



## Safety Information

Safety Information for This Machine

1

Other Information for This Machine

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Appendix

3

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

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## Symbols Used in the Manuals

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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.

 Region **A** (mainly Europe and Asia), (mainly Europe), or (mainly Asia)

 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", Device Management.

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## Disclaimer

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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.

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## Notes

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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 toner from the manufacturer.

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

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## Machine Types

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Check the type of your machine before reading the manuals.

- Type 1: Pro C9200
- Type 2: Pro C9210

Certain types might not be available in some countries. For details, please contact your local dealer.

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. Safety Information for This Machine

This chapter describes the safety precautions.

1

## Safety Symbols for This Machine

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

	Prohibition
	Caution
	Do not touch
	Do not throw into the fire
	Do not use the cleaner
	Keep out of reach of children
	Caution, hot surface
	Caution, risk of having hands or arms caught
	Caution, risk of electric shock
	Connect an earth terminal to the ground



Connect to the earth before connecting to the electrical outlet



# Safety Information

## Safety During Operation

1

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.

## **Handling power cords and power cord plugs**

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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.
- 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.

- 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**

- This machine uses two power cords. To stop the power supply of the machine completely, remove both power plugs. Unless both power plugs are removed, fire or electric shock may result.

- The capacity of power in this machine is 42 A and 9,000 W with both cords combined. Connect each cord to separate power sources with independent breakers. If you connect to an electrical outlet that is connected to the same breaker, the breaker may cut off power.

- 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.

## CAUTION

- 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, 30 A, 50/60 Hz (These values are for one power cord only.)

Two power cords are needed.

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

## Handling the main machine

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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.
- Do not hold the control panel while moving the machine. Doing so may damage the control panel, cause a malfunction, or result in injury.

**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 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 removing jammed paper, make sure not to trap or injure your fingers.
- 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.
- 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.

## CAUTION

- 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.
- 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.

## Handling the machine's supplies

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

## 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 use a vacuum cleaner to remove spilled toner (including used toner). Absorbed toner may cause a fire or explosion due to electrical contact flickering inside the vacuum cleaner. However, it is possible to use a vacuum cleaner that is explosion-proof and dust ignition-proof. If toner is spilled on the floor, remove the spilled toner slowly using a wet cloth, so that the toner is not scattered.
- 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

- 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.
- Store toner (new or used), toner containers, and components that have been in contact with toner 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.

**⚠ CAUTION**

- 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.
- When replacing a toner or waste toner container or consumables with toner, make sure that the toner does not splatter. Put the waste consumables in a bag after they are removed. For consumables with a lid, make sure that the lid is shut.
- 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.
- When binding paper manually with ring opener, take care not to trap or injure fingers.

## Safety Labels of This Machine

1

This section explains the machine's safety information labels.

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### Positions of WARNING and CAUTION labels

