# Quick Guide

Safety Informationii
Safety During Operation ii
Positions of Labels and Hallmarks for WARNING and CAUTION Labels iv
Control Panel Functions
Changing the Display Language 3
Setting the Date and Time
Printing a Report4
Using Advanced Fax Settings 5
Changing Setting Options 5
Loading a Document5
Sending a Fax Automatically 6
Confirming Transmission
Automatic Redialing
Redialing the Last Number

For safe and correct use of this machine, please be sure to read the Safety Information in this Guide before you use it.

### **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:

#### **MARNING:**

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.

#### **MARNING:**

- Connect the power cord directly into a wall outlet and never use an extension cord.
- Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.
- To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.
- 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 incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.
- Disposal can take place at our authorized dealer.
- Dispose of the used toner bottle in accordance with the local regulations.
- Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.

#### **A CAUTION:**

- Protect the machine from dampness or wet weather, such as rain and snow.
- 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.
- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).
- Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.
- Keep toner (used or unused) and toner bottle out of the reach of children.
- Be careful not to cut yourself on any sharp edges when you reach inside the product to remove misfed sheets of paper or masters.
- 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.
- 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.

#### **Power Supply**

The socket-outlet shall be in stalled near the product and shall be easily accessible.

#### **Ozone Safety**

This product generates ozone during operation. Normally, the ozone level is safe for operators. If ozone odor may appear, ventilate the room.

#### For Fax or Telephone

Do not use this product near water, for example, near a bathtub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool. Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning. Do not use a telephone in the vicinity of a gas leak to report the leak.

#### Laser Safety:

This equipment is considered a class 1 laser device. This equipment contains a 5 milliwatt, 760-800 nanometer wavelength, AlGaAs laser diode. The following marking is attached on the back of the equipment.



#### Caution:

Use of controls or adjustment or performance of procedures other than those specified in this Operating Instructions might result in hazardous radiation exposure.



**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.

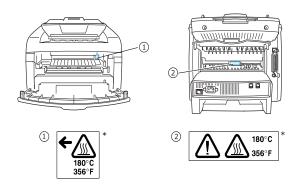
**FAX2210L/LF215m**: The CE declaration of Comformity is available on the Internet at URL: http://www.ricoh.co.jp/fax/ce\_doc

**IF3050**: The CE Declaration of Conformity is available by accessing the URL:

http://jboard.danka.de/jboard/produkte/index.htmlo and selecting the product applicable.

## Positions of Labels and Hallmarks for MARNING 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.

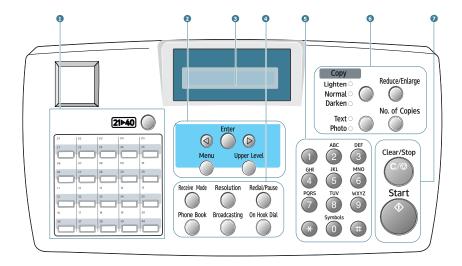


<sup>\*</sup>This label is stuck to hot surfaces. Be careful not to touch these areas.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

- means POWER ON.
- means POWER OFF.

### **Control Panel Functions**



1		Use to store frequently-dialed fax number and dial them with a touch of the buttons.
	21▶40	Allows you to shift the one-touch buttons to the numbers 21 through 40.
2	<b>4</b>	Scrolls through the options available for the selected menu item.
	Enter	Confirms the selection on the display.
	Menu	Enters Menu mode and scrolls through the menus available.
	Upper Level	Returns you to the upper menu level.
3		Displays the current status and prompts during an operation.

4 F A X	Receive Mode	Allows you to select the fax receiving mode.
	Phone Book	<ul> <li>Allows you to store frequently-dialed fax numbers using a one or two-digit speed dial or group number for automatic dialing and edit the stored numbers.</li> <li>Allows you to print a Phone book list.</li> </ul>
	Resolution	Adjusts the resolution of the documents for the current fax job.
	Broadcasting	Allows you to send a fax to multiple destinations.
	On Hook Dial	Engages the telephone line.
	Redial / Pause	Redials the last number in Standby mode or inserts a pause into a fax number in Edit mode.
5		Dials a number or enters alphanumeric characters.
6 C O P Y	Lighten O Normal O Darken O	Adjusts the brightness of the documents for the current copy job.  *1This button is called "Darkness" in this manual.
	Text O Photo O	Selects the document type for the current copy job.  *2This button is called "Original Type" in this manual.
	Reduce/Enlarge	Makes a copy smaller or larger than the original document.
	No. of Copies	Selects the number of copies.
7	Clear/Stop	Stops an operation at any time. In Standby mode, clears/stop the copy options, such as the darkness, the document type setting, the copy size and the number of copies.
	Start	Starts a job.

