# Information

# 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.

### 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.

# Caution

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

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

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

# 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", **User Guide** in the manuals CD-ROM.)

Type 1	Supports DDST driver
Type 2	Supports PCL and PS3 drivers

Certain types might not be available in some countries.

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

# **Power Source**

220-240 V, 50/60 Hz, 6 A or more

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

# Laws and Regulations

# Legal Prohibition

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.

This machine is equipped with a function that prevents making counterfeit bank bills. Due to this function the original images similar to bank bills may not be copied properly.

# Laser Safety

This machine is considered class 1 laser device, safe for office / EDP use. The machine contains 6.2 milliwatt, 770 - 795 nanometer wavelength, AIGaAs laser diodes. 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 rear side of the machine.



Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage.

# **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.

#### For Turkey only

EEE Yönetmeliğine Uygundur.

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

# 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.

# Safety Information

When using your machine, the following safety precautions should always be followed. 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.

# **Environments Where the Machine Can be Used**

#### \land WARNING:

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

#### 🗥 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.
- Keep the machine in an area that is within optimum environmental conditions. Operating the machine in an environment that is outside the recommended ranges of humidity and temperature can cause an electrical fire hazard. Keep the area around the socket free of dust. Accumulated dust can become an electrical fire hazard.
- 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.
- Machine sound levels exceeding  $L_{wad} > 63 \text{ dB}$  (A) are not suitable for desk work environments, so place the machine in another room.
- 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.

### Note Note

- □ When you use this machine for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.
- □ To avoid possible build-up ozone, make sure to locate this machine in a large well ventilated room that has an air turnover of more than  $30 \text{ m}^3/\text{hr/person}$ . A-5

### Handling Power Cords and Power Plugs

#### A WARNING:

- The supplied power cord is for use with this equipment only. Do not use with other appliances. Doing so may result in fire, electric shock, or injury.
- The wall outlet shall be installed near the machine and shall be easily accessible.
- Connect the machine to the power source specified in this manual and do not use any other power sources. Connect the power cord directly to a wall outlet and do not use an extension cord. Power sources not specified in this manual and extension cords are electric shock or fire hazards.
- Power cords that are damaged, broken, modified, trapped under heavy objects, pulled hard, or bent severely are electric shock and fire hazards.
- Touching the prongs of the power cable's plug with anything metallic constitutes a fire and electric shock hazard.
- Plug and unplug the power cable with dry hands, or an electric shock could occur.

#### A CAUTION:

- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).
- It is dangerous to handle the plug with wet hands. Doing this may result in receiving an 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.

### Handling the Machine

#### A WARNING:

• Wait at least 30 minutes after disconnecting the power plug before removing the Transfer Unit.

#### A CAUTION:

- Before moving the machine, unplug the power cord from the wall outlet. If the cord is unplugged abruptly, it could become damaged. Damaged plugs or cords can cause an electrical or fire hazard.
- 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.
- The machine weighs approximately 30 kg (66.2 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.
- When moving the machine after use, do not take out any of the toners, nor the waste toner bottle to prevent toner spill inside the machine.
- Do not connect the Ethernet port of the machine to a network that may supply excess voltage, such as a telephone line. Doing so may result in fire or electric shock.
- Be careful not to trap your fingers when opening or closing the top cover.

### Handling the Machine's Interior

#### A WARNING:

• Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This machine contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.

#### A CAUTION:

- The inside of this machine becomes very hot. Do not touch parts labelled "<sup>(</sup>]<sup>(</sup> (indicating a hot surface).
- The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.
- Lifting the paper feed unit carelessly or dropping it may cause injury.
- Do not pull out the paper tray forcefully. If you do, the tray might fall and cause an injury.
- Before installing the memory unit, turn off the machine's power switch and unplug the power cable. After installing the memory unit, be sure to close the memory unit cover, and then turn the machine back on. Do not turn on the machine before closing the memory unit cover.

### Handling the Consumables

#### A WARNING:

- 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 store toner, used toner, or toner containers in a place with an open flame. The toner might ignite and cause burns of a fire.
- Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.
- 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:

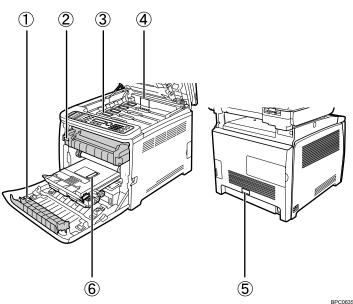
- Keep toner (used or unused) and toner containers out of reach of children.
- If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.
- If toner or used toner gets into your eyes, flush immediately with large amounts of water. 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.
- Our products are engineered to meet high standards of quality and functionality, and we recommend that you use only the expendable supplies available at an authorized dealer.

