

Pro 8200_s/8210_s/8220_s Pro 8210/8220



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.

 **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.

The explanations in this manual use screenshots and illustrations for Type 1, 2, and 3 machines.

Machine Types

Check the type of your machine before reading the manuals.

- Type 1: Pro 8200S
- Type 2: Pro 8210S
- Type 3: Pro 8220S
- Type 4: Pro 8210
- Type 5: Pro 8220

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 how to install the included CD-ROM, 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

You can use this function on Type 1, 2, or 3 machines only.

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

You can use this function on Type 1, 2, or 3 machines only.

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 how to configure and operate the machine in a network environment. It also explains how to change System Settings, how to specify Adjustment Settings for Operators, and how to register information in the Address Book.

PostScript 3

Explains how to set up and use PostScript® 3™.

Extended Feature Settings

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

Paper Settings

Explains how to make paper settings for each tray using the paper library, which contains optimum printing conditions. It also explains how to manually specify a paper size and type for a paper tray.

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.

Guide to Paper

Explains paper characteristics and methods for handling paper.

Driver Installation Guide

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

Note

- Manuals provided are specific to machine types.
- Driver Installation Guide and HTML manuals are available in English, German, French, Italian, Spanish, Dutch, and Russian.
- Information for users of Type 1, 2, and 3 machines:
 - You can download information about the machine's certification, which is based on an IT security certification system (hereafter CC Certification), from https://support.ricoh.com/services/device/ccmanual/pro_8200_8210_8220/en/download_admin.html and https://support.ricoh.com/services/device/ccmanual/pro_8200_8210_8220/en/download_user.html. This information is about how to set up the machine. If you have purchased a CC Certified machine, be sure to read it before operating the machine so you can make the correct settings before using it.

Manuals List

Manual Name	Printed Manuals Provided	HTML Manuals Provided	PDF Manuals Provided
User Guide	No	No	Yes
Read This First	Yes	No	No
Easy Search	No	Yes	No
Getting Started	No	Yes	No
Paper Specifications and Adding Paper	No	Yes	No
Convenient Functions	No	Yes	No
Maintenance and Specifications	No	Yes	No
Troubleshooting	No	Yes	No
Copy/ Document Server ^{*1}	No	Yes	No
Print	No	Yes	No
Scan ^{*1}	No	Yes	No
Connecting the Machine/ System Settings	No	Yes	No
PostScript 3	No	Yes	No

Manual Name	Printed Manuals Provided	HTML Manuals Provided	PDF Manuals Provided
Extended Feature Settings	No	Yes	No
Paper Settings	No	Yes	No
Security Guide	No	No	Yes
Guide to Paper	No	No	Yes
Driver Installation Guide	No	No	Yes

* 1 These manuals are available for Type 1, 2, and 3 machines.

Note

- Driver Installation Guide and HTML manuals are available in English, German, French, Italian, Spanish, Dutch, and Russian.

On-screen Operating Instructions

This chapter describes the on-screen 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:
 - Internet Explorer 8/9/10/11
 - Firefox 29
 - Safari 5.1.7
 - 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, and Russian.

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

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/7/8/8.1/10, Windows Server 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, and Russian.

Reading the PDF Manuals on the CD-ROM

This section describes how to read the PDF manuals on the supplied manual 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 Acrobat Reader/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

 Prohibition	 Do not use the cleaner
 Caution	 Keep out of reach of children
 General mandatory action sign	 Keep out of reach of children
 Warning; Laser beam	 No disassembly
 Do not touch	 Caution, hot surface
 Do not throw into the fire	 Caution, risk of having hands or arms caught

Safety Information

The safety precautions for ADF are for Type 1, 2, and 3 machines only.

2

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

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.

⚠ CAUTION

- 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.

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

WARNING

- 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.

- 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.

CAUTION

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

- Power Source

220–240 V, 16 A, 50/60 Hz

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

For users in Norway, this product is also designed for an IT power distribution system with phase-to-phase voltage of 230V.

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.

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.
- 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. The machine's various handling areas are for service engineer use only. Do not touch these areas.
- Do not look into the lamp. It can damage your eyes.
- Do not hold the control panel while moving the machine. Doing so may damage the control panel, cause a malfunction, or result in injury.
- Keep your hands away from the hinges and exposure glass when lowering the ADF. Not doing so result in an injury if your hands or fingers are pinched.

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 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.

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 internal components of this machine might be fragile. When you remove jammed paper, do not touch the sensors, connectors, LEDs, or other fragile parts that are shown in the Troubleshooting manual. Doing so may cause malfunctions.
- 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.

