#### 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.

#### Laser Safety

This machine complies with the requirements of IEC60825-1:2007 (EN-60825-1:2007) for class 1 laser product. The machine contains multiple AIGaAs laser diodes, max.111(rating 38)-milliwatt, 770-810 nanometer wavelength for each emitter. The power intensity from the laser unit is 1.33-milliwatt.

#### Caution:

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

#### Notes:

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

For good print quality, the manufacturer recommends that you use genuine toner from the manufacturer.

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.

#### **Power Source**

220/230/240 V, 50/60 Hz, 25 A

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.

# **Safety During Operation**

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.

# **▲ 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.

# 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 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.
- When new, electrical devices containing volatile materials will normally release emissions into the air of their vicinity. For this reason, for the first few days after installation of a new device, strong ventilation inside the room where it is placed is necessary.
- Machine sound levels exceeding LWAd > 63 dB (A) are not suitable for desk work environments, so place the machine in another room.

#### Handling power cords and power plugs

This section explains safety precautions about 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.
- 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.
- When this machine's circuit breaker is set to "Off", do not switch it to "On". Doing so could result in electric shock, fire, smoke, or tripping of the room's breakers.

# *▲ 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

This section explains safety precautions about 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 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.

- Do not touch this machine if a lightning strike occurs in the immediate vicinity. Doing so could result in electric shock.
- 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.
- Do not look into the lamp. It can damage your eyes.
- 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.
- Do not push or pull the attention light when installed to the machine. Doing so may result in damage or malfunction of the attention light or the machine.

#### Handling the machine's interior

This section explains safety precautions about 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 and laser components that could cause blindness. 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. Note again that exposure to the laser components inside this machine risks blindness.

# *▲ CAUTION:*

- 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.
- When loading paper, take care not to trap or injure your fingers.
- Keep your hands clear of the booklet finisher tray when removing misfed paper, pulling out or pushing in the finisher's staple unit. You can trap and injure your fingers if you do not.
- 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.
- Keep your hands clear of the inside of the ring binder and the space under the ring binder tray. You can trap your fingers if you do not.
- When closing the finisher, keep hands clear of the finisher's upper surface. You can trap and injure your fingers if you do not.
- Keep your hands clear of the perfect binder and paper exit. You can trap your fingers if you do not.
- Keep your hands clear of the inside of the stacker and the space under the stacker tray. You might trap your fingers if you do not.

 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.

## Handling the machine's supplies

This section explains safety precautions about 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 incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.

## ▲ 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.
- 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.
- 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.

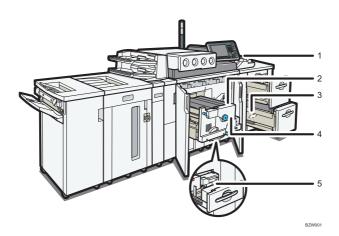
- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your skin. If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.
- Do not attempt to print on stapled sheets, aluminum foil, carbon paper, or any kind of conductive paper. Doing so risks fire.
- When binding paper manually with ring opener, take care not to trap or injure fingers.

# 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  $\triangle$  WARNING and  $\triangle$  CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.

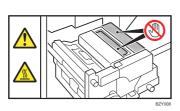


1



Keep your hands clear of the multi bypass tray when removing paper jam. You might trap your fingers if you do not.

2



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.



High temperature parts. Do not touch the parts which a label is put on. Otherwise, an injury might occur.



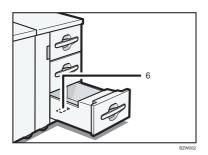


The screw hole in the centre of the knob gets very hot. Do not touch this area. Doing so could result in burns.

5



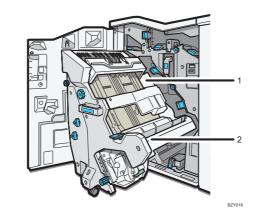
Keep your hands clear of the parts a label indicates. Otherwise, you might trap your fingers and an injury might occur.



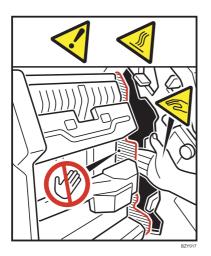


High temperature parts. Do not touch the parts which a label is put on. Otherwise, on injury might occur.

# \* Booklet Finisher SR5020



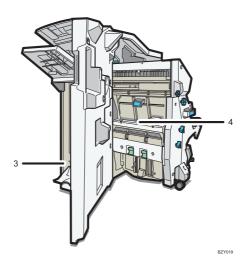
1



The inside of the Booklet Finisher SR5020 could be very hot. Keep your hands clear of the parts a label indicates. You might trap your fingers and an injury might occur.