### **Changing the Display Language**

To change the language that displays on the display of the control panel, follow these steps:

- Press Menu until "Machine Setup" appears on the top line of the display.
- 2 Press the scroll button ( < or ▷ ) until "Language" appears on the bottom line of the display.
- 3 Press **Enter**. The current setting appears on the bottom line of the display.
- 4 Press the scroll button ( < or ▷ ) until the language you want appears on the display.
- 5 Press Enter to save the selection.
- **6** To return to Standby Mode, press **Clear/Stop**.

### **Setting the Date and Time**

The current date and time are shown on the display when your machine is on and ready to work. All of your faxes will have the date and time printed on them.



**NOTE**: If power to the machine is cut off, you need to reset the correct time and date once the power is restored.

- Press Menu until "Machine Setup" appears on the top line of the display.
- Press the scroll button ( or ▷) to display "Date & Time" on the bottom line and press Enter.
- 3 Enter the correct time and date using the number keypad.

Month  $= 01 \sim 12$ 

Day =  $01 \sim 31$ 

Year = requires all four digits Hour =  $01 \sim 12$  (12-hour mode)

00 ~ 23 (24-hour mode)

Minute =  $00 \sim 59$ 



**Note**: The date format may differ from each country.

You can also use the scroll button ( $\triangleleft$  or  $\triangleright$ ) to move the cursor under the digit you want to correct and enter a new number.

4 To select "AM" or "PM" for 12-hour format, press the \* or # button or any number button.

When the cursor is not under the AM or PM indicator, pressing the \* or # button immediately moves the cursor to the indicator.

You can change the clock mode to 24-hour format (e.g. 01:00 PM as 13:00).

5 Press **Enter** when the time and date on the display is correct.

When you enter a wrong number, the machine beeps and does not proceed to the next step. If this happens, just reenter the correct number.

### **Printing a Report**

- 1 Press **Menu** until "Reports" appears on the top line of the display. The first available menu item, "Phone Book" displays on the bottom line.
- Press the scroll button ( $\triangleleft$  or  $\triangleright$ ) to display the report or list you want to print on the bottom line.
- 3 Press Enter.

The selected information prints out.

### **Using Advanced Fax Settings**

Your machine has various user-selectable setting options for sending or receiving faxes. These options are preset at the factory, but you may need to change them. To find out how the options are currently set, print the System Data list. For details about printing the list, see Operating Instruction.

#### **Changing Setting Options**

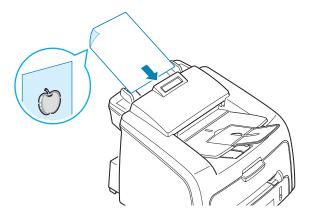
- Press Menu until "Advanced Fax" appears on the top line of the display. The first available menu item, "Send Forward," displays on the bottom line.
- 2 Press the scroll button (< or ▷) until you see the desired menu item on the bottom line and press **Enter**.
- 3 When the option you want appears on the display, choose a status by pressing the scroll button (⟨ or ▷) or enter a value using the number keypad.
- 4 Press **Enter** to save the selection.
- You can exit from Setup mode at any time by pressing Clear/Stop.

### **Loading a Document**

1 Pull the document input support all the way out. Fold out the extender, if necessary.



2 Load the documents up to 50 pages **face down** into the ADF and adjust the document guides to the document size.



For detailed guidelines for preparing an original document.

3 Adjust the document resolution, referring to Operating Instruction.

### **Sending a Fax Automatically**

- Load the document(s) face down into the ADF.For details about loading a document, see page 5.
- 2 Adjust the document resolution to suit your fax needs. See Operating Instruction.
  - If you need to change the darkness, see Operating Instruction.
- **3** Enter the remote fax phone number using the number keypad.

You can use the one-touch keypad or speed or group dial numbers. For details about storing a number, see Operating Instruction.

4 Press Start.

The number is dialed and then the machine begins sending the fax when the remote fax machine is ready.



**NOTE**: When you want to cancel the fax job, press **Clear/Stop** at any time while sending the fax.

### **Confirming Transmission**

When the last page of your document has been sent successfully, the machine beeps and returns to Standby Mode.

When something goes wrong while sending your fax, an error message appears on the display. For a listing of error messages and their meanings, see Operating Instruction.

If you receive an error message, press **Clear/Stop** to clear the message and try to send the document again.

You can set your machine to print a confirmation report automatically each time sending a fax is completed. For further details, see the MSG Confirm item Operating Instruction.

### **Automatic Redialing**

When the number you have dialed is busy or there is no answer when you send a fax, the machine automatically redials the number every three minutes up to seven times by the factory default settings.

When the display shows "Retry Redial ?," press **Enter** to redial the number without waiting. To cancel the automatic redialing, press **Clear/Stop**.

To change the time interval between redials and the number of redial attempts. See Operating Instruction.

### **Redialing the Last Number**

To redial the last number you dialed:

Press **Redial/Pause**.

If a document is loaded in the ADF, the machine automatically begins to send.

#### Reference:

See Operating Instruction for installing printer and scanner software.

### Memo