⚠ CAUTION

- 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.
- Keep your hands clear of the booklet finisher tray when removing misfed paper, pulling out or pushing in the finisher's staple unit. You can trap and injure your fingers if you do not.
- 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.
- 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.
- 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.
- Keep your hands clear of the inside of the ring binder and the space under the ring binder tray. You can trap your fingers if you do not.

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.

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.

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.
- 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 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.
- 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.
- 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.

 **CAUTION**

- When binding paper manually with the ring opener, take care not to trap or injure fingers.

Safety Labels of This Machine

This section explains the machine's safety information labels.

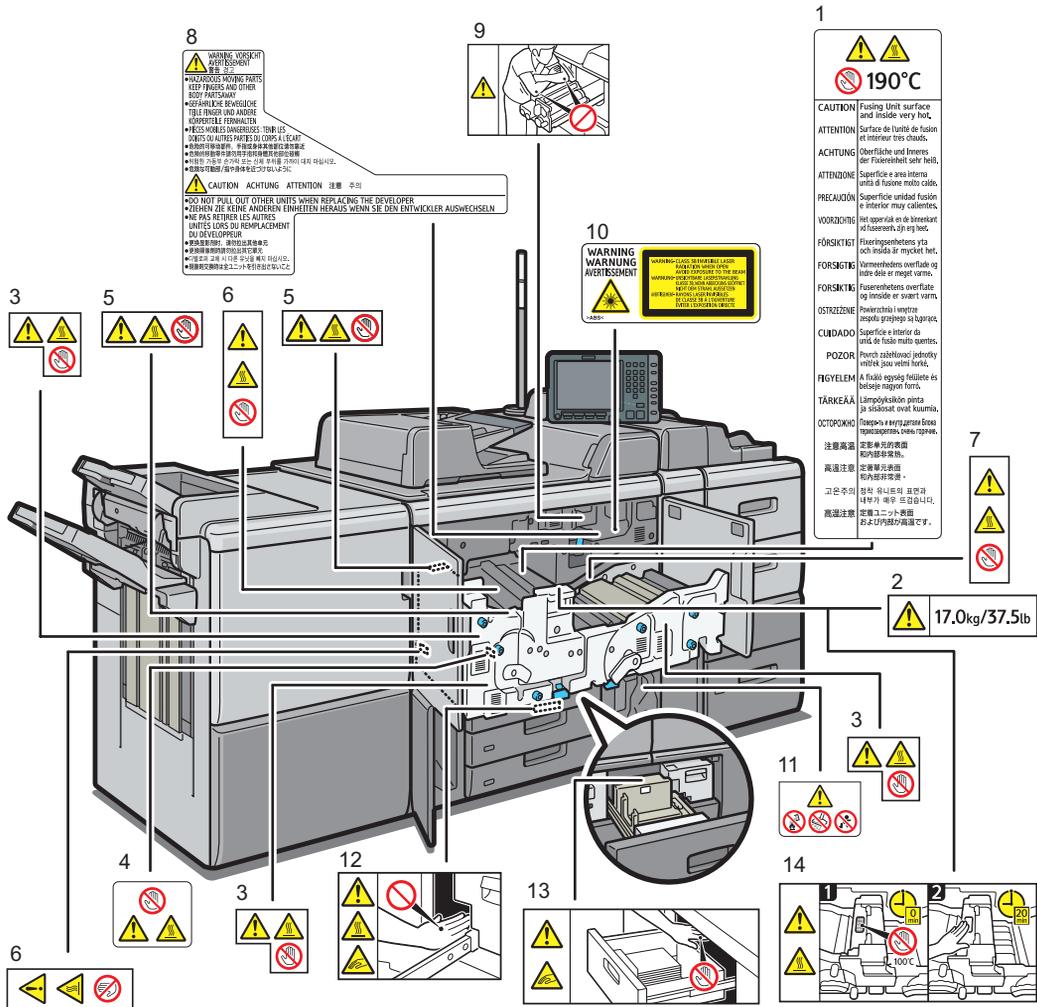
Positions of WARNING and CAUTION labels

2

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



1

Do not touch the parts a label indicates. The inside and surface of the fusing unit could be very hot. Caution should be taken when removing misfed paper.

2

This label indicates the weight of the unit. However, this label is meant for customer engineers and operators who have received training. Do not lift a unit that has this label.

3, 4, 5, 6, and 7

Do not touch the parts a label indicates. Otherwise, an injury might occur.

2

DTY003

8

Keep your fingers and other body parts away from moving parts. Do not pull out other units when replacing the developer.

9

Do not press the internal unit that has been pulled out. Pressing the internal unit may cause it to fall down.

10

This unit uses a laser radiation. Do not attempt to disassemble or modify this machine.

