
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.

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.



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.



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, AlGaAs 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.

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, maintenance kits and parts from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of consumables (toner, maintenance kits and parts) other than genuine consumables from the supplier with your office products.

Notes:

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.

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

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.*

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 m³/hr/person.

Handling Power Cords and Power Plugs

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 only to the power source described in this manual. Connect the power cord directly into a wall outlet and do not use an extension cord. Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.*
- *Plug and unplug the power cable with dry hands, or an electric shock could occur.*

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.*

Handling the Machine

WARNING:

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

⚠ 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 28 kg (61.8 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, use the inset grips on both sides. 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

⚠ 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.***

⚠ CAUTION:

- *The inside of this machine becomes very hot. Do not touch parts labelled "⚠" (indicating a hot surface).*
- *The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.*
- *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

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 or a fire.*
- *Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.*

CAUTION:

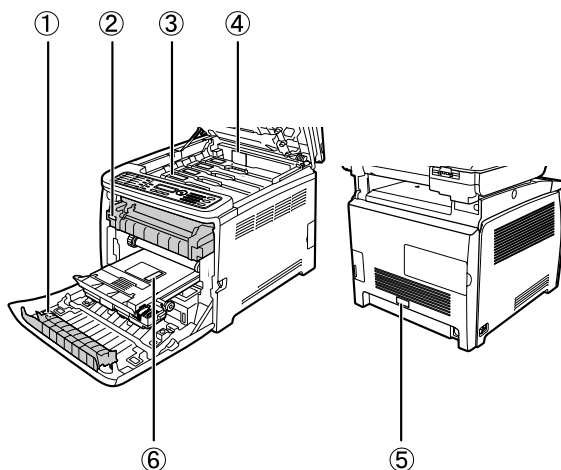
- *Keep toner (used or unused) and toner containers out of reach of children.*
- *If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.*
- *If toner or used toner gets into your eyes, flush immediately with large amounts of 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 ⚠ 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.



BAA012S

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.

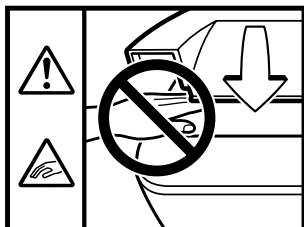
③



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 28 kg (61.8 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** means POWER ON.
- **O** means POWER OFF.

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.

Noise Emission ^{*1}

❖ Sound Power Level

| | |
|-----------------|---|
| | Main unit only |
| During Printing | Monochrome: 63 dB (A) Color: 64 dB (A) |
| During Copying | Monochrome: 63 dB (A) Color: 64 dB (A) |
| Standby | 45 dB (A) |


^{*1} The preceding measurements made in accordance with ISO7779 are actual values.

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® 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 multi-function 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, sends a fax via immediate transmission, 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 30 minutes after the last operation is completed.

❖ **Specifications**

| | | |
|---------------------|-------------------|--------------------|
| Energy Saver mode 1 | Power Consumption | 100 W or less |
| | Default Time | Off |
| | Recovery Time | 10 seconds or less |
| Energy Saver mode 2 | Power Consumption | 20 W or less |
| | Default Time | 30 minutes |
| | Recovery Time | 60 seconds or less |

Note

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

Reference

“Administrator Settings”, *User Guide*

❖ Recycled Paper

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

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.