

RICOH Ri 100/ RICOH Ri 100 Pink/RICOH Ri 100 Green

Safety Information

Manuals Provided with This Machine

Safety Information for This Machine

2

Information for This Machine

For information not in this manual, refer to the PDF files on the supplied CD-ROM.





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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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.

How to Read the Manuals

Disclaimer

Contents of this manual are subject to change without prior notice.

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.

Notes

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 ink from the manufacturer.

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.

Power source

• 100-120V: 60Hz 1A

Voltage must not fluctuate more than 10%.

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

Confirm that the wall outlet is near the machine and freely accessible, so that in event of an emergency, it can be unplugged easily.

1. Manuals Provided with This Machine

This chapter explains manuals for this machine.

Manuals for This Machine

The operating instructions of this machine are provided in the following formats:

Format	Manuals
Printed manuals	Safety Information
	User's Guide
	Quick Installation Guide
	Quick Guide
	Notes for Wireless LAN Users
	Maintenance Guide
CD-ROM	Safety Information
	User's Guide
	Quick Installation Guide
	Quick Guide
	Notes for Wireless LAN Users
	Maintenance Guide
	About Open Source Software
	Operating Instructions
Web page	Safety Information
	User's Guide
	Quick Installation Guide
	Quick Guide
	Notes for Wireless LAN Users
	Maintenance Guide
	About Open Source Software
	Operating Instructions
	Firmware Update Guide

Safety Information

Before using the machine, be sure to read the section of this manual entitled Safety Information. It also describes each regulation and environmental conformance.

User's Guide

Describes the basic usage of this machine, the function you often use, and how to resolve when an error message is displayed.

Quick Installation Guide

Describes the procedures from unpacking the machine to printing a document.

Quick Guide

Describes the basic printing procedure using this machine.

Operating Instructions

Describes in detail how to use the machine.

Describes how to use the machine in a network environment and various printing functions and settings on the printer driver, how to check the status and settings of the machine using a web browser and utilities, etc.

Describes what to do when the setup fails, how to resolve problems when printing does not start, how to resolve problems when printouts are not as expected, troubleshooting, information about fabrics, and important information about replacing consumable items.

We recommend that you install it on your computer so that it can be used immediately.

Notes for Wireless LAN Users

Describes how to connect the machine via wireless LAN in infrastructure mode.

Maintenance Guide

Describes how to clean the inside of the machine.



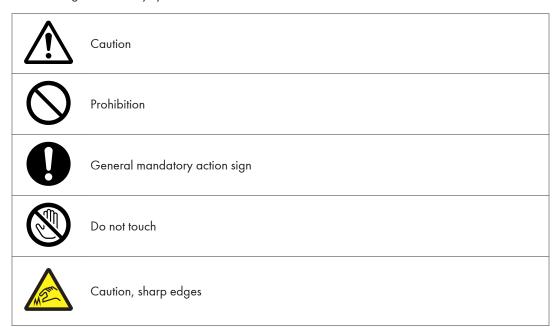
- You can see the following manuals on the Web page.
 - About Open Source Software License
 - Firmware Update Guide

2. Safety Information for This Machine

This chapter describes the safety precautions.

Safety Symbols for This Machine

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



Safety Information

Safety During Operation

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

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 obstruct the machine's vents. Doing so risks fire caused by overheated internal components.
- 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.

Handling power cords and power cord plugs

⚠ 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.
- It is dangerous to handle the power cord plug with wet hands. Doing so could result in 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.
- 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.

CAUTION

- 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 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.
- 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.
- 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 performing maintenance on the machine, always disconnect the power cord from the wall outlet.

Mportant !

Rating voltage of the connector for option: Max. DC 37 V.

Handling the main machine

⚠ WARNING

- 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.
- 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.

⚠ CAUTION

- The printer weights around 24 kg (53.0 lb.).
- When moving the printer, use the inset grips on both sides, and lift slowly in pairs.
- 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.

Handling the machine's interior

- 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. 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.

⚠ CAUTION

- When attaching or removing fabric in tray, take care not to trap or injure your fingers.
- Do not open the cover while the machine is operating. Doing so might cause your hand or fingers to get trapped in the machine, and an injury might occur.

Handling the machine's supplies

⚠ WARNING

- The following explains the warning messages on the plastic bag used in this product's packaging.
 - · 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.

