



Read This First

Manuals Provided with This Machine

1

Safety Information for This Machine

2

Other Information for This Machine

3

Appendix

4

For information not in this manual, refer to the HTML/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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How to Read the Manuals

Symbols Used in the Manuals

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.




Indicates instructions stored in a file on a provided CD-ROM.



Indicates instructions in sheet form.

 Region **A** (mainly Europe)

 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", Getting Started .

Disclaimer

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

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.

Machine Types

Check the type of your machine before reading the manuals.

- Type 1: MP W7100SP
- Type 2: MP W8140SP

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. Manuals Provided with This Machine

This chapter explains manuals for this machine.

Manuals for This Machine

Read this manual carefully before you use this machine.

Refer to the manuals that are relevant to what you want to do with the machine.

★ Important

- Media differ according to manual.
- Adobe® Reader® must be installed in order to view the manuals as PDF files.
- A Web browser must be installed in order to view the html manuals.

User Guide

Regarding the basic usage of this machine, frequently used functions, troubleshooting when an error message appears, etc., summaries are provided below for each user manual.

Read This First

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

Easy Search

You can search for a description by what you want to do. Also, this machine's distinctive functions are explained.

Getting Started

Describes preparations for using the machine, operating instructions, and character input methods.

Paper Specifications and Adding Paper

Describes how to load originals and sheets and about their specifications.

Convenient Functions

Describes how to register frequently used settings, customize the Home Screen, and display a Web page on the control panel. It also describes how to manage a job.

Maintenance and Specifications

Describes how to replace supplies and how to install and clean this machine. It also describes the specifications of the main unit and options.

Troubleshooting

Provides a guide for resolving common usage-related problems.

Copy/ Document Server

Explains Copier and Document Server functions and operations. Also refer to this manual for explanations on how to specify the settings for originals.

Print

Describes how to print using the printer driver. It also describes the functions available for printing.

Scan

Describes how to scan paper data using this machine and how to send the scanned data to a computer and store the data.

Connecting the Machine/ System Settings

Explains how to connect the machine to a network, and configure and operate the machine in a network environment. Also explains how to change User Tools settings and how to register information in the Address Book.

RP-GL/2 and RTIFF

This manual explains how to configure emulation settings and use emulation for print jobs.

Extended Feature Settings

Describes how to configure the extended features using the control panel or Web Image Monitor.

Security Guide

This manual is for administrators of the machine. It explains security functions that you can use to prevent unauthorized use of the machine, data tampering, or information leakage. For enhanced security, we recommend that you first make the following settings:

- Install the Device Certificate.
- Enable SSL (Secure Sockets Layer) Encryption.
- Change the user name and password of the administrator.

For details, see "Before Using This Machine", Security Guide .

Be sure to read this manual when setting the enhanced security functions, or user and administrator authentication.

Driver Installation Guide

Describes how to install and configure each driver. This manual is included in the drivers CD.

Other Manuals

- Quick Reference Copy Guide
- Quick Reference Scanner Guide
- Appendix
- DHCP Option 204

Note

- Manuals provided are specific to machine types.

Manuals List

Manual Name	Printed Manuals Provided	HTML Manuals Provided	PDF Manuals Provided
User Guide	No	No	Yes
Read This First	Yes	No	Yes
Easy Search	No	Yes ^{*1}	No
Getting Started	No	Yes ^{*1}	No
Paper Specifications and Adding Paper	No	Yes ^{*1}	No
Convenient Functions	No	Yes ^{*1}	No
Maintenance and Specifications	No	Yes ^{*1}	No
Troubleshooting	No	Yes ^{*1}	No
Copy/ Document Server	No	Yes ^{*1}	No
Print	No	Yes ^{*1}	No
Scan	No	Yes ^{*1}	No
Connecting the Machine/ System Settings	No	Yes ^{*1}	No
RP-GL/2 and RTIFF	No	Yes ^{*1}	No
Extended Feature Settings	No	Yes ^{*1}	No
Security Guide	No	Yes ^{*1}	Yes ^{*2}
Driver Installation Guide	No	No	Yes ^{*1}
Quick Reference Copy Guide	No	No	Yes
Quick Reference Scanner Guide	No	No	Yes

*1 These manuals are available in English, German, French, Italian, Spanish, Dutch, and Russian.