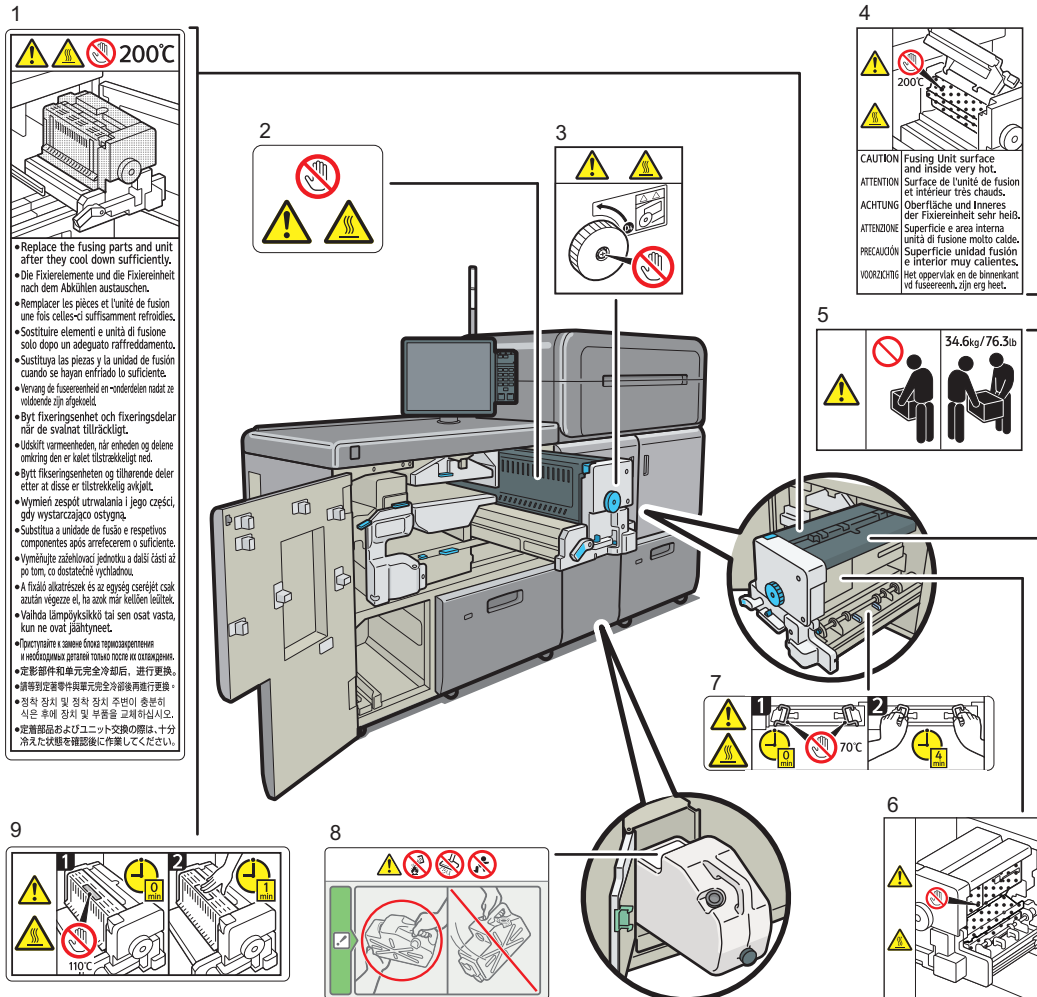
---

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.



## Main Unit

### Front side



DWS001

1 and 7.

The unit gets very hot. However, this label is meant for customer engineers and operators who have received training.

2 and 6.

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.

3.

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

4.

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

5.

This label indicates the weight of the unit. However, this label is meant for customer engineers and operators who have received training. Do not lift a unit that has this label.

8.

Do not incinerate waste toner bottles. Doing so risks burns as toner will ignite on contact with naked flame.

Do not use a vacuum cleaner to remove spilled waste toner. Absorbed toner may cause a fire or explosion due to electrical contact sparking inside the vacuum cleaner.

Store waste toner bottles out of reach of children. If a child accidentally swallows toner, consult a doctor immediately.

Do not hold the waste toner bottle one-handed, use both hands and hold it firmly without shaking it.