11

For correct handling of the waste toner bottle, see page 19 "Handling the machine's supplies".

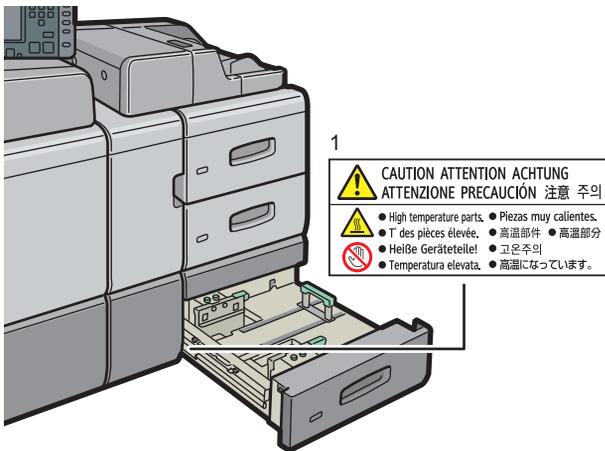
12 and 13

Keep your hands clear of the parts a label indicates. Otherwise, you might trap your fingers and an injury might occur.

14

Do not touch the parts the label indicates. These parts may become very hot. Wait and do not touch these parts until they cool down. Otherwise, burns might occur. It may take up to 20 minutes for the parts to cool down after a large number of pages have been continuously printed.

Three-tray Wide LCT

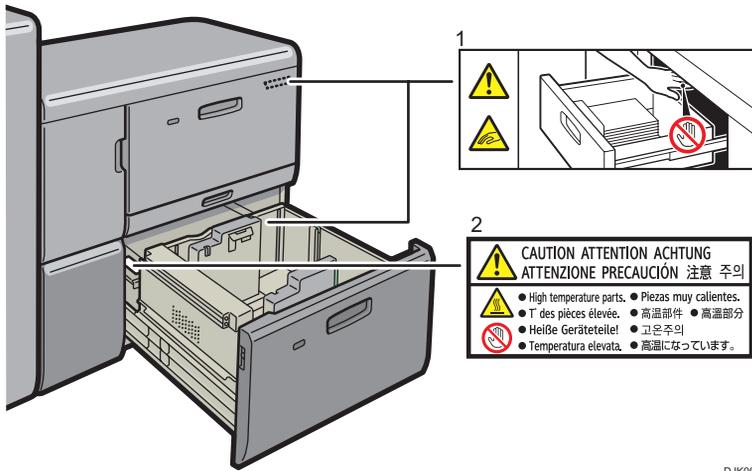


CWU002

1

High temperature parts. Do not touch the parts which a label is put on. Otherwise, an injury might occur.

Two-tray Wide LCT



DJK002

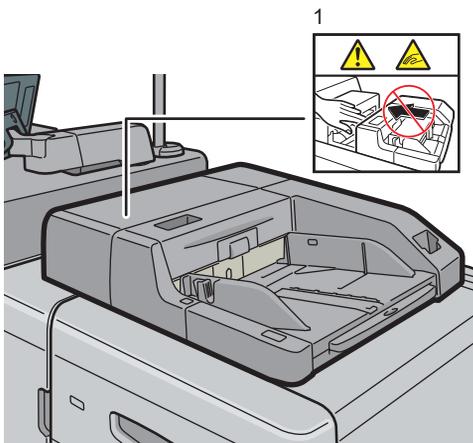
1

Keep your hands clear of the parts a label indicates. Otherwise, you might trap your fingers and an injury might occur.

2

High temperature parts. Do not touch the parts which a label is put on. Otherwise, an injury might occur.

Multi bypass tray



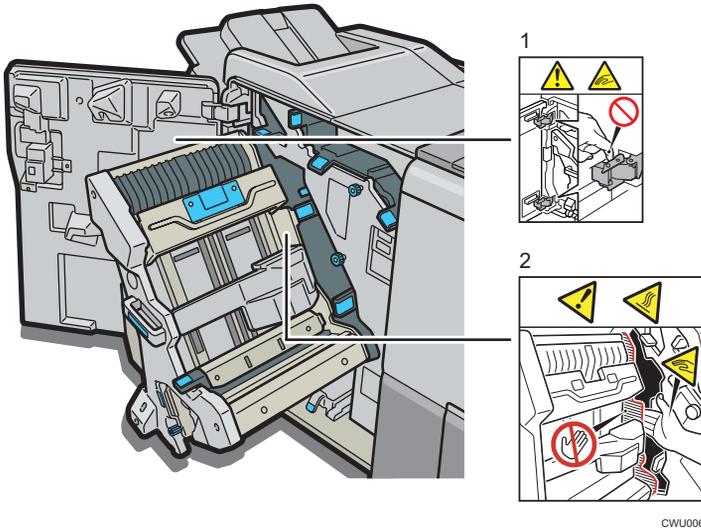
CWU004

1

Keep your hands clear of the multi bypass tray when removing paper jam. You might trap your fingers if you do not.