*2 These manuals are available in Norwegian, Swedish, Danish, Finnish, Portuguese, Polish, Czech, Hungarian, Catalan, Turkish, Greek, and Brazilian Portuguese.

How to Use the Operating Instructions

This chapter describes the operating instructions of this machine. The on-screen operating instructions are included in the supplied manual CD-ROM.

Formats of the Operating Instructions

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

- Printed manuals
- HTML manuals
- PDF manuals

For details about the contents of each manual, see page 5 "Manuals for This Machine". The various manuals are available in different formats. For details about availability, see page 7 "Manuals List".

Reading the HTML Manuals on the CD-ROM

This section describes how to read the HTML manuals on the supplied manual CD-ROM.

- 1. Insert the CD-ROM in the CD-ROM drive of your computer.**
- 2. Select a language, and then click [OK].**
- 3. Click [Read HTML manuals].**
- 4. Click the title of manual you want to read.**

The browser opens.

Note

- Recommended browsers (Windows):
 - Internet Explorer 8, 9, 10, or 11
 - Firefox 29
 - Safari 5.1.7
 - Chrome 35
- Recommended browsers (Macintosh):
 - Safari 6.1
 - Firefox 29
 - Chrome 35
- If you want to read the HTML manuals on a Macintosh, insert the CD-ROM in the CD-ROM drive, and then open "Manuals.htm".

- If JavaScript is disabled or unavailable in your browser, you will not be able to search or use certain buttons in the HTML documentation.
- HTML manuals are available in English, German, French, Italian, Spanish, Dutch, Russian, Norwegian, Swedish, Danish, Finnish, Portuguese, Polish, Czech, Hungarian, Catalan, Turkish, Greek, and Brazilian Portuguese.

Installing and Opening the HTML Manuals

This section describes how to install and open the HTML manuals on your computer.

For your convenience, we recommend you install these manuals on your computer.

1. **Insert the CD-ROM in the CD-ROM drive of your computer.**
2. **Select a language, and then click [OK].**
3. **Click [Install manuals].**
4. **Install the HTML manuals by following the on-screen instructions.**
5. **When the installation is complete, click [Finish].**
6. **Click [Exit].**
7. **Open the HTML manuals that you installed.**

To open the manuals from an icon, double-click the icon on the desktop. To open the manuals from the [Start] menu, point to [All Programs], and then click [Product Name].

8. **Click the title of the manual you want to read.**

Note

- You need administrator permissions to install the manuals. Log in as an Administrators group member.
- The system requirements for installing the manuals are as follows:
 - Operating system: Windows Vista/7/8/8.1, Windows Server 2003/2003 R2/2008/2008 R2/2012/2012 R2
 - Required display resolution is 1024 × 768 pixel or greater.
- If you cannot install a manual, copy the "MANUAL_HTML" folder to your computer's hard drive, and then run "setup.exe".
- To delete an installed manual, on the [Start] menu, point to [All Programs], click [Product Name], and then uninstall the data.
- Depending on the settings made during installation, menu folder names may differ.
- HTML manuals are available in English, German, French, Italian, Spanish, Dutch, Russian, Norwegian, Swedish, Danish, Finnish, Portuguese, Polish, Czech, Hungarian, Catalan, Turkish, Greek, and Brazilian Portuguese.

Reading the PDF Manuals on the CD-ROM

1

This section describes how to read the PDF manuals on the supplied CD-ROM.

File path

The manuals are included in the following folder on the CD-ROM:
MANUAL_PDF\(\1 language)

1. Insert the CD-ROM in the CD-ROM drive of your computer.
2. Select a language, and then click [OK].
3. Click [Read PDF manuals].
4. Click the title of the manual you want to view.

Note

- To view the PDF manuals, you need to have Adobe Reader installed on your computer.
- If you want to read the PDF manuals on a Macintosh, insert the CD-ROM in the CD-ROM drive, and then open "Manuals.htm".
- Driver Installation Guide is available in English, German, French, Italian, Spanish, Dutch, and Russian.