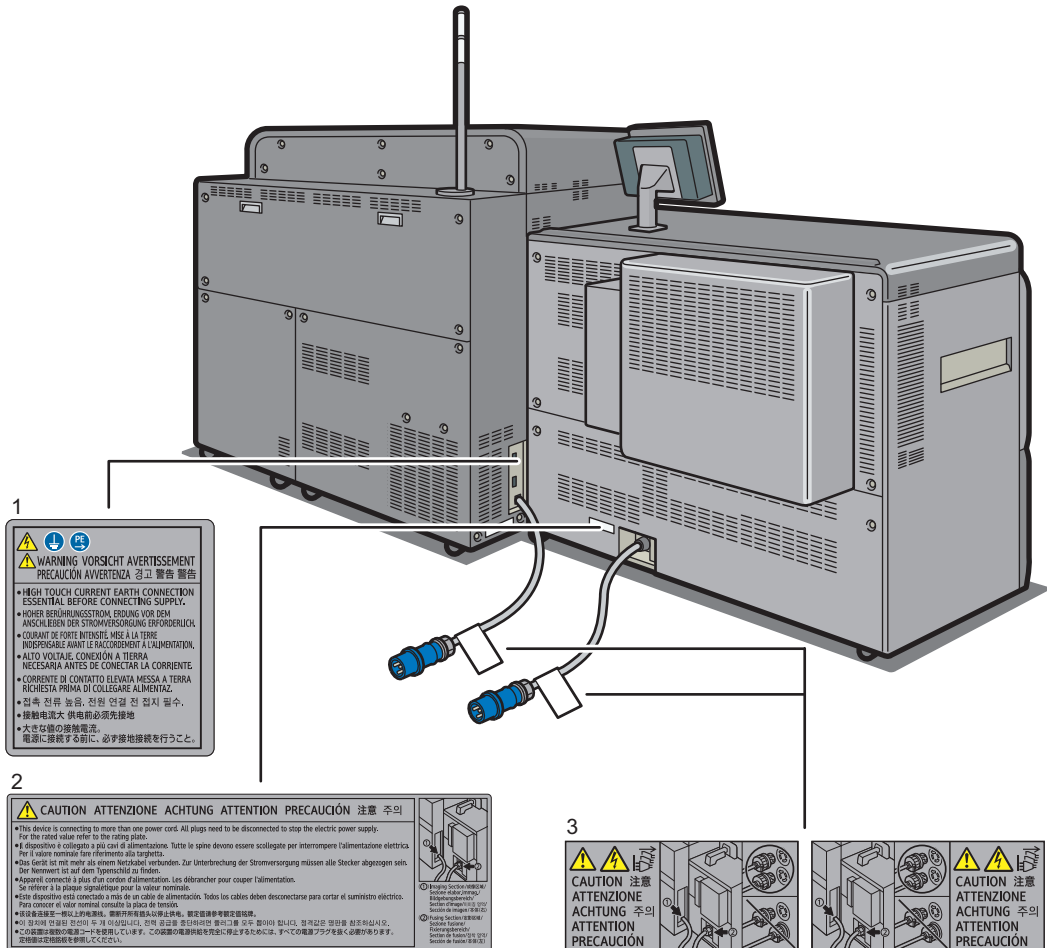
Accidentally dropping the waste toner bottle may damage it. If toner scatters, you may inhale it. Also, your clothes or hands, or floor will be dirty.

9.

Areas around which these labels are attached are hot and you will be burned when touching them. Wait for one minute until the machine cools down, and then start to use it.

## Rear side

1



DWS003

1.

Because the current value is high, make sure to connect to the earth before connecting to the power source.

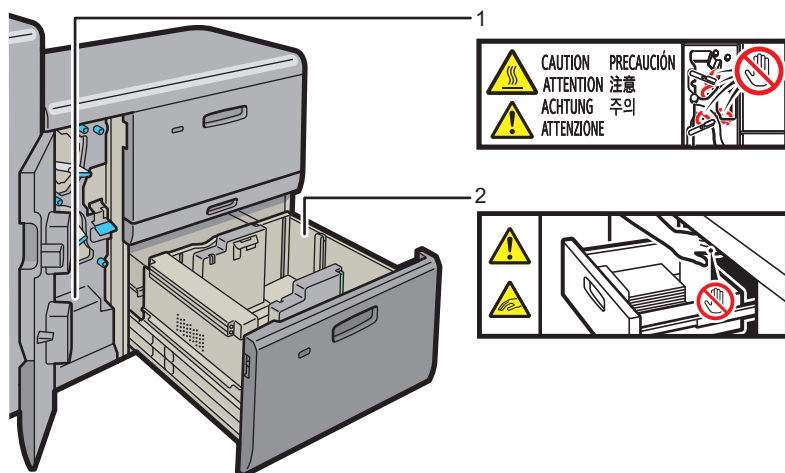
2.

This device is connecting to more than one power cord. All plugs need to be disconnected to stop the electric power supply. For the rated value refer to the rating plate.

3.

This machine uses two power cords. To stop the power supply of the machine completely, remove all power plugs. Unless all power plugs are removed, fire or electric shock may result.