Do not touch the parts a label indicates. The inside of the Booklet Finisher SR5020 could be very hot. Caution should be taken when removing misfed paper.



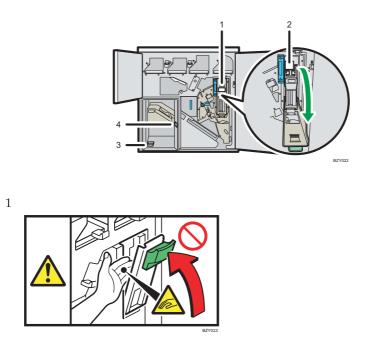


Keep your hands clear of the booklet finisher tray when removing paper jam. You might trap your fingers if you do not. Take care not to touch the booklet finisher tray during operation. Otherwise, an injury might occur.



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

# ✤ Ring Binder



Keep your other hand clear when closing the cartridge cover. You might trap your fingers if you do not.

2



Keep your hands clear of the parts a label indicates. Otherwise, you might trap your fingers and an injury might occur.

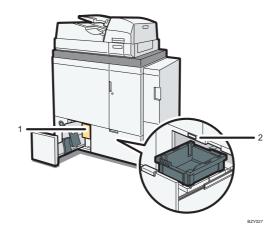


When the ring binder is in operation, keep your hands clear of the ring binder tray. You might trap your fingers if you do not.



When removing bound booklets, keep your hands clear of the paper exit. You might trap your fingers if you do not.

# \* Perfect Binder



1

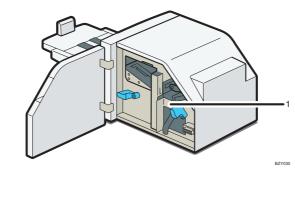


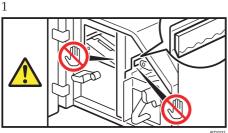
Do not reach far inside the unit. Moving parts inside may cause injury.



Do not reach far inside the unit. Moving parts inside may cause injury.

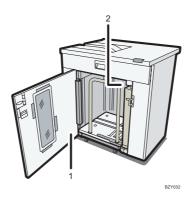
# \* Trimmer





Keep your hands clear of the internal cutting blade when you are removing jammed paper. Not doing so risks injury to your fingers from the cutting blade.

# Stacker





Do not attempt to get inside the stacker. Otherwise, an injury might occur.

2



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

# Power Switch Symbols

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

- : POWER ON
- O: POWER OFF
- ①: STANDBY

# **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<sup>®</sup> 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.23 "Energy Saving Functions"

# **Energy Saving Functions**

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

## Low Power Mode

- If this machine remains idle for a specified period, it automatically reduces its electrical consumption.
- The default period the machine waits before entering Low Power Mode is 15 minutes. This default time can be changed.

# Sleep Mode

- If this machine is already in Low Power Mode and remains idle for a specified period, it automatically enters Sleep Mode to further reduce its electrical consumption.
- The default delay time the machine waits before entering Sleep Mode is 240 minutes. This default time can be changed.
- The machine can print jobs from computers while in Sleep Mode.

## Specifications

	Machine
Reduced Electrical Consumption by Low Power Mode	530 W or less
Time of Switch into Low Power Mode	15 minutes
Time of Switch out from Low Power Mode	160 seconds
Reduced Electrical Consumption by Sleep Mode	30 W or less
Time of Switch into Sleep Mode	240 minutes
Time of Switch out from Sleep Mode	420 seconds *1

\*1 The machine might not recover in the time indicated, depending on the conditions of the environment it is operating in.

# Note

- Specifications can vary depending on which options are installed on the machine.
- For details about how to change the default interval, see "Timer Settings", General Settings Guide.

# ₽ Reference

• "Timer Settings", General Settings Guide

# 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/re-cycling 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.

## Overseas Affiliates

Ricoh Europe PLC 66 Chiltern Street, London W1U 4AG, U.K.

## Noise Emission

• Sound power level:

	Main unit only	Complete system
Stand-by	Less than 67 dB (A)	Less than 69 dB (A)
Printing	Less than 76 dB (A)	Less than 80 dB (A)

• Sound pressure level:

	Main unit only	Complete system
Stand-by	Less than 61 dB (A)	-
Printing	Less than 68 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.
- The complete system consists of the main unit, the Finisher SR5000, and the fuser unit air separator.

# User Information for RFID in 13.56 MHz

# 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.

The CE Declaration of Conformity is available on the Internet at URL: http://www.ricoh.co.jp/fax/ce\_doc/

#### 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.