Finisher SR5050

2



1

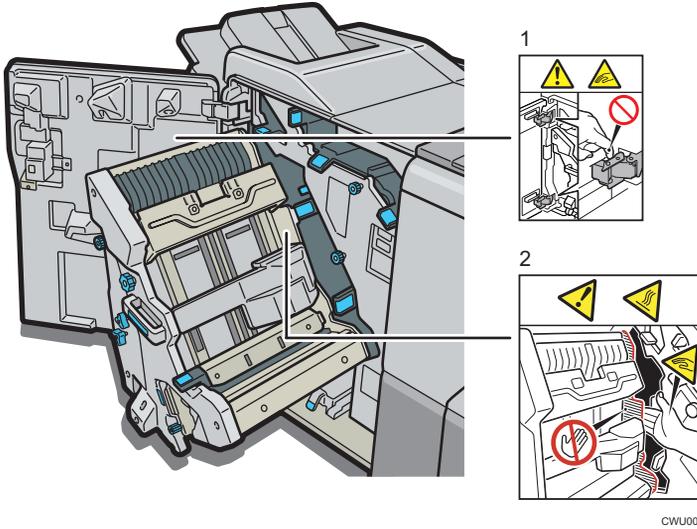
When opening and closing the front cover of Finisher SR5050, keep your hands clear of the hinges. The hinges are a hazard. You risk trapping your fingers if you do not keep your hands clear of them.

2

The inside of Finisher SR5050 could be very hot. Keep your hands clear of the parts a label indicates. You might trap your fingers and an injury might occur.

Booklet Finisher SR5060

Right side



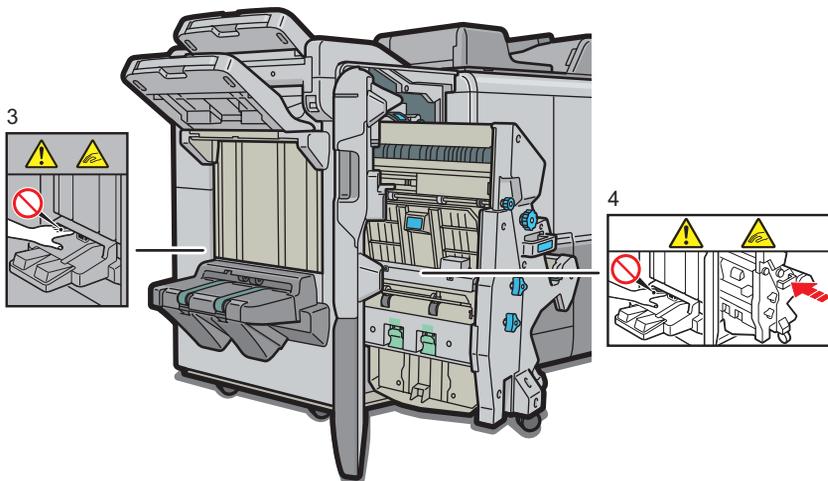
1

When opening and closing the front cover of Booklet Finisher SR5060, keep your hands clear of the hinges. The hinges are a hazard. You risk trapping your fingers if you do not keep your hands clear of them.

2

The inside of Booklet Finisher SR5060 could be very hot. Keep your hands clear of the parts a label indicates. You might trap your fingers and an injury might occur.

Left side



3



4



CWU007

3

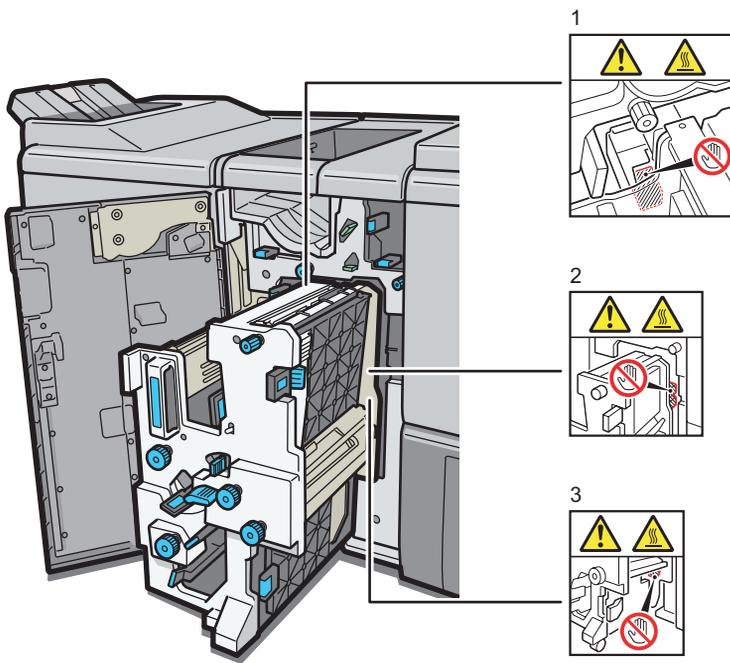
Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit, or removing paper jam. You might trap your fingers if you do not. Take care not to touch the booklet finisher tray during operation. Otherwise, an injury might occur.

