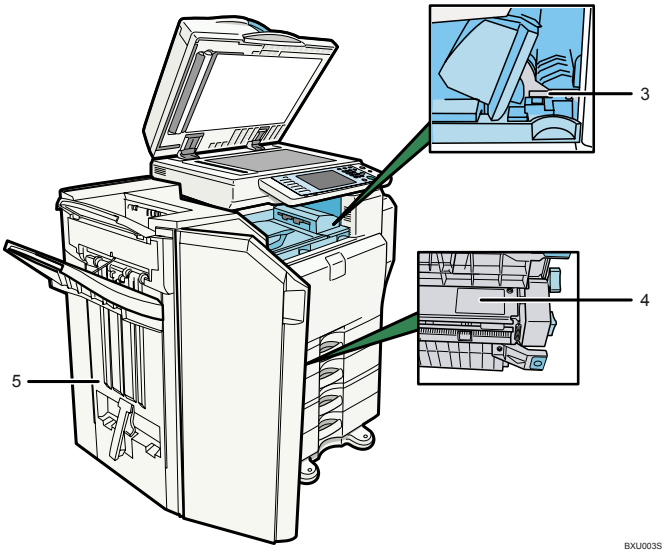


1

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

2

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.



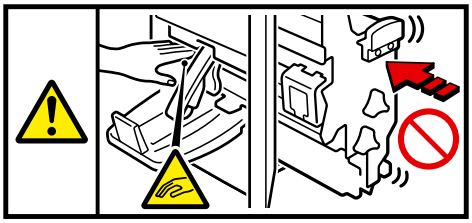
BXU003S

3

BXV003S

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

4



BJA044S

Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit, or removing paper jam. You might trap your fingers if you do not.

5

BJA043S

Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit, or removing paper jam. You might trap your fingers if you do not. Take care not to touch the booklet finisher tray during operation. Otherwise, an injury might occur.

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.

ENERGY STAR Program

❖ ENERGY STAR® Program Requirements for Imaging Equipment

This company is a participant in the ENERGY STAR® Program.

This machine is compliant with the regulations specified by the ENERGY STAR® Program.

The ENERGY STAR® Program Requirements for Imaging Equipment encourage energy conservation by promoting energy efficient computers and other office equipment.

The program backs the development and dissemination of products that feature energy saving functions.

It is an open program in which manufacturers participate voluntarily.

Targeted products are computers, monitors, printers, facsimiles, copiers, scanners, and multifunction devices. Energy Star standards and logos are internationally uniform.

Note

❒ For details about the “default delay time”, see “Energy Saving Functions”.

Reference

p.18 “Energy Saving Functions”

Energy Saving Functions

To reduce its power consumption, this machine has the following functions:

❖ Sleep Mode

- If this machine remains idle for a specified period, it automatically enters Sleep Mode to reduce its electrical consumption.
- The default delay time the machine waits before entering Sleep Mode is 1 minute. This default time can be changed.
- The machine can print jobs from computers and receive faxes while in Sleep Mode.

❖ Specifications

	Type 1	**Type 2**
Reduced Electrical Consumption by Sleep Mode	5.3 W	5.3 W
Time of Switch into Sleep Mode	1 minute	1 minute
Time of Switch out from Sleep Mode	10 seconds	15 seconds

Note

❒ For details about how to change the default interval, see "Timer Settings", General Settings Guide

Reference

"Timer Settings", General Settings Guide

Overseas Affiliates and Noise Emission Information

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

❖ **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
Noise emission is measured when the machine is connected with adapted scanner.

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

| :POWER ON.

○:POWER OFF.

⏻ :STANDBY.

Notice To Facsimile Unit (optional) Users

CE

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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