# 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 AWARNING and ACAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.



1



Do not touch labelled gray areas.

The areas can get very hot.

2

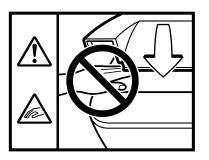


Do not touch labelled gray areas. The areas can get very hot.



Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in according with local regulations.

Keep toner (used or unused) and toner containers out of reach of children. ④



Be careful not to trap your fingers when opening or closing the top cover.

5



The machine weighs approximately 30 kg (66.2 lb.). When moving the machine, use the inset grips on both sides, and lift slowly in pairs.

6



Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in according with local regulations.

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

# **Power Switch Symbols**

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

- I :POWER ON.
- O:POWER OFF.

# Noise Emission \*1

#### Sound Power Level

During Monochrome Printing (Main Unit Only)	63 dB (A) or less
During Color Printing (Main Unit Only)	64 dB (A) or less
Standby (Main Unit Only)	40 dB (A) or less
During Printing (Complete System)	68 dB (A) or less

#### ✤ Sound Pressure Level <sup>\*2</sup>

During Monochrome Printing (Main Unit Only)	57 dB (A) or less
During Color Printing (Main Unit Only)	58 dB (A) or less
Standby (Main Unit Only)	34 dB (A) or less
During Printing (Complete System)	62 dB (A) or less

\*1 The preceding measurements made in accordance with ISO7779 are actual values.
\*2 Measured at the position of a bystander.

In accordance with TUV "GS Symbol" requirements, details of the EU office or representative company are given below.

**Overseas** Affiliate

Ricoh Europe PLC

"Nieuw Kronenburg"

66 Chiltern Street London W1U 4AG U.K.

# **ENERGY STAR Program**

ENERGY STAR<sup>®</sup> Program Requirements for Imaging Equipment



The ENERGY STAR® Program Requirements for Imaging Equipment encourages 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.

This machine is equipped with the following Energy Saver modes: Energy Saver mode 1 and Energy Saver mode 2. The machine recovers from Energy Saver mode when it receives a print job, prints a received fax, or when the **[Copy]**, [Color Start], or [B&W Start] key is pressed.

#### Energy Saver mode 1

This machine automatically enters Energy Saver mode 1 about 30 seconds after the last operation is completed.

#### Energy Saver mode 2

This machine automatically enters Energy Saver mode 2 15 minutes (Type 1 model) or 2 minutes (Type 2 model) after the last operation is completed.

#### Energy Saver mode 1 Power Consumption Type 1: 100 W or less Type 2: 110 W or less **Default Time** 30 seconds 10 seconds or less Recovery Time Energy Saver mode 2 Power Consumption Type 1: 20 W or less Type 2: 25 W or less Default Time Type 1: 15 minutes Type 2: 2 minutes 48 seconds or less Recovery Time

#### Specifications

### 🖉 Note

- □ For details about how to configure Energy Saver mode, see "Administrator Settings", **User Guide** in the manuals CD-ROM.
- □ If the machine is in Energy Saver mode 2 for 24 hours continuously, the machine automatically returns to normal state and performs self-maintenance.

#### 

"Administrator Settings", User Guide in the manuals CD-ROM

#### Recycled Paper

We recommend you to use environmentally friendly recycled paper. Please contact your sales representative for recommended paper.

# Others

# Symbols

# 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 on the Internet at URL: http://www.ricoh.co.jp/fax/ce\_doc/. and selecting the product applicable.

#### ✤ NOTICE TO USERS (NEW ZEALAND)

- The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.
- This equipment is not capable, under all operating conditions, of correct operation at the higher speeds for which it is designed. Telecom will accept no responsibility should difficulties arise in such circumstances.
- This equipment shall not be set up to make automatic calls to the Telecom "111" Emergency Service.
- If a charge for local calls is unacceptable, the "Dial" button should NOT be used for local calls. Only the 7-digits of the local number should be dialled from your telephone. DO NOT dial the area code digit or the "0" prefix.
- This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

- This device may be subject to ringing or bell tinkle when calls are made from another device on the same line. If this occurs, the problem SHOULD NOT be referred to the Telecom Faults Service.
- This equipment should not be used under any circumstances, which may constitute a nuisance to other Telecom customers. For example, repeated attempts to make unsolicited sales offers to the same number or group of numbers, such as when a block of numbers terminate on the same PABX.
- The call log incorporated in this equipment does not record all answered calls. The call log, therefore may not agree with the Telecom account which may include calls not shown on the log.
- Not all telephones will respond to incoming ring when connected to the extension socket.

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.

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