4

Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit, or removing paper jam. You might trap your fingers if you do not.

2

Multi-Folding Unit



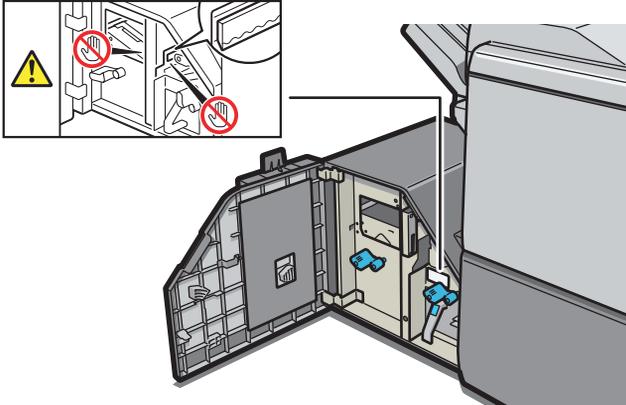
CWU010

1, 2, and 3

Do not touch the parts a label indicates. The inside of the multi-folding unit could be very hot. Caution should be taken when removing misfed paper.

Trimmer Unit

1

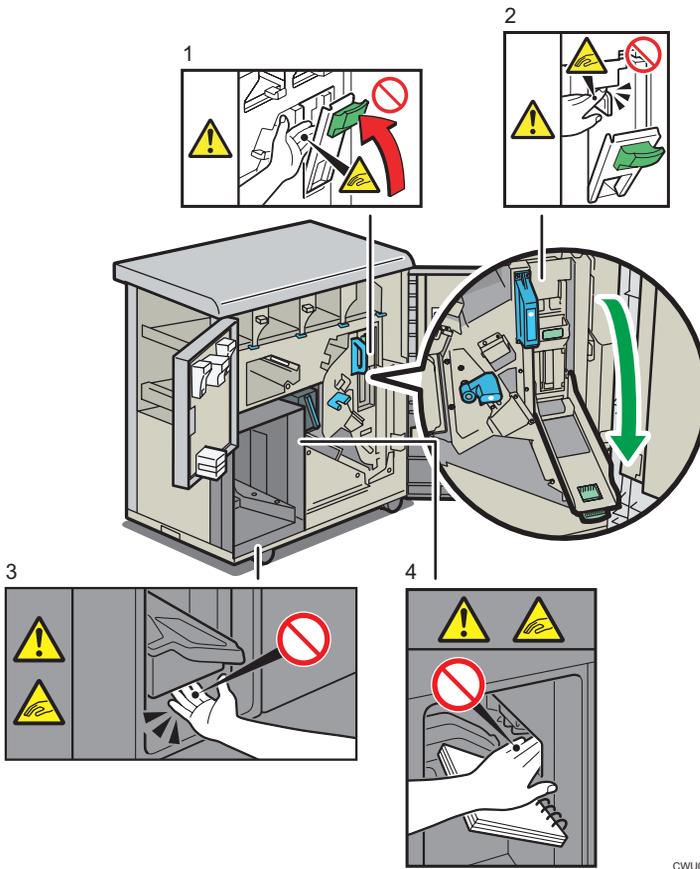


CWU011

1

Keep your hands clear of the internal cutting blade when you are removing jammed paper. Not doing so risks injury to your fingers from the cutting blade.

Ring Binder



CWU008

1

Keep your other hand clear when closing the cartridge cover. You might trap your fingers if you do not.

2

Keep your hands clear of the parts a label indicates. Otherwise, you might trap your fingers and an injury might occur.

3

When the ring binder is in operation, keep your hands clear of the ring binder tray. You might trap your fingers if you do not.

4

When removing bound booklets, keep your hands clear of the paper exit. You might trap your fingers if you do not.

Perfect Binder

1



CAUTION •Do not reach far inside the unit. Moving parts inside may cause injury.

