

# Information

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## Introduction

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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.

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## Important

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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.



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## Caution

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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.

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## Notes

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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", Hardware Guide in the CD-ROM.)

- Type 1: SP 5200DN/Aficio SP 5200DN
- Type 2: SP 5210DN/Aficio SP 5210DN

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

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

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## Power Source

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

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

# Laws and Regulations

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## Legal Prohibition

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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.

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## Laser Safety

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This machine complies with the requirements of IEC60825-1:2007(EN-60825-1:2007) for class 1 laser product.

This machine contains four AlGaAs laser diodes, with 6.2 milliwatt, 770 - 795 nanometer wavelength.

This equipment does not emit hazardous light, since the beam is totally enclosed during all customer modes of operation and maintenance.

The following label is attached on the inside of the printer near the toner cartridge.



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### Caution:

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

# User Information on Electrical & Electronic Equipment

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## Users in the EU, Switzerland and Norway

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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.

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## All Other Users

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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.

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## For Turkey only

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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.

# Users information for RFID in 13.56MHz



## 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/](http://www.ricoh.co.jp/fax/ce_doc/)

# Safety Information

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

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## Safety During Operation

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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.*

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## Safety Precautions to be Followed

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This section explains safety precautions that should always be followed when using this machine.

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### Environments where the machine can be used

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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. 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.*

• *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.*

• *Keep the machine away from salt-bearing air and corrosive gases. Also, do not install the machine in places where chemical reactions are likely (laboratories, etc.), as doing so will cause the machine to malfunction.*

• *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 [Sound Power Level (Black and White)] > 63 dB (A) are not suitable for desk work environment, so place the machine in another place.*

• *The printer might topple over and cause damage and injuries if four optional paper feed units are stacked to a printer which is installed directly on the floor. For details about preventing the machine toppling over, contact your service representative.*

 **Note**

To avoid possible build-up of ozone, locate this machine in large well ventilated room that has an air turnover of more than 30 m<sup>3</sup>/hr/person.

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## Handling power cords and power plugs

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This section explains safety precautions about handling power cords and power plugs.

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### **WARNING:**

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• ***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.***

• ***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, electric shock, or injury.**

**• It is dangerous to handle the power cord plug with wet hands. Doing so could result in electric shock.**

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**⚠ CAUTION:**

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**• 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.**

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## Handling the main machine

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This section explains safety precautions about handling the main machine.

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### **WARNING:**

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- ***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.***
- ***If the machine topples, or if a cover or other part gets broken, 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.***
- ***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.***

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### **CAUTION:**

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- ***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.***
- ***Before installing or removing options, always disconnect the power cord plugs from the wall outlet and allow time for the main unit to fully cool. Failing to take these precautions could result in burns.***

- *When moving the machine, hold the inset grips at both sides, and then lift the printer slowly. Lifting it carelessly or dropping it may cause an injury.*

### **Important**

- Rating voltage of the connector for options: Max. DC 24 V.
- Voltage must not fluctuate more than 10%.

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## **Handling the machine's interior**

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

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### **WARNING:**

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- ***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.***

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### **CAUTION:**

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- *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.*
- *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.*
- *When loading paper, take care not to trap or injure your fingers.*
- *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.*
- *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.*
- *Do not pull out the paper tray forcefully. If you do, the tray might fall and cause an injury.*

- *Do not touch the inside of the controller board compartment. It may cause a machine malfunction or a burn.*

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## Handling the machine's supplies

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

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### **WARNING:**

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- ***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.***
- ***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.***

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### **CAUTION:**

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- *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.*
- *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.*

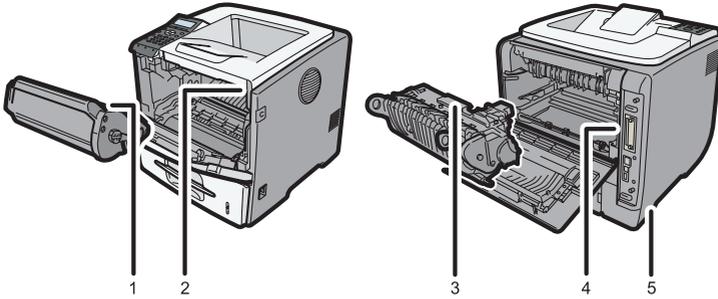
• *Risk of explosion if battery is replaced by an incorrect type. Dispose of used batteries according to the instructions.*

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



CEC230



CEC202

Do not incinerate spilled toner or used toner. Toner dust is flammable and might ignite when exposed to an open flame.

Disposal should take place at an authorized dealer or an appropriate collection site.

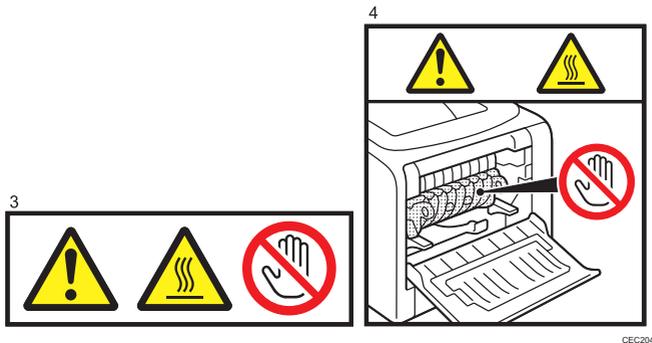
If you dispose of the used toner containers yourself, dispose of them according to local regulations.

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



CEC203

Do not put your hands inside the printer. The inside of this printer becomes very hot. Do not touch parts with this label (indicating a hot surface).



The inside of this printer becomes very hot. Do not touch parts with this label (indicating a hot surface).



The printer weighs approximately 23kg (51 lb.). When moving the printer, use the inset grips on both sides, and lift slowly in pairs.

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## Power Switch Symbols

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

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

# Noise Emission

## ❖ Sound power level

- Main unit only

	Type 1	Type 2
Stand-by	Less than 46.5 dB (A)	Less than 48 dB (A)
Printing	Less than 71.8 dB (A)	Less than 72 dB (A)

- Complete system

	Type 1	Type 2
Stand-by	Less than 50.5 dB (A)	Less than 52 dB (A)
Printing	Less than 75.8 dB (A)	Less than 76 dB (A)

## ❖ Sound Pressure level

- Main unit only

	Type 1	Type 2
Stand-by	Less than 40.5 dB (A)	Less than 42 dB (A)
Printing	Less than 65.8 dB (A)	Less than 66 dB (A)

- Complete system

	Type 1	Type 2
Stand-by	Less than 44.5 dB (A)	Less than 46 dB (A)
Printing	Less than 69.8 dB (A)	Less than 70 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.

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