



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 and Asia), (mainly Europe), or (mainly Asia)

 **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.

Colors on color keys or the color circle may differ slightly from the colors of actual copies.

Machine Types

Check the type of your machine before reading the manuals.

- Type 1: Pro C5200S
- Type 2: Pro C5210S

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

1

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

Format	Manuals
Printed manuals	• Read This First
CD-ROM	• Driver Installation Guide • HTML manuals (Only for English version)
Manuals displayed on the control panel	• Operating Instructions (HTML manuals)
Web page	• Read This First • User Guide • Operating Instructions (HTML manuals) • Driver Installation Guide

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.

User Guide

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

Operating Instructions (HTML manuals)

Describes the setup for using the machine, how to use functions to copy, print, scan or for maintenance and specifications, troubleshooting, system settings, and security functions.

Manuals are available in English, German, French, Italian, Spanish, Dutch, and Russian.

User Guide and Security Guide are available in the seven languages above and other languages.

For details about how to use the HTML manuals, see page 7 "How to Use the Operating Instructions".

Driver Installation Guide

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

 Note

- Before you configure the extended security and authentication settings, refer to "Before Using This Machine" in the Security Guide .
- 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/prp_c5200_c5210/en/download_admin.html and https://support.ricoh.com/services/device/ccmanual/prp_c5200_c5210/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.
- You can see the following manuals on the Web page.
 - Appendix
 - DHCP Option 204

How to Use the Operating Instructions

This chapter describes the operating instructions of this machine.

The operating instructions are included in the supplied CD-ROM.

1

Reading the HTML Manuals on the CD-ROM

This section describes how to read the HTML manuals on the supplied 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.

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.

Reading the PDF Manuals on the CD-ROM

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".

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
	Prohibition
	Do not touch
	Do not throw into the fire
	Do not use the cleaner
	Keep out of reach of children
	Keep out of reach of children
	Caution, hot surface
	Caution, risk of having hands or arms caught

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.

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.

2

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.
- 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.

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.

- Power Source

220–240 V, 12–10 A, 50/60 Hz

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

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.
- 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.
- Do not push or pull the attention light when installed to the machine. Doing so may result in damage or malfunction of the attention light or the machine.
- When you open the bypass tray when a banner sheet guide tray is installed, do not put your hands on the front side and the back side of the place indicated by the label of the banner sheet guide tray. Otherwise, your fingers might be caught, resulting in injury.

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.
- 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.

⚠ CAUTION

- 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.

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.

Safety Labels of This Machine

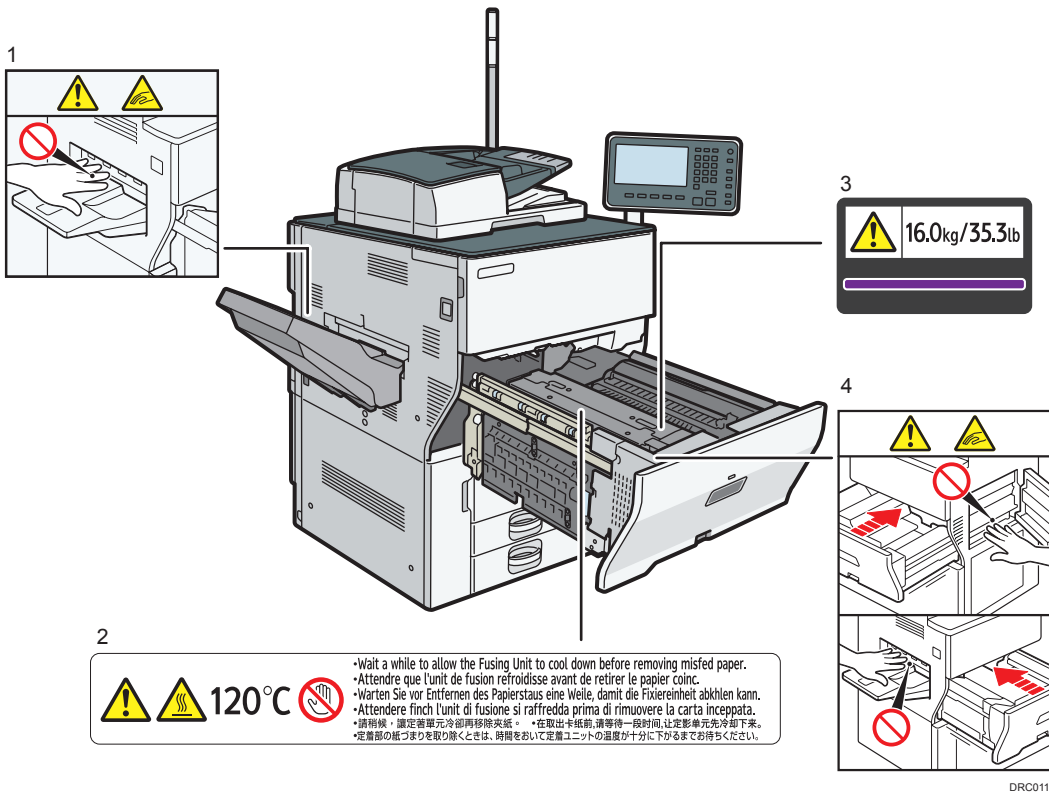
This section explains the machine's safety information labels.