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:

2

	Caution
	Prohibited
	General mandatory action sign
	Do not touch
 	Do not throw into the fire
	Do not use the cleaner
 	Keep out of reach of children
	No disassembly



Caution, hot surface



Warning: Explosion

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.

2

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

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

- 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.

Handling the main machine

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 look into the lamp. It can damage your eyes.

⚠ CAUTION

- Do not hold the control panel while moving the machine. Doing so may damage the control panel, cause a malfunction, or result in injury.
- Do not place your hand between the original cover and the original table. Doing so may result in an injury if your fingers are pinched.

- Power Source

-  **Region A** (mainly Europe)
220–240 V, 16 A, 50/60 Hz
-  **Region B** (mainly North America)
208–240 V, 15 A, 60 Hz

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

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. 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

- 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.
- Some of the machine's interior components may be damaged if you touch them. When you remove the jammed paper, do not touch the connectors indicated in the Troubleshooting manual. Doing so may cause malfunction.
- 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.
- 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.
- Be careful when replacing the roll paper or removing misfed paper. Follow the instructions for these procedures properly. Not doing so could result in injury from the paper cutter inside.

Handling the machine's supplies

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.
- Hold the paper roll horizontally with both hands. When the paper roll is attached to the paper holder and if you hold the paper roll vertically, the paper roll may fall off and an injury may result.

Safety Labels of This Machine

This section explains the machine's safety information labels.

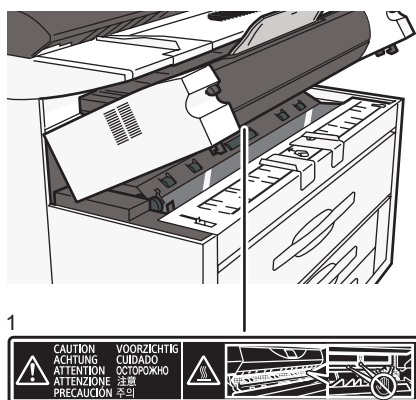
2

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

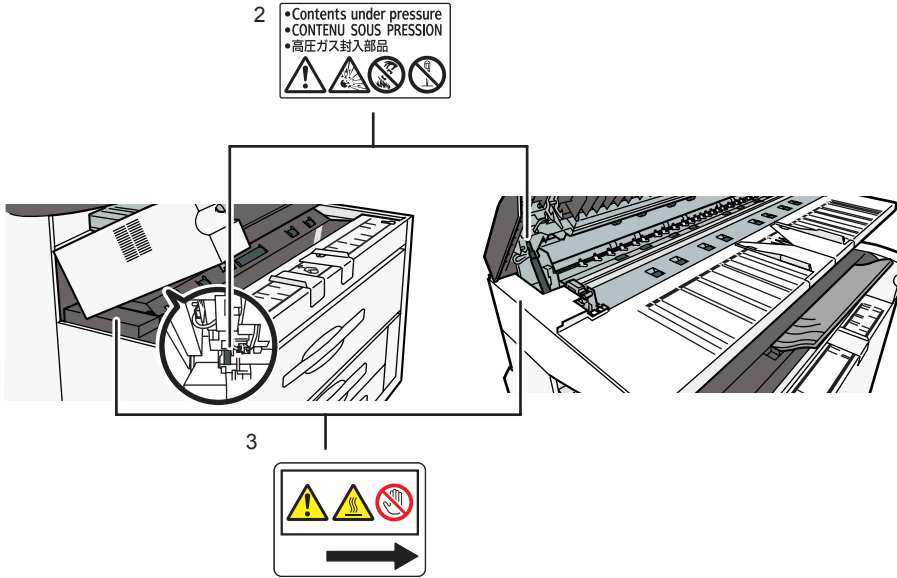
Front side



DHJ227

1.

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. When removing jammed paper, allow the machine to cool sufficiently.