ATTENTION •Ne pas introduire la main trop profondément. Les pièces mobiles peuvent blesser.

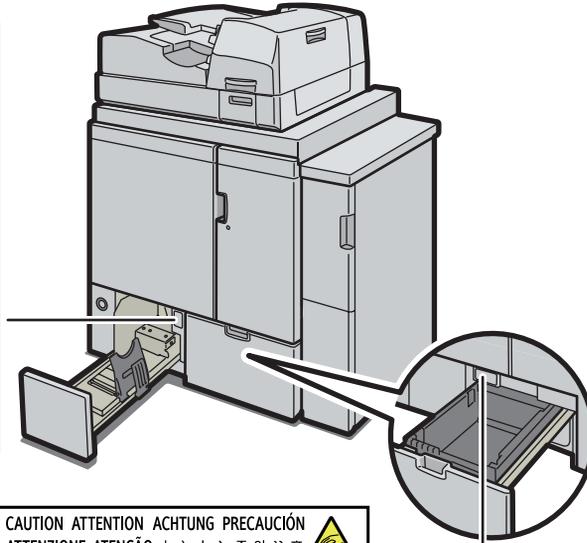
ACHTUNG •Fassen Sie nicht zu weit in die Einheit. Sie können sich an der Mechanik verletzen.

PRECAUCIÓN •No acceda al fondo de la unidad. Riesgo de lesión por piezas móviles.

ATTENZIONE •Non infilare la mano all'interno dell'unità. Le parti in movimento all'interno potrebbero causare lesioni personali.

ATENÇÃO •Não ponha a mão dentro da unidade. As peças em movimento podem causar lesões.

小心
•切勿將手伸進本機內部。否則內部運動的部件可能會導致傷害。
小心
•切勿將手伸進本機內部。否則內部運動的部件可能會導致傷害。
주의
•안쪽에 손을 넣지 마십시오. 기동부에 의해 손에 상처를 입을 수 있습니다.
注意
•奥に手を入れしないでください。可動部に手をはさむ恐れがあります。



2

CAUTION ATTENTION ACHTUNG PRECAUCIÓN
ATTENZIONE ATENÇÃO 小心 小心 주의 注意



•Do not reach far inside the unit. Moving parts inside may cause injury.

•Ne pas introduire la main trop profondément. Les pièces mobiles peuvent blesser.

•Fassen Sie nicht zu weit in die Einheit. Sie können sich an der Mechanik verletzen.

•No acceda al fondo de la unidad. Riesgo de lesión por piezas móviles.

•Non infilare la mano all'interno dell'unità. Le parti in movimento all'interno potrebbero causare lesioni personali.

•Não ponha a mão dentro da unidade. As peças em movimento podem causar lesões.

•切勿將手伸進本機內部。否則內部運動的部件可能會導致傷害。
•切勿將手伸進本機內部。否則內部運動的部件可能會導致傷害。
•안쪽에 손을 넣지 마십시오. 기동부에 의해 손에 상처를 입을 수 있습니다.
•奥に手を入れしないでください。可動部に手をはさむ恐れがあります。

DFV016

1

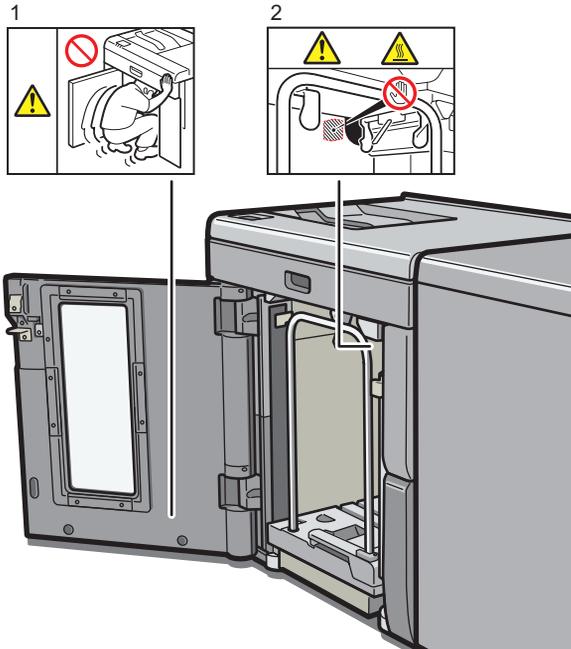
When removing bound booklets, keep your hands clear of the perfect binder's lower left tray. You might trap your fingers if you do not.

2

Do not reach far inside the unit. Moving parts inside may cause injury.

2

High Capacity Stacker



DFV005

1

Do not attempt to get inside the high capacity stacker. Otherwise, an injury might occur.