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.

Main unit

Front side



1 and 4.

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

2.

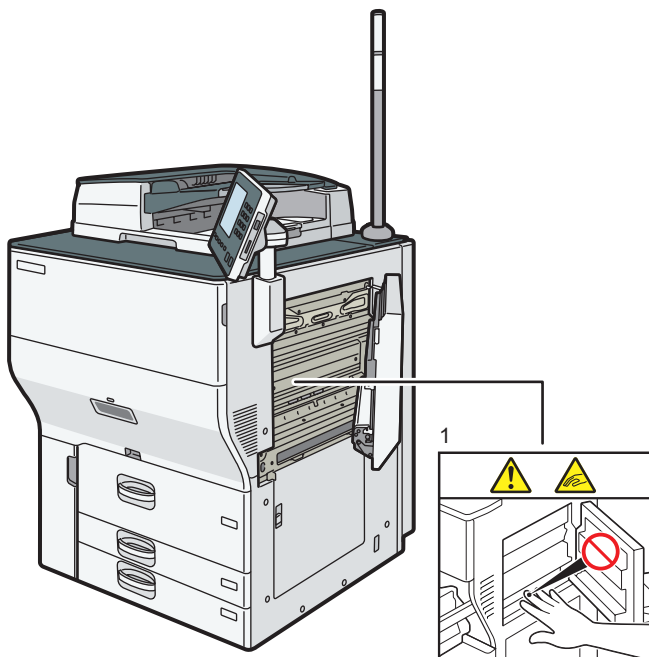
The inside of the Fusing Unit can be very hot. When clearing a paper jam from the Fusing Unit, wait until the temperature of the Fusing Unit lowers sufficiently.

3.

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.

2

Right side

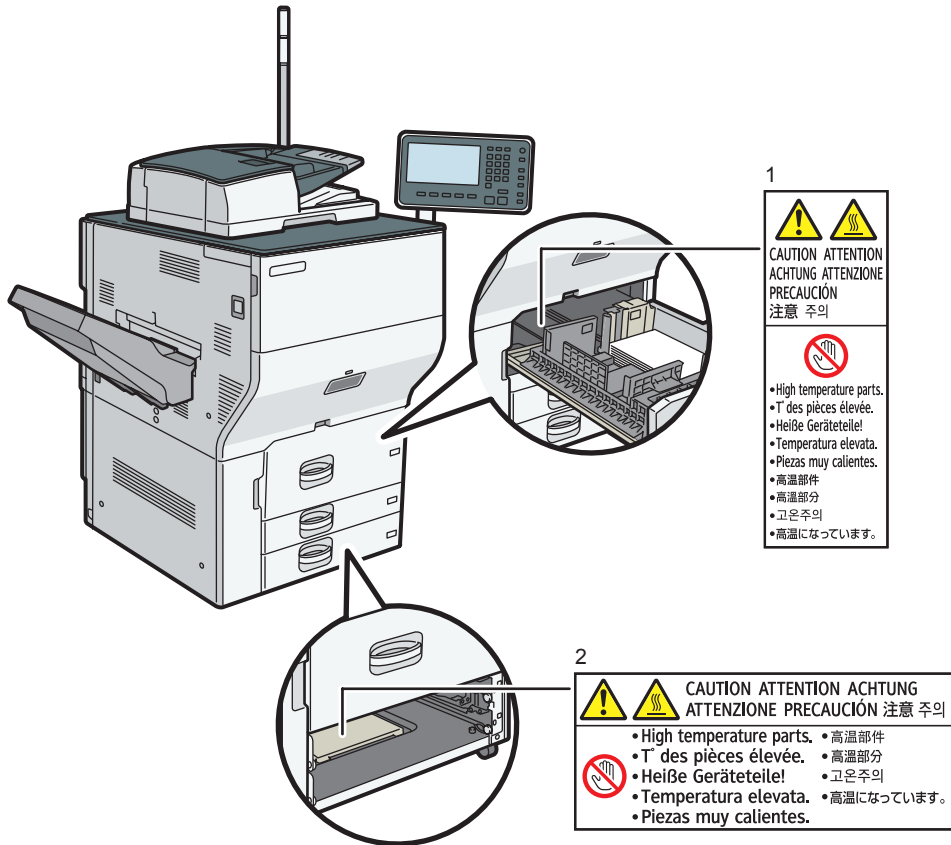


DRC012

1.

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

Paper trays