DHJ232

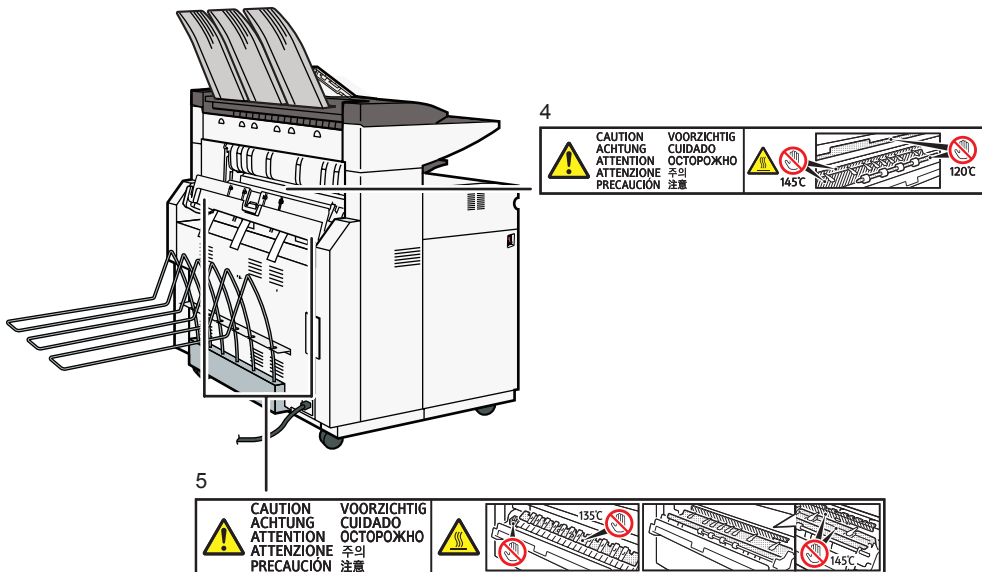
2. (This label is attached to both sides.)

Do not remove this level unless you are a customer engineer.

3.

The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.

Back side



DHJ228

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. When removing jammed paper, allow the machine to cool sufficiently. The higher temperature (145°C) applies to plain paper. Translucent paper can cause the indicated part to reach 160°C.

The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.

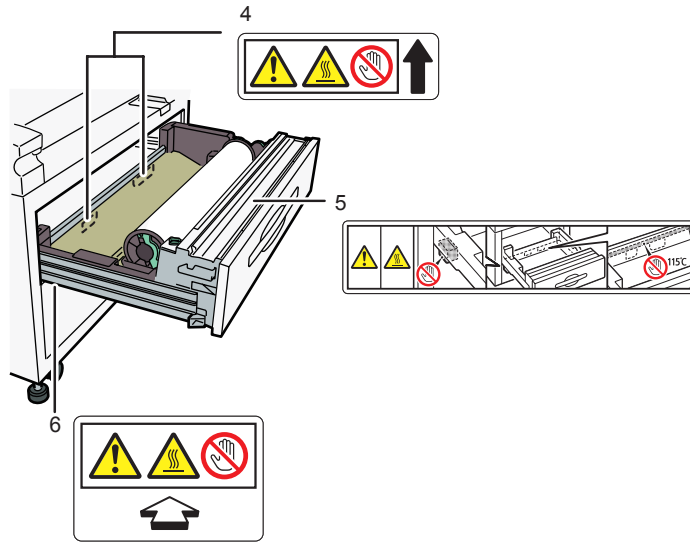
paper roll trays



Pressing the auto feed button causes the feed roller to revolve, as shown, when replacing the paper roll or clearing paper jams. Be careful your hands or clothing do not get caught in the feed roller as it is revolving. This could result in severe injury.

There is a cutter blade inside. When replacing or loading the paper roll, or clearing paper jams, do not touch the parts this label indicates. Otherwise an injury may result.

Hold the paper roll horizontally with both hands. When you grab the paper holder and hold the paper roll vertically, the paper roll may fall off and an injury may result.



DHJ230

4.