⚠ CAUTION

- If you have inhaled ink fumes and are feeling ill, move to a place where you have access to fresh air. Consult a doctor if necessary.
- If you have swallowed ink, rinse your mouth. Do not force yourself to vomit. Consult a doctor if necessary.
- Place ink in a locked place that is cool and well-ventilated, and keep it out of reach of children.
- When replacing ink collector unit, avoid getting ink on your clothing. If ink comes into contact with your clothing, wash the stained area with cold water. Hot water will set the ink into the fabric and make removing the stain impossible.
- · When replacing ink, avoid getting ink on your clothing. If ink comes into contact with your clothing, wash the stained area with cold water. Hot water will set the ink into the fabric and make removing the stain impossible.

ACAUTION

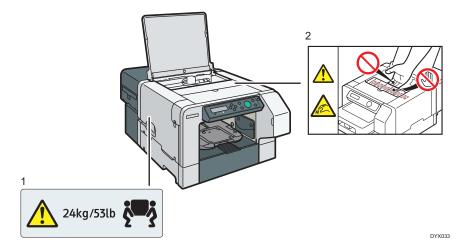
- When replacing ink, avoid getting ink on your skin. If ink comes into contact with your skin, wash the affected area thoroughly with soap and water.
- When removing the ink cartridge, avoid putting your hand near the place where the ink
 cartridge is installed. If ink comes in contact with your hands, wash them thoroughly with soap
 and water.
- When cleaning the print-head or its surrounding, make sure to wear the attached goggles and gloves.
- Gloves are consumables. Use commercially available gloves if the attached gloves are worn
 out.

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.

The printer weighs approximately 24 kg (53.0 lb.). When moving the printer, hold the handles, and lift slowly in pairs.

2.

There are sharp edges on the bottom of this cover. Be careful not to touch them.

Power Switch Symbols

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

• U: STANDBY

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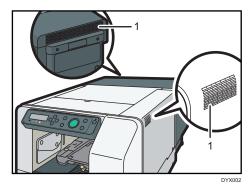
Notice

Important

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.

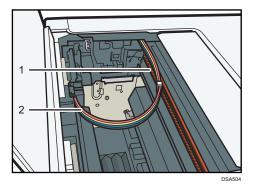
User's Notes

- Do not use bleach. It may cause discoloration.
- Moist conditions and friction may cause the fabric's color to stain other fabrics. Do not put this
 fabric on light-colored fabrics.
- Avoid ironing on the printed side.
- Do not lay the printed side on other print sides when storing this fabric.
- High temperatures inside the machine can cause a breakdown. Do not lean anything against the vent or block it in any way.



1. Vent

- Warm air from the vent is normal and not a cause for concern.
- Do not leave the top or right front cover open. If you do, dust or other matter might get inside the machine, and this will reduce print quality.
- During printing, do not move the machine or open its covers.
- Do not open the top or right front cover during printing. If you do, printing will stop.
- Do not hit the machine while it is printing. If you do, printing will stop.
- Do not touch the ink tubes or toothed rubber belt. Also, take care not to catch cables or ink tubes with your sleeves.



1. Toothed rubber belt

2. Ink tubes

- Take care not to drop foreign objects inside the machine.
- After you install the ink cartridge and turn the machine on for the first time, the print head priming
 process will begin. This process sometimes clogs the print head. If this happens, perform the head
 cleaning procedure.
- During printing, do not turn off the power or unplug the power cord from the wall outlet.
- During printing, do not subject the machine to external shock.
- When not using the machine, turn off the power.
- You can place up to 10 kg (22.1 lb.) of evenly spread weight on the machine. Do not place any concentrated weight of more than 2.5 kg (5.6 lb.) on the machine.
- Do not place unsteady objects on the machine. If they fall, they will cause injury to users and/or damage to the machine.
- Depending on your printing document, the ink collector unit may fill up sooner than normal.
 "Prepare new Ink Collector Unit" message appears shortly before the ink collector unit is full.
 Although the machine remains usable until the unit is completely full, contact your sales or service representative as early as possible (charge incurred).
- Ink cartridges should be used up before their expiry date, ideally within six months of being removed from their packaging.
- Cartridges that are no longer usable for printing reserve a small quantity of ink for maintenance usage.
- Ink cartridges and supplies comply with the manufacturer's safety specifications. To ensure safety and reliability, use genuine print cartridges and supplies.
- Printing hundreds of copies in a single day might cause the print head to clog the following day. If this happens, perform the head cleaning procedure.
- This machine performs regular automatic maintenance, after and during printing, to ensure
 consistent print quality. Maintenance is also performed when printing begins after a period of
 disuse.