## Wide LCT



DWR003

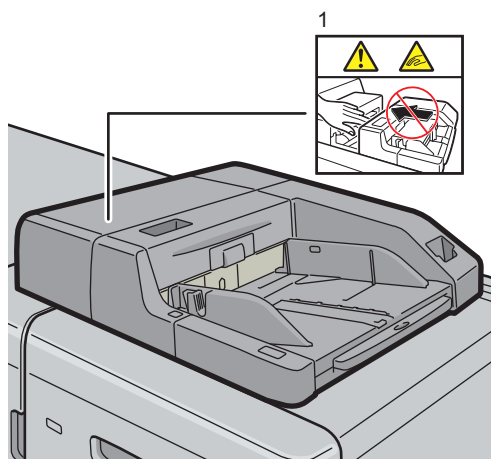
1.

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

2. (This label is attached to both trays.)

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

## Multi bypass tray

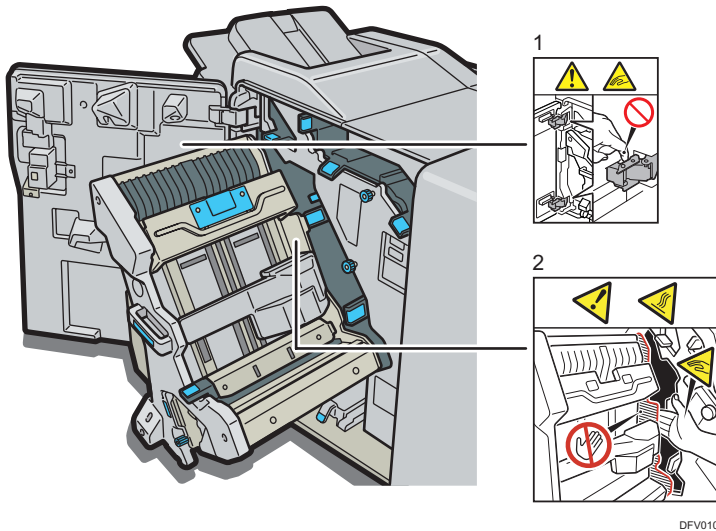


DFV009

1.

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

## Finisher SR5050



1.

When opening and closing the front cover of Finisher SR5050, keep your hands clear of the hinges. The hinges are a hazard. You risk trapping your fingers if you do not keep your hands clear of them.

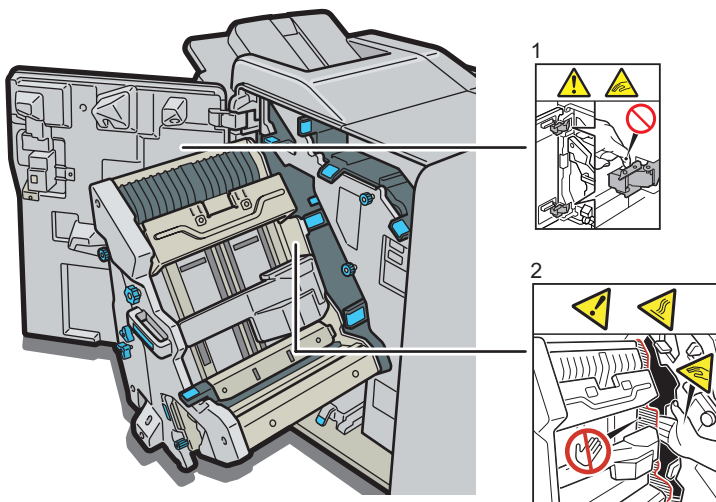
2.

The inside of Finisher SR5050 could be very hot. Keep your hands clear of the parts a label indicates. You might trap your fingers and an injury might occur.

## Booklet Finisher SR5060

### Right side

1



DFV011

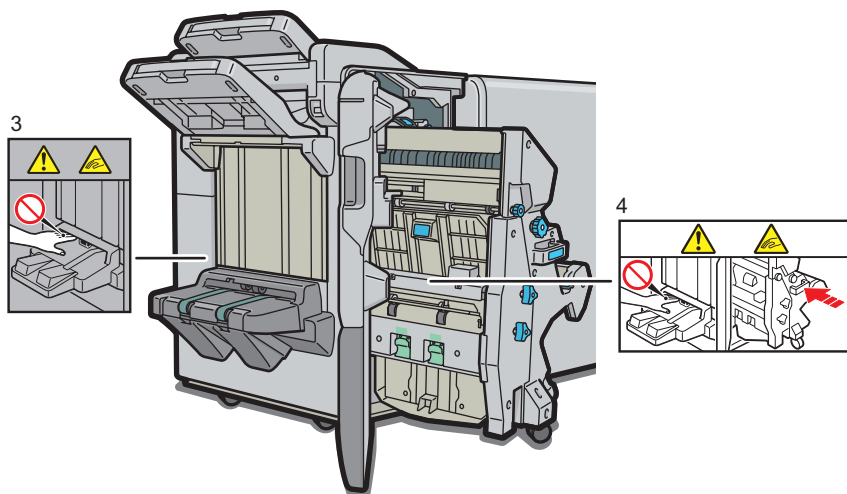
1.

