Safety Information

Read this 'Safety Information' carefully before you use this machine and keep it handy for future reference.

For safety, please follow the instructions in this manual.

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

Introductions

The included electric manual (CD) describes detailed instruction and notes about the use of this manual.To get maximum versatility from this machine all operators are requested to read the included electric manual (CD) carefully and follow the instructions.Please keep this manual in a handy place near the machine.

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.

Notes:

For good print quality, the supplier recommends that you use genuine master and ink from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

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.

⚠ *WARNING:*

- *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.*

- *Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.*

- *To avoid hazardous electric shock, do not remove any covers or screws other than those specified in this manual.*

- *Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:*

    - *You spill something into the machine.*

    - *You suspect that your machine needs service or repair.*

    - *The external housing of your machine has been damaged.*

- *Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.*

- *Connect the power cord directly into a wall outlet and never use an extension cord.*

- *Only connect the machine to the power source described in the manual.*

- *Disposal can take place at our authorized dealer or at appropriate collection sites.*

⚠ *CAUTION:*

- *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.*
- *If you use the machine in a confined space, make sure there is a continuous air turnover.*
- *Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Protect the machine from dampness or wet weather, such as rain and snow.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.*
- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.*
- *For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.*
- *When disposing of a used ink container, reattach the cap to prevent ink from splattering.*
- *Be careful not to get ink on your clothes when replacing an ink container. Ink stains on clothes are hard to remove.*
- *Be careful not to cut yourself on any sharp edges when you reach inside the machine to remove misfed sheets of paper or masters.*
- *If ink comes into contact with your eyes, rinse immediately in running water. For other symptoms, consult a doctor.*
- *Keep the ink or ink container out of reach of children.*
- *If ink is ingested, induce vomiting by drinking a strong saline solution. Consult a doctor immediately.*
- *If your skin comes into contact with ink, wash the affected area thoroughly with soap and water.*
- *While printing, do not touch the belt at the end of the paper delivery tray. Otherwise, an injury might occur.*
- *Our products are engineered to meet the high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

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.

Where to Put Your Machine

Machine Environment

Your machine's location should be carefully chosen because environmental conditions greatly affect its performance.

Optimum environmental conditions

⚠ *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.*

⚠ *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.*

⚠ *CAUTION:*

- *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.*

- Temperature: 10 – 30°C, 50 – 86°F
- Humidity: 20 – 90% RH
- A strong and level floor.
- The machine must be level within 5 mm, 0.2″ both front to rear and left to right.

Environments to avoid

- Locations exposed to direct sunlight or strong light (more than 1500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater (sudden temperature changes might cause condensation within the machine).
- Places where the machine might be subjected to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

Moving

🔆**Important**

❒ When moving the machine, the following precautions should always be followed:

- Turn off the main power.
- Unplug the power cord from the wall outlet. When you do, grip the plug to avoid damaging the cord and causing fire or electric shock.
- Close all covers and trays including the front cover.

💡 **Limitation**

❒ Carefully move the machine. If you do not, the machine might be damaged or a stored file might be deleted.

❒ Avoid any strong shock to the machine. This could damage the hard disk and cause stored files to be deleted. For precautionary reasons, files should be copied to another local computer.

Power Connection

- The socket-outlet shall be installed near the machine and shall be easily accessible.
- Voltage must not fluctuate more than 10%.

Access to the Machine

Place the machine near the power source, providing the clearance areas as shown.

AJK202S

* Paper delivery tray

1. More than 10 cm, 4.0"

2. More than 60 cm, 23.7"

3. More than 60 cm, 23.7"

4. More than 60 cm, 23.7"

✐ Note

❒ For the required space when options are installed, contact your service representative.

Symbols

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

- **｜** means POWER ON.
- ○ means POWER OFF.

$$C \in$$

Declaration of Conformity

"The Product complies with the requirements of the EMC Directive 89/336/EEC and its amending directives and the Low Voltage Directive 73/23/EEC and its amending directives."

Notice To Wireless LAN Interface (optional) Users (if applicable)

$$C \in \textcircled{!}$$

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/

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