2

Do not touch the parts a label indicates. The inside of the high capacity stacker could be very hot. Caution should be taken when removing misfed paper.

Symbols for Earth, Insulation, and Power Switch

Symbols for earth, insulation, and power switch that are used for this machine are as follows:

-  : Earth
-  : POWER ON
-  : 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:

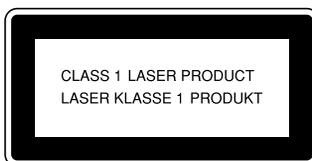
bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

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.

Laser Safety

This machine complies with the requirements of IEC 60825-1:2014 (EN 60825-1:2014) for class 1 laser product. The machine contains one VCSEL (Vertical Cavity Surface Emitting Laser), 772–792 nanometer wavelength. The beam divergence angle is 5.5 degrees (minimum) and 7.9 degrees (maximum) in the vertical direction, and 5.5 degrees (minimum) and 7.9 degrees (maximum) in the horizontal direction, and laser beams are generated in Continuous Wave (CW) mode. The VCSEL has forty light sources and the maximum output power of each light source is 1.23 milliwatt.

The following label is attached on the rear side of the machine:



Caution:

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

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

- Sound power level:
 - Main unit only

	Type 1	Type 2	Type 3	Type 4	Type 5
Stand-by	61.5 dB (A)	66.0 dB (A)	73.5 dB (A)	66.0 dB (A)	73.5 dB (A)
Copying	74.5 dB (A)	76.0 dB (A)	78.5 dB (A)	76.0 dB (A)	78.5 dB (A)

- Complete system

	Type 1	Type 2	Type 3	Type 4	Type 5
Stand-by	70.0 dB (A)	70.0 dB (A)	77.5 dB (A)	70.0 dB (A)	77.5 dB (A)
Copying	80.0 dB (A)	80.0 dB (A)	82.5 dB (A)	80.0 dB (A)	82.5 dB (A)

- Sound pressure level:
 - Main unit only

	Type 1	Type 2	Type 3	Type 4	Type 5
Stand-by	55.5 dB (A)	60.0 dB (A)	67.5 dB (A)	60.0 dB (A)	67.5 dB (A)
Copying	68.5 dB (A)	70.0 dB (A)	72.5 dB (A)	70.0 dB (A)	72.5 dB (A)

- Complete system

	Type 1	Type 2	Type 3	Type 4	Type 5
Stand-by	64.0 dB (A)	64.0 dB (A)	71.5 dB (A)	64.0 dB (A)	71.5 dB (A)
Copying	74.0 dB (A)	74.0 dB (A)	76.5 dB (A)	74.0 dB (A)	76.5 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.
- The complete system consists of the main unit, three-tray wide LCT, high capacity stacker, and Booklet Finisher SR5060.

Notice to Users in EEA Countries



3

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 by accessing the URL:

http://www.ricoh.co.jp/fax/ce_doc/ and selecting the product applicable.

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

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.

As this machine is not a household appliance, it does not conform to ErP Directive 2009/125/EC which was revised in 2013.

EMC Directive

Installing the Ferrite Core

When using Type 1, 2, or 3, the Ethernet interface cable with a ferrite core must be used for RF interference suppression.

3

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.

Other Information

ENERGY STAR Program

ENERGY STAR® Program Requirements for Imaging Equipment



This company is a participant in the ENERGY STAR® Program.

This machine is compliant with the regulations specified by the ENERGY STAR® Program.

3

The ENERGY STAR® Program Requirements for Imaging Equipment encourage 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.

↓ Note

- For details about the "default delay time", see page 37 "Energy Saving Functions".

Energy Saving Functions

To reduce its power consumption, this machine has the following functions:

Low Power mode

- If this machine remains idle for a specified period, it automatically reduces its electrical consumption.
- The default period the machine waits before entering Low Power mode is 15 minutes. This default time can be changed.

Sleep mode

- If this machine remains idle for a specified period or when the [Energy Saver] key is pressed, it enters Sleep mode to further reduce its electrical consumption.
- The default delay time the machine waits before entering Sleep mode is 60 minutes. This default time can be changed.
- The machine can print jobs from computers while in Sleep mode.

Specification

3

	Type 1	Type 2	Type 3	Type 4	Type 5
Reduced electrical consumption in Low Power mode *1	210 W	210 W	170 W	210 W	150 W
Time of switch into Low Power mode	15 minutes				
Time of switch out from Low Power mode *1	36 seconds	36 seconds	85 seconds	36 seconds	85 seconds
Reduced electrical consumption in Sleep mode *1	1.3 W				
Time of switch into Sleep mode	60 minutes				
Time of switch out from Sleep mode *1	360 seconds				
Duplex Function *2	Standard	Standard	Standard	Standard	Standard

*1 The time it takes to switch out from energy saving functions and electrical consumption may differ depending on the conditions and environment of the machine.