When opening and closing the front cover of Booklet Finisher SR5060, keep your hands clear of the hinges. The hinges are a hazard. You risk trapping your fingers if you do not keep your hands clear of them.

2.

The inside of Booklet Finisher SR5060 could be very hot. Keep your hands clear of the parts a label indicates. You might trap your fingers and an injury might occur.

### Left side



DFV012

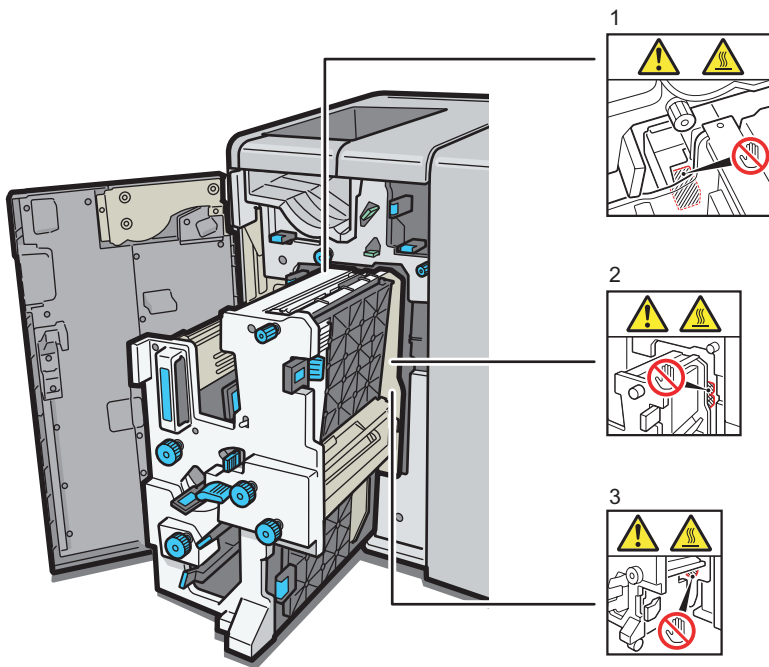
3.

Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit, or 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.

4.

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

## Multi-Folding Unit



DFV013

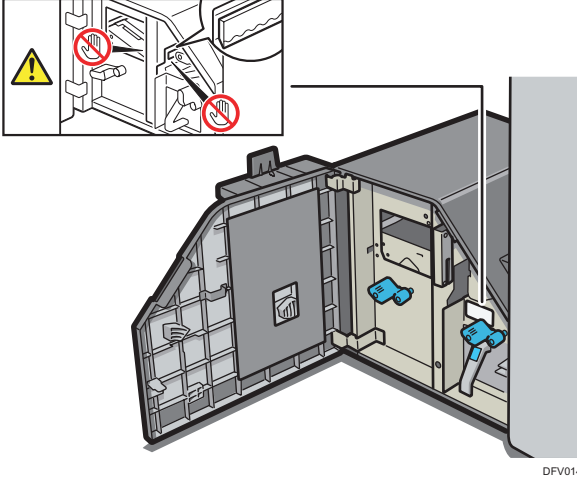
1, 2, and 3.