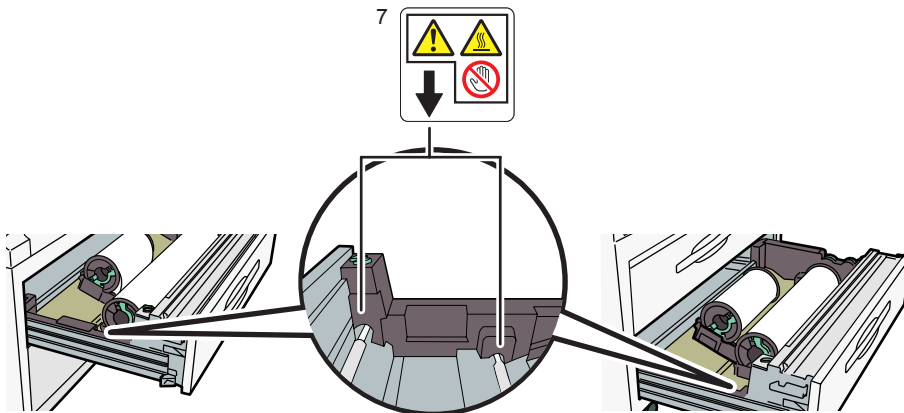
The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.

5.

The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.

6.

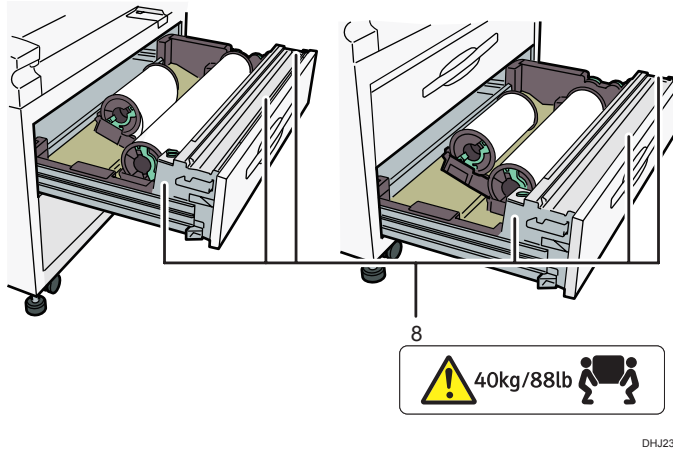
The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.



DHJ233

7.

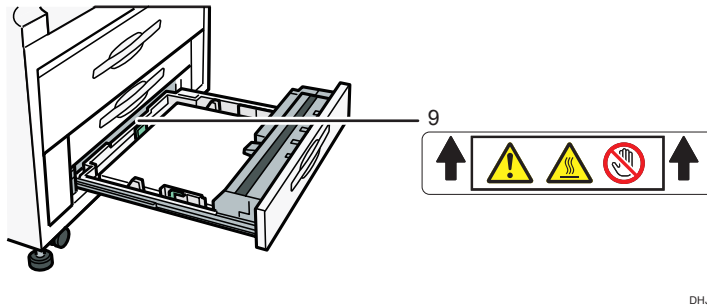
The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.



8.

These labels indicate the weight of the unit and describe how to lift the unit. However, these labels are meant for customer engineers. Do not lift a unit that has these labels.

Cut paper tray



9.

The inside of the machine could be very hot. Do not touch the parts a label indicates. Otherwise, an injury might occur.

Power Switch Symbols

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

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

3. Other Information for This Machine

This chapter describes laws and regulations related to this machine.

Laws and Regulations

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.

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

EMC Directive

Warning on Class A Product

Warning:

This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

User Information on Electrical and Electronic Equipment (For Users in India)

This product complies with the "India E-waste Rule 2011" 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 Schedule 2 of the Rule.

4. Appendix

This appendix describes trademarks for the machine.

Trademarks

Adobe, PostScript, and PostScript 3 are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

Firefox is a registered trademark of the Mozilla Foundation.

Google and Chrome™ browser are trademarks of Google Inc.

Microsoft, Windows, and Internet Explorer are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Safari is a trademark of Apple Inc., registered in the United States and other countries.

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

The proper names of Internet Explorer 8, 9, 10 and 11 are as follows:

- Windows® Internet Explorer® 8
- Windows® Internet Explorer® 9
- Internet Explorer® 10
- Internet Explorer® 11

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.

MEMO

