Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Manuals List

| Manual Name | Printed Manuals Provided | PDF Manuals Provided | HTML Manuals Provided |
|--|-----------------------------|-------------------------|--------------------------|
| User Guide | No | Yes | No |
| Read This First | Yes | No | No |
| Quick Installation Guide | Yes | No | No |
| Initial Guide for Fax | Yes | No | No |
| Getting Started | No | No | Yes |
| Paper Specifications and Adding Paper | No | No | Yes |
| Maintenance and Specificaitons | No | No | Yes |
| Easy Search | No | No | Yes |
| Convenient Functions | No | No | Yes |
| Troubleshooting | No | No | Yes |
| Copy/Document Server | No | No | Yes |
| Fax | No | No | Yes |
| Print | No | No | Yes |
| Scan | No | No | Yes |
| Connecting the Machine /System Settings | No | No | Yes |
| VM Card Extended Feature Settings Web Reference | No | No | Yes |
| PostScript 3 | No | No | Yes |
| Security Guide | No | Yes | No |
| Driver Installation Guide | No | Yes | No |

Note

• Driver Installation Guide and HTML manuals are available in English, German, French, Italian, Spanish, Dutch, and Russian.

• You can download information about the machine's certification, which is based on an IT security certification system (hereafter CC Certification), from http://support-download.com/services/device/ccmanual/ mp_401/en/download_admin.html and http://support-download. com/services/device/ccmanual/mp_401/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.

Power Source

220-240 V, 50/60 Hz, 5.3 A

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

- Manufacturer: Ricoh Co., Ltd.
 3-6 Nakamagome 1-chome, Ohta-ku, Tokyo. 143-8555, Japan
- Importer:

Ricoh Europe PLC 20 Triton Street, London. NW1 3BF, United Kingdom

Safety Information

When using this machine, the following safety precautions should always be followed. In this manual, the following important symbols are used:

A WARNING:

Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

A CAUTION:

Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

Environments Where the Machine Can be Used

A WARNING:

- 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.

A CAUTION:

- Keep the machine away from salt-bearing air and corrosive gases. Also, do not install the machine in places where chemical reactions are likely (laboratories, etc.), as doing so will cause the machine to malfunction.
- 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.
- 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.

Handling Power Cords and Power Plugs

A WARNING:

- Do not use any power sources other than those that match the specifications shown in this manual. 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.
- 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.

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.

- 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.

A 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.

Handling the Main Machine

A 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.
- When replacing the Fusing Unit, turn the main power switch off and wait at least 30 minutes before proceeding with the replacement.
- 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.
- If the machine topples, or if a cover or other part gets broken, 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.

A 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 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.

- Do not hold the control panel while moving the machine. Doing so may damage the control panel, cause a malfunction, or result in injury.
- Keep your hands away from the hinges and exposure glass when lowering the ADF. Not doing so may result in an injury if your hands or fingers are pinched.
- The machine weighs approximately 23kg (50.7 lb). When moving the machine, use the inset grips on both sides, and lift slowly in pairs. The machine will break or cause injury if dropped.

Handling the Machine's Interior

A 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. 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.

▲ 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.
- 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.
- 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. Otherwise, an injury might occur.

Handling the Machine's Supplies

A 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 explosionproof 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.

- The following explains the warning messages on the plastic bag used in this product's packaging.
 - 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.

A 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.
- 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.
- 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.

Laws and Reguration

Notes to Users of Facsimile Unit

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.

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

20 Triton Street, London. NW1 3BF, United Kingdom

Noise Emission

Maschinenlärminformations-Verordnung 3. GPSGV:

Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäss EN ISO 7779

For Turkey Only

EEE Yönetmeliğine Uygundur.

Bu sistem sarf malzemeleri ve yedek parçaları da dahil olmak üzere EEE Yönetmeliğine Uygundur.

Noise Emission

Sound power level

• Main unit only

| Stand-by | 31 dB (A) |
|----------|-----------|
| Printing | 69 dB (A) |

Complete system

| Stand-by | 31 dB (A) |
|----------|-----------|
| Printing | 72 dB (A) |

Sound Pressure level

• Main unit only

| Stand-by | 19 dB (A) |
|----------|-----------|
| Printing | 59 dB (A) |

• Complete system

| Stand-by | 19 dB (A) |
|----------|-----------|
| Printing | 63 dB (A) |

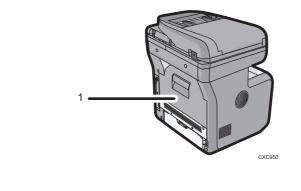
- Sound power level and sound pressure level are actual values measured in accordance with ISO 7779.
- Sound pressure level is measured from the position of the bystander.
- Sound level may differ depending on the conditions and environment of the machine.

Safety Labels of This Machine

This section explains the machine's safety information labels.

Positions of AWARNING and ACAUTION labels

This machine has labels for \triangle WARNING and \triangle CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.

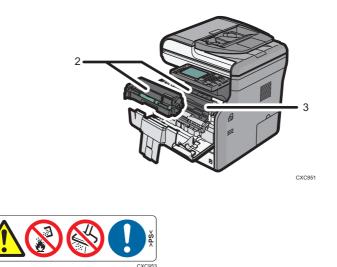


1



The machine weighs approximately 23 kg (50.7 lb).

When moving the machine, use the inset grips on both sides. At least two people are needed to lift the machine.



Do not incinerate spilled toner or used toner. Toner dust is flammable and might ignite when exposed to an open flame.

Disposal should take place at an authorized dealer or an appropriate collection site.

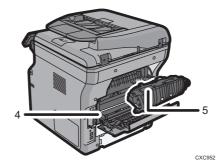
Keep toner (used or unused) and toner containers out of reach of children.

3

2



Do not put your hands inside the machine. The inside of this machine becomes very hot. Do not touch parts with this label (indicating a hot surface).



4



The inside of this machine becomes very hot. Do not touch parts with this label (indicating a hot surface).

5



The inside of this machine becomes very hot. Do not touch parts with this label (indicating a hot surface).

Power Switch Symbols

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

• ①: POWER ON/OFF