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

## Trimmer Unit

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1

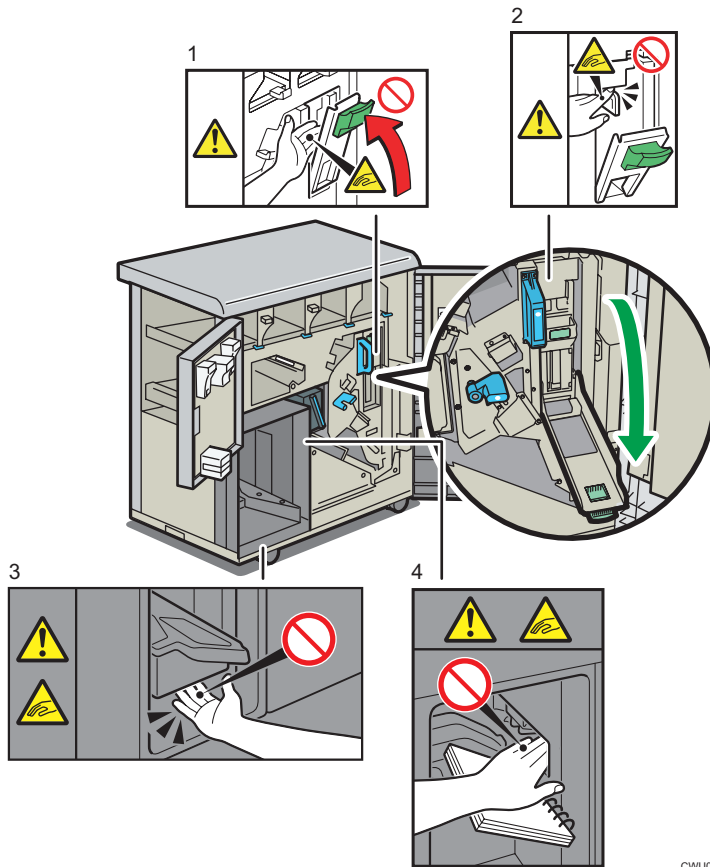


1.

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.



## Ring Binder

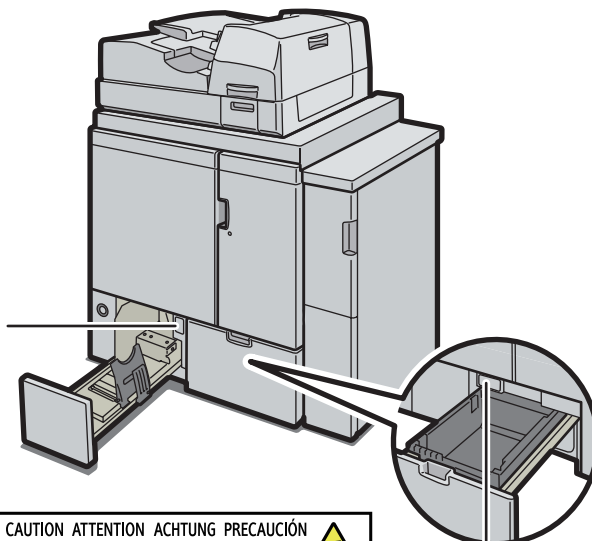
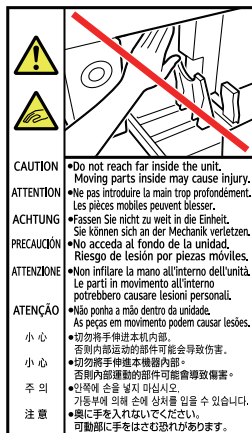


CWU008

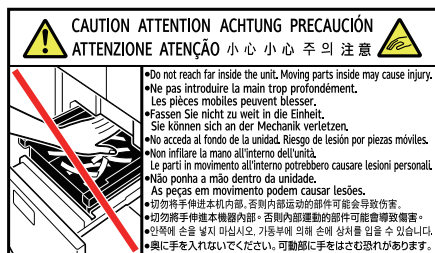
1.  
Keep your other hand clear when closing the cartridge cover. You might trap your fingers if you do not.
2.  
Keep your hands clear of the parts a label indicates. Otherwise, you might trap your fingers and an injury might occur.
3.  
When the ring binder is in operation, keep your hands clear of the ring binder tray. You might trap your fingers if you do not.
4.  
When removing bound booklets, keep your hands clear of the paper exit. You might trap your fingers if you do not.

