

## 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:

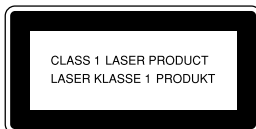
Some illustrations in this manual might be slightly different from the machine.

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

Depending on which country you are in, your machine may include certain options as standard. 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, 6.2-milliwatt, 770-795 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.

### 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 4000/Aficio MP 4000B
- Type 2: Aficio MP 5000/Aficio MP 5000B

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.


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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.

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### Environments where the machine can be used

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

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 **WARNING:**

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

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 **CAUTION:**

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- *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.*

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## Handling power cords and power plugs

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

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### **WARNING:**

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- ***Connect the machine only to the power source described in "Information" in the HTML manual or "Safety Information" (the printed manual). Connect the power cord directly into a wall outlet and do not use an extension cord.***
  - ***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.***
- 
- ***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 (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.***
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- ***It is dangerous to handle the plug with wet hands. Doing this may result in receiving an electric shock.***
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### **CAUTION:**

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- ***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

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This section explains safety precautions about handling the main machine.

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### **WARNING:**

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- ***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:**

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- *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.*

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## Handling the machine's interior

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

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### **WARNING:**

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- ***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:**

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- *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.*

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## Handling the machine's supplies

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

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### **WARNING:**

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- ***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.***

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**⚠ CAUTION:**

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- *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.*

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**For people using a pacemaker**

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This section explains safety precautions for people using a pacemaker.

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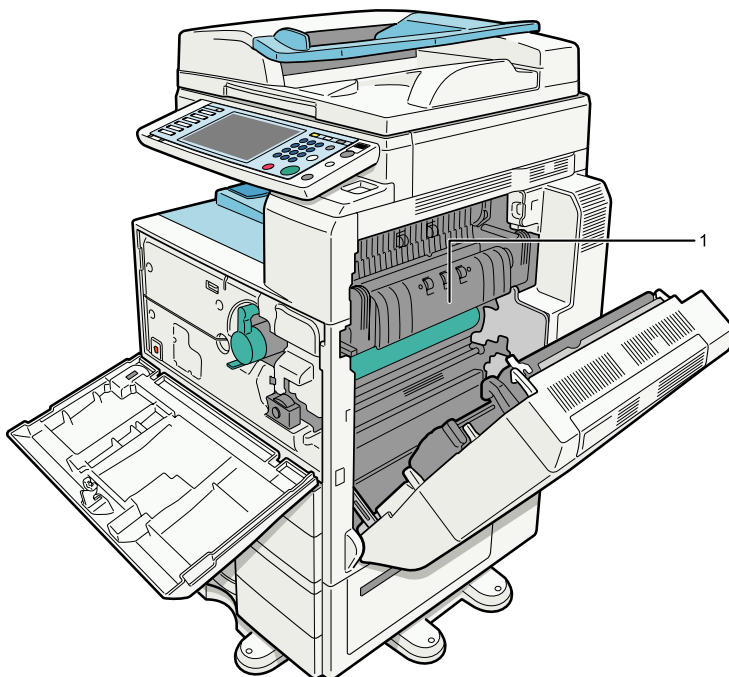
**⚠ WARNING:**

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- ***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.



BCX012S

1	<p><b>CAUTION</b> ATTENTION 注意 <b>ACHTUNG</b> ATTENZIONE PRECAUTION</p>		<p>• High temperature. Be careful of hot parts when clearing paper jams. • Température élevée. Attention aux pièces chaudes en supprimant un bouchage papier. • Vorsicht hohe Temperaturen! Achten Sie auf heiße Geräteteile, wenn Sie einen Papierstau beheben.</p>	<p>• Temperatura elevata. Fare attenzione alle parti calde quando si eliminano gli inceppamenti della carta. • Alta temperatura. Tenga cuidado con las partes calientes cuando elimine los atascamientos de papel. • 高温です。用紙つまり処理は、高温部分に注意しながら行ってください。</p>	Ⓜ
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BCX014D

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

# User Information on Electrical & Electronic Equipment

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## Users in the EU, Switzerland and Norway

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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.

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## All Other Users

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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.



# 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

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





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

**I** means **POWER ON**.

**○** means **POWER OFF**.

**⏻** means **STAND BY**.

#### **CE Marking Traceability Information (For EU Countries Only.)**

##### **Manufacturer:**

**Ricoh Co., Ltd.**

3-6 Nakamagome 1-chome, Ohta-ku, Tokyo, 143-8555 Japan

##### **Authorized representative:**

**Ricoh Europe PLC**

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

##### **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/](http://www.ricoh.co.jp/fax/ce_doc/) and selecting the product applicable.

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