

## Safety Information for Aficio MP W5100/Aficio MP W7140

### 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, certain units may be optional. For details, please contact your local dealer.



### Operator Safety

This machine contains LED Array in writing units.

The machine is considered a class 1 LED device, safe for both office and EDP use.

#### Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual.

- Type 1: Aficio MP W5100
- Type 2: Aficio MP W7140

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, 15A

Please be sure to connect the power cord to a power source as above. For details about power source, see About This Machine.

# 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 this machine only to a power source that matches the specifications shown in this 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.***
- 
- ***Power cords that are damaged, broken, modified, trapped under heavy objects, pulled hard, or bent severely are electric shock and fire hazards.***
- 
- ***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.***
- 
- ***It is dangerous to handle the plug with wet hands. Doing this may result in receiving an electric shock.***
- 
- ***Touching the prongs of the power cable's plug with anything metallic constitutes a fire and electric shock hazard.***
- 

### **CAUTION:**

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- ***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.***
- 
- ***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.***
- 
- ***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.***
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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.***
- ***Do not turn the earth leakage breaker from the off to the on position. Otherwise it might lead to an electric shock, fire or smoke, or cause the circuit breakers to trip.***

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### **CAUTION:**

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- *Protect the machine from dampness or wet weather, such as rain and snow.*
- *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.*
- *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, 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 has been 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.*
- 
- *There is a cutter blade inside the paper roll tray. When replacing or loading the paper roll, or clearing paper jams, do not touch the parts a label indicates. Otherwise an injury may result.*
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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 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.***
- 

### **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.*
- *Hold the paper roll horizontally with both hands. When you grab the paper holder and hold the paper roll vertically, the paper roll may fall off and an injury may result.*

# Safety Labels of This Machine

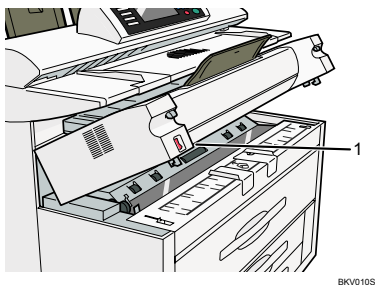
This section explains the machine's safety information labels.

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## Positions of WARNING and CAUTION labels

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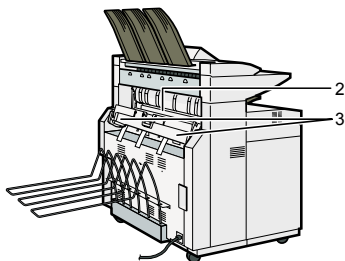
This machine has labels for ⚠WARNING and ⚠CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.



1



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.



BKV0075

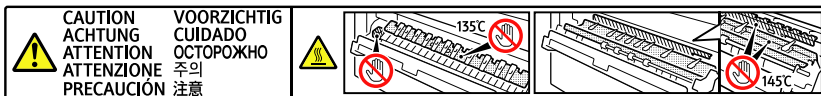
2



BKV0385

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. The higher temperature (145°C) applies to plain paper. Translucent paper can cause the indicated part to reach 160°C.

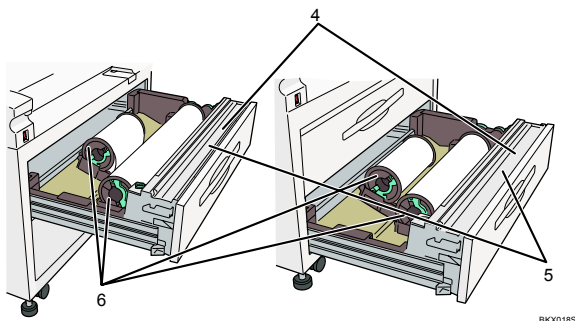
3



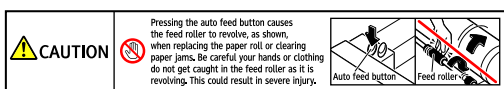
BKV0395

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.





4



Pressing the auto feed button causes the feed roller to revolve, as shown, when replacing the paper roll or clearing paper jams. Be careful your hands or clothing do not get caught in the feed roller as it is revolving. This could result in severe injury.

5 (This label is affixed to the back of the cover.)

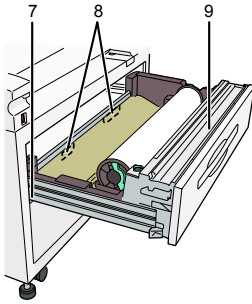


There is a cutter blade inside. When replacing or loading the paper roll, or clearing paper jams, do not touch the parts this label indicates. Otherwise an injury may result.

6



Hold the paper roll horizontally with both hands. When you grab the paper holder and hold the paper roll vertically, the paper roll may fall off and an injury may result.



BKX022S

7



BKV053S

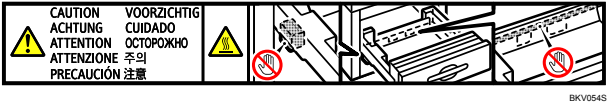
The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.

8

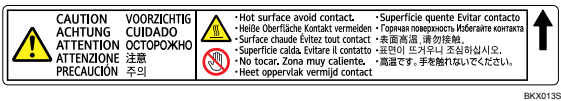
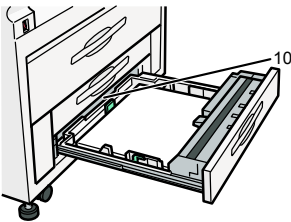


BKV052S

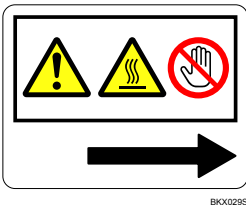
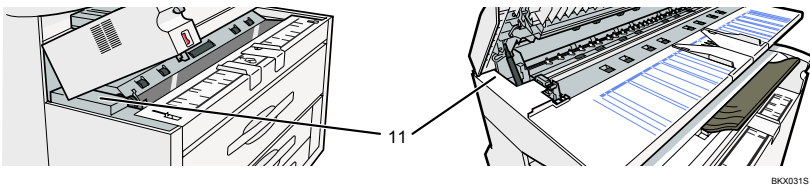
The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.



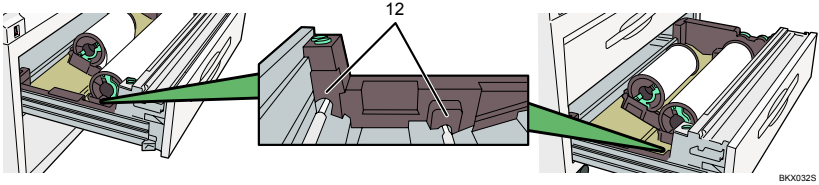
The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.



The inside of the machine could be very hot. Do not touch the parts a label indicates. Otherwise, an injury might occur.



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.



12



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.

## Power Switch Symbols

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

- | :POWER ON.
- ○ :POWER OFF.
- ⏻ :STANDBY.

# 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.

# 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.

# 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

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