## Perfect Binder

1



2



DFV016

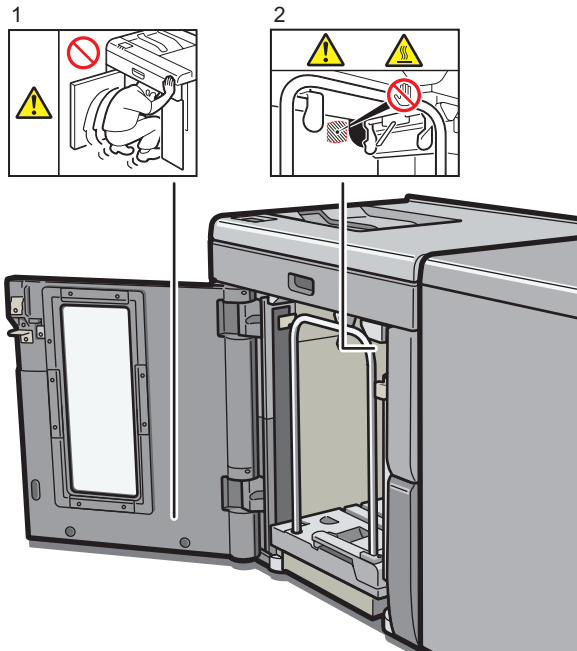
1.

When removing bound booklets, keep your hands clear of the perfect binder's lower left tray. You might trap your fingers if you do not.

2.

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

## High Capacity Stacker



DFV005

1.

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

2.

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

## Symbols for Power Switch

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

- I : POWER ON
- O : POWER OFF
- ⏻ : STANDBY



## 2. Other Information for This Machine

This chapter describes laws and regulations related to this machine.

### Laws and Regulations

2

#### 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:

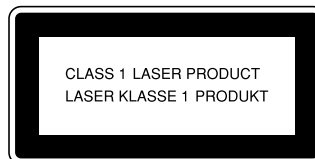
bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

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.

#### Laser Safety

This machine complies with the requirements of IEC 60825-1:2014 (EN 60825-1:2014) for class 1 laser product. The machine contains four VCSELs (Vertical Cavity Surface Emitting Laser), 772–792 nanometer wavelength. The beam divergence angle is 5.5 degrees (minimum) and 7.9 degrees (maximum) in the vertical direction, and 5.5 degrees (minimum) and 7.9 degrees (maximum) in the horizontal direction, and laser beams are generated in Continuous Wave (CW) mode. The VCSEL has forty light sources and the maximum output power of each light source is 1.23 milliwatt.

The following label is attached on the rear of the machine.



#### Caution

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

#### Laser Safety for Media Identification Unit Type S3

Media Identification Unit (optional) complies with the requirements of IEC 60825-1:2014 (EN 60825-1:2014) for class 1 laser product. Media Identification Unit contains one VCSEL (Vertical Cavity Surface Emitting Laser), 772–792 nanometer wavelength. The beam divergence angle is 5.3 degrees

(minimum) and 7.9 degrees (maximum) in the vertical direction, and 5.3 degrees (minimum) and 7.9 degrees (maximum) in the horizontal direction, and laser beams are generated in Continuous Wave (CW) mode. The VCSEL has twelve light sources and the maximum total output power is 2.5 milliwatt.

The following label is attached on the bottom of the machine.



### Caution

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

## 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

## Note to Users EU Countries



Declaration of Conformity

### Notice to Users in EEA Countries

This product complies with the essential requirements and provisions of Directive 2014/53/EU.

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

[http://www.ricoh.com/products/ce\\_doc2/](http://www.ricoh.com/products/ce_doc2/)

and selecting the product applicable.

Control panel

Operating frequency band: 2400 - 2483.5 MHz

maximum radio-frequency power: less than 20.0 dBm

As this equipment with the radiating part is not intended to be used in close proximity to the human body, it is recommended to use at least 20cm apart from the user.

## EMC Directive

2

### Warning on Class A Product

Warning:

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

## User Information on Electrical & Electronic Equipment

### Users in the countries where this symbol shown in this section has been specified in national law on collection and treatment of E-waste

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 Users in India**

This product including components, consumables, parts and spares complies with the "India E-waste Rule" 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 the Rule.



# 3. Appendix

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This appendix describes trademarks for the machine.

## Trademarks

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

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.

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MEMO