*2 Achieves ENERGY STAR energy savings; product fully qualifies when packaged with (or used with) a duplex tray and the duplex function is enabled as an option.

Note

- Specifications can vary depending on which options are installed on the machine.
- For details about how to change the default interval, see "Timer Settings", Connecting the Machine/ System Settings .
- The machine enters sleep mode directly in the following situations:
 - Low Power Mode Timer and Sleep Mode Timer are set to the same time

- Sleep Mode Timer is set to a shorter time than Low Power Mode Timer
- Depending on which embedded software application is installed on it, the machine might take longer than indicated to enter Sleep mode.

User Information on Electrical and Electronic Equipment

Users in the countries where this symbol shown in this section has been specified in national law on collection and treatment of E-waste

3

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.

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.

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.

Environmental Advice for Users

Users in the EU, Switzerland and Norway

Consumables yield

Please refer to either the User's Manual for this information or the packaging of the consumable.

Recycled paper

The machine can use recycled paper which is produced in accordance with European standard EN 12281:2002 or DIN 19309. For products using EP printing technology, the machine can print on 64 g/m² paper, which contains less raw materials and represents a significant resource reduction.

Duplex printing (if applicable)

Duplex printing enables both sides of a sheet of paper to be used. This saves paper and reduces the size of printed documents so that fewer sheets are used. We recommend that this feature is enabled whenever you print.

Toner and ink cartridge return program

Toner and ink cartridge for recycling will be accepted free of charge from users in accordance with local regulations.

For details about the return program, please refer to the Web page below or consult your service person.

<https://www.ricoh-return.com/>

Energy efficiency

The amount of electricity a machine consumes depends as much on its specifications as it does on the way you use it. The machine is designed to allow you to reduce electricity costs by switching to Ready mode after it prints the last page. If required, it can immediately print again from this mode. If no additional prints are required and a specified period of time passes, the device switches to an energy saving mode.

In these modes, the machine consumes less power (watts). If the machine is to print again, it needs a little longer to return from an energy saving mode than from Ready mode.

For maximum energy savings, we recommend that the default setting for power management is used.

Products that comply with the Energy Star requirement are always energy efficient.

4. Appendix

This appendix describes trademarks for the machine.

Trademarks

Adobe, PostScript, PostScript 3, and Reader 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 are trademarks of Google Inc.

Macintosh and Safari are trademarks of Apple Inc., registered in the United States and other countries.

Microsoft, Windows, Windows Server, Windows Vista, and Internet Explorer are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or 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

The proper names of the Windows operating systems are as follows:

- The product names of Windows Vista are as follows:

Microsoft® Windows Vista® Ultimate

Microsoft® Windows Vista® Business

Microsoft® Windows Vista® Home Premium

Microsoft® Windows Vista® Home Basic

Microsoft® Windows Vista® Enterprise

- The product names of Windows 7 are as follows:

Microsoft® Windows® 7 Home Premium

Microsoft® Windows® 7 Professional

Microsoft® Windows® 7 Ultimate

Microsoft® Windows® 7 Enterprise

- The product names of Windows 8 are as follows:

Microsoft® Windows® 8

Microsoft® Windows® 8 Pro

Microsoft® Windows® 8 Enterprise

- The product names of Windows 8.1 are as follows:
 - Microsoft® Windows® 8.1
 - Microsoft® Windows® 8.1 Pro
 - Microsoft® Windows® 8.1 Enterprise
- The product names of Windows 10 are as follows:
 - Microsoft® Windows® 10 Home
 - Microsoft® Windows® 10 Pro
 - Microsoft® Windows® 10 Enterprise
 - Microsoft® Windows® 10 Education
- The product names of Windows Server 2008 are as follows:
 - Microsoft® Windows Server® 2008 Standard
 - Microsoft® Windows Server® 2008 Enterprise
- The product names of Windows Server 2008 R2 are as follows:
 - Microsoft® Windows Server® 2008 R2 Standard
 - Microsoft® Windows Server® 2008 R2 Enterprise
- The product names of Windows Server 2012 are as follows:
 - Microsoft® Windows Server® 2012 Foundation
 - Microsoft® Windows Server® 2012 Essentials
 - Microsoft® Windows Server® 2012 Standard
- The product names of Windows Server 2012 R2 are as follows:
 - Microsoft® Windows Server® 2012 R2 Foundation
 - Microsoft® Windows Server® 2012 R2 Essentials
 - Microsoft® Windows Server® 2012 R2 Standard

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.

