



Read This First

Manuals Provided with This Machine

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Safety Information for This Machine

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For information not found in paper manuals, see the online manuals available on our web site (<http://www.ricoh.com/>) or via the control panel.



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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How to Read the Manuals

Symbols Used in the Manuals

This manual uses the following symbols:

Important

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

Note

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

Reference

This symbol is located at the end of sections. It indicates where you can find further relevant information.




Indicates the names of keys on the machine's display or control panels.




Indicates instructions displayed on the control panel.



Indicates instructions in sheet form.

 Region **A** (mainly Europe)

 Region **B** (mainly North America)

Differences in the functions of Region A and Region B models are indicated by two symbols. Read the information indicated by the symbol that corresponds to the region of the model you are using. For details about which symbol corresponds to the model you are using, see "Model-Specific Information", Getting Started .

Disclaimer

To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this machine, losses of the registered data, or the use or non-use of this product and operation manuals provided with it.

Make sure that you always copy or have backups of the data registered in this machine. Documents or data might be erased due to your operational errors or malfunctions of the machine.

In no event will the manufacturer be responsible for any documents created by you using this machine or any results from the data executed by you.

Notes

Contents of this manual are subject to change without prior notice.

The manufacturer shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the manufacturer with your office products.

For good output quality, the manufacturer recommends that you use genuine ink from the manufacturer.

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

Colors on color keys or the color circle may differ slightly from the colors of actual copies.

The color samples in this manual may differ slightly from the colors of actual copies.

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.

1. Manuals Provided with This Machine

This chapter explains manuals for this machine.

Manuals for This Machine

1

The operating instructions of this machine are provided in the following formats:

Format	Manuals
Printed manuals	<ul style="list-style-type: none">• Read This First• Start Guide
CD-ROM	<ul style="list-style-type: none">• Driver Installation Guide
Manuals displayed on the control panel	<ul style="list-style-type: none">• Operating Instructions (HTML manuals)
Web page	<ul style="list-style-type: none">• Read This First• User Guide• Start Guide• Operating Instructions (HTML manuals)• Quick Reference Guide• Driver Installation Guide• Setting Paper/ How to Set Up the Output Basket

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.

Start Guide

Describes how to read manuals on the control panel. It also describes how to log in to the machine.

User Guide

Regarding the basic usage of this machine, frequently used functions, troubleshooting when an error message appears, etc., summaries are provided for each user manual.

Operating Instructions (HTML manuals)

Describes the setup for using the machine, how to use functions to copy, print, scan or for maintenance and specifications, troubleshooting, system settings, and security functions.

Manuals are available in English, German, French, Italian, Spanish, Dutch, and Russian.

User Guide and Security Guide are available in the seven languages above and other languages.

For details about how to use the HTML manuals, see page 7 "How to Use the Operating Instructions".

Quick Reference Guide

Describes per page the basic functions of copy and scan.

- Quick Reference Copy Guide
- Quick Reference Scanner Guide


Driver Installation Guide

Describes how to install and configure each driver. This manual is included in the drivers CD.

Setting Paper/ How to Set Up the Output Basket

Explains how to load roll paper onto the paper input location and configure the output basket.

Note

- Before you configure the extended security and authentication settings, refer to "Before Using This Machine" in the Security Guide .
- Using the machine's security function prevents unauthorized use of the machine, data tampering, or information leakage. For enhanced security, we recommend that you first make the following settings:
 - Install the Device Certificate.
 - Enable SSL (Secure Sockets Layer) Encryption.
 - Change the user name and password of the administrator.
- You can see the following manuals on the Web page.
 - Appendix
 - DHCP Option 204

How to Use the Operating Instructions

This chapter describes the operating instructions of this machine.

Read HTML Manuals

The following browsers are recommended to read the HTML manuals.

- Internet Explorer 8/9/10/11
- Firefox 29
- Safari 5.1.7
- Chrome 35



Note

- If JavaScript is disabled or unavailable in your browser, you will not be able to search or use certain buttons in the HTML documentation.
- The required display resolution is 1,024 × 768 pixels or greater.
- In the help on the top right of the top page, you can check how to use the HTML manuals. The help topics explain the icons and buttons that are displayed in the HTML manuals.

Search for what you want to do or can do

Using Easy Search, you can search for what want to do or can do with this machine.

1. Click **Easy Search** on the top right of the top page.
2. Click a title to display the item you want to read.

Search by entering a keyword

You can search through the HTML manuals.

This section explains how to search for "duplex".

1. Enter **"duplex"** in the search box on the top left of the top page.
2. Click .

A list of titles or descriptions that include "duplex" appears.


A search result appears in the search result window. In addition you can use the drop-down menu to select a manual.

3. Click a title to display the item you want to read.

Note

- Use keywords to search for items you want to query. Depending on the keyword you enter, related keywords might also appear.
- Items including the used keyword is appear in the search result window.
- If you put a space between keywords, pages that contain both keywords are displayed. For example, if you enter "duplex" and a space and "copy", items including both words appear in the search result window.)

Read the HTML manuals on the control panel



You can also read the HTML manuals on the control panel. For details about how to read the HTML manuals on the control panel, see Start Guide .

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, risk of having hands or arms caught

Safety Information

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

- 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, 1.9 A, 50/60 Hz

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

For users in Norway, this product is also designed for an IT power distribution system with phase-to-phase voltage of 230V.

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.
- 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.

CAUTION

- 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.
- When lifting up or lowering the paper input location cover, be careful not to trap or injure your fingers.
- When opening or closing the front cover, do not put your fingers over the folding parts of the covers. Doing so may result in your fingers becoming trapped or injured.
- 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.
- A paper roll may be as heavy as 14 kg (30.9 lb.). Hold the paper roll horizontally with both hands. If you hold the paper roll vertically or with one hand, the paper roll may fall and cause an injury.
- Do not place your hand between the original cover and the original table. Doing so may result in an injury if your fingers are pinched.