- Color ink may be used even if you print all-black text or if you specify black and white printing. It
 may also be used for print head cleaning and refreshing, which are done to maintain machine
 performance.
- If the machine will not be used for a long time, turn its power off, disconnect the USB cable, and
 unplug the power cord from the wall outlet. Because the machine consumes a lot of ink for
 maintenance and print head cleaning when turned on after a long period of inactivity, we
 recommend you use the machine at least once a month.
- Do not move the machine while it is powered. Even when it is off, make sure the machine is on a level surface and safe from shock and vibration.
- Do not turn the machine off while it is busy. Make sure the machine is idle before turning it off.
- Condensation can form inside the machine if it is moved from a cold place to a warm place. Allow
 any condensation to fully evaporate by not turning the machine on for at least an hour after moving
 it.

2

Notes for Using This Machine Safely

To use this machine, it is recommended you take the following measures, which include:

- Installing this machine in a network protected by a firewall.
- Specifying your private IP address.
- Changing the password for the machine administrator.
- Changing the machine administrator's password can prevent the machine from being tampered by unauthorized access from the Internet.

Using a Private IP Address

An IP address is a numerical label assigned to devices connected to the network. An IP address that is used for Internet connection is a "global IP address", and an IP address that is used for network connection in a local environment such as a company is a "private IP address". If an IP address that is specified for a machine is a global IP address, unspecified numbers of Internet users can access this machine, so that there is higher risks of information leakage through illegal access outside from the environment where this machine is located. If a private IP address is specified for a machine, however, only users within a local network such as a company LAN can access the machine. Unless there is any specific reason, specify a private IP address for a machine. An private IP address can be selected from the following address ranges:

Private IP address ranges

- 10.0.0.0-10.255.255.255
- 172.16.0.0-172.31.255.255
- 192.168.0.0-192.168.255.255

3. Information for This Machine

This chapter describes laws and regulations related to this machine.

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.

Notes to users in USA and CANADA

This equipment complies with IC radiation exposure limits set forth for an uncontrolled environment and meets RSS-102 of the IC radio frequency (RF) Exposure rules. This equipment should be installed and operated keeping the radiator at least 20cm or more away from person's body (excluding extremities: hands, wrists, feet and ankles).

Remarques a l'attention des utilisateurs canadiens

Cet équipement est conforme aux limites d'exposition aux rayonnements énoncées pour un environnement non contrôlé et respecte les règles d'exposition aux fréquences radioélectriques (RF) CNR-102 de l'IC. Cet équipement doit être installé et utilisé en gardant une distance de 20 cm ou plus entre le dispositif rayonnant et le corps (à l'exception des extrémités : mains, poignets, pieds et chevilles).

Notes to USA Users of FCC Requirements

Part 15 of the FCC Rules

Note:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can

radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio /TV technician for help.

Caution:

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

This transmitter must not be co-located or operated in conjunction with any other antenna or transmitter.

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment and meets the FCC radio frequency (RF) Exposure Guidelines. This equipment should be installed and operated keeping the radiator at least 20cm or more away from person's body (excluding extremities: hands, wrists, feet and ankles).

Notes to Canadian Users of IC Rules

This device complies with Industry Canada's licence-exempt RSSs.

Operation is subject to the following two conditions:

- (1) This device may not cause interference; and
- (2) This device must accept any interference, including interference that may cause undesired operation of the device.

Remarques a l'attention des utilisateurs canadiens

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence.

L'exploitation est autorisée aux deux conditions suivantes :

- (1) l'appareil ne doit pas produire de brouillage, et
- (2) l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

3

Notes on lamp(s) inside this machine

LAMP(S) INSIDE THIS PRODUCT CONTAIN MERCURY AND MUST BE RECYCLED OR DISPOSED OF ACCORDING TO LOCAL, STATE OR FEDERAL LAWS.

Notes to users in the state of California

Perchlorate Material - special handling may apply. See: www.dtsc.ca.gov/hazardouswaste/perchlorate

MEMO