Handling the machine's interior

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. 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

- Some of the internal components of this machine might be fragile. When you remove jammed paper, do not touch the sensors, connectors, LEDs, or other fragile parts that are shown in the Troubleshooting manual. Doing so may cause malfunctions.
- When removing jammed paper, make sure not to trap or injure your fingers.

⚠ CAUTION

- When loading paper, take care not to trap or injure your fingers.
- Be careful when replacing the paper, clearing paper jams, or cleaning the platen. Follow the instructions for these procedures properly. Not doing so could result in injury from the paper cutter inside.
- When replacing paper rolls, do not touch the spool near the gear. Doing so may cause your hands to get dirty. If your hands get dirty, wash the affected area thoroughly with soap and water.
- 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.
- Do not clean parts other than those explicitly specified in this manual. To clean other parts, contact your service representative. Fire and breakdown can result from heavy accumulation of dust. Contact your sales or service representative for details about and charges for cleaning the machine.

Handling the machine's supplies

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

⚠ WARNING

- 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.
- Dispose of used ink containers in accordance with local regulations.

⚠ CAUTION

- Keep ink and ink containers out of reach of children.
- If ink gets into contact with eyes, wash eyes immediately with running water. Consult a doctor if necessary.
- If ink is ingested, induce vomiting by drinking a strong saline solution. Consult a doctor immediately.

CAUTION

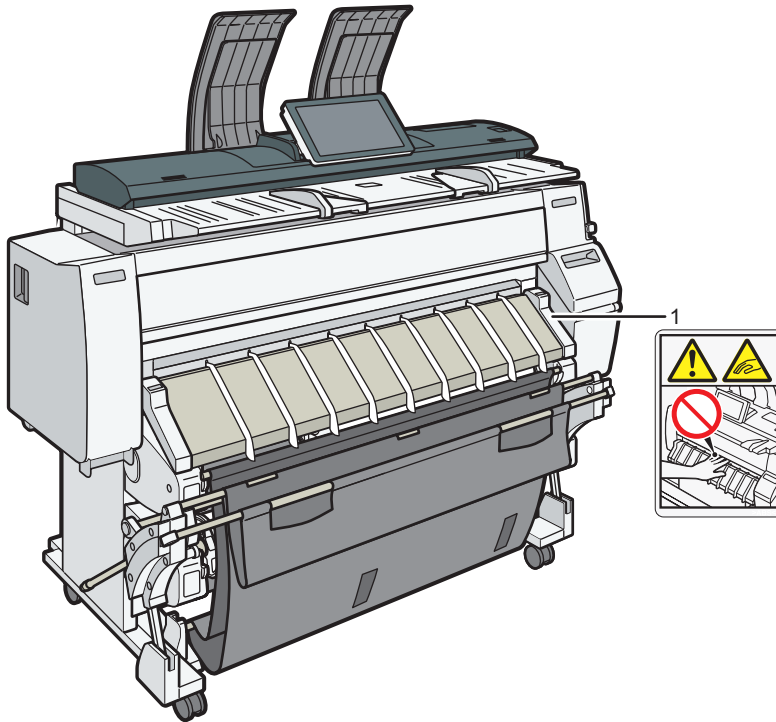
- When removing jammed paper or replacing ink, avoid getting ink on your clothing. If ink comes into contact with your clothing, wash the stained area with cold water. Hot water will set the ink into the fabric and make removing the stain impossible.
- When removing jammed paper or replacing ink, avoid getting ink on your skin. If ink comes into contact with your skin, wash the affected area thoroughly with soap and water.
- When removing the print cartridge, avoid putting your hand near the place where the print cartridge is installed. If ink comes in contact with your hands, wash them thoroughly with soap and water.
- When replacing ink collector unit, avoid getting ink on your clothing. If ink comes into contact with your clothing, wash the stained area with cold water. Hot water will set the ink into the fabric and make removing the stain impossible.
- 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.

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.



DND001

1.

Do not place your hand on the platen while the printheads are being operated or the front cover is being closed. Doing so may risk pinching or injuring your fingers.

Symbols for Power Switch

Symbols for power switch that are used for this machine are as follows:

- I : POWER ON
- ⏻ : STANDBY

3. Other Information for This Machine

This chapter describes laws and regulations related to this machine.

Laws and Regulations

Duplication and Printing Prohibited

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:

bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

Notice to Users in EEA Countries



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.

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

EMC Directive

3

Warning on Class A Product

Warning:

This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

Warning:

This equipment is compliant with Class A of CISPR 32. In a residential environment this equipment may cause radio interference.

Operation of this equipment in a residential environment could cause radio interference.

As this machine is not a household appliance, it does not conform to ErP Directive 2009/125/EC which was revised in 2013.

Installing the Ferrite Core

An Ethernet interface cable with a ferrite core must be used for RF interference suppression.

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

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.

4. Appendix

This appendix describes trademarks for the machine.

Trademarks

Adobe is a trademark of Adobe Systems Incorporated in the United States and/or other countries.

Firefox is a registered trademark of the Mozilla Foundation.

Google and Chrome are trademarks of Google Inc.

Microsoft, Windows, and Internet Explorer are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Safari is a trademark of Apple Inc., registered in the United States and other countries.

The SD is a trademark of SD-3C, LLC.

The proper names of Internet Explorer 8, 9, 10 and 11 are as follows:

- Windows® Internet Explorer® 8
- Windows® Internet Explorer® 9
- Internet Explorer® 10
- Internet Explorer® 11

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks.

MEMO

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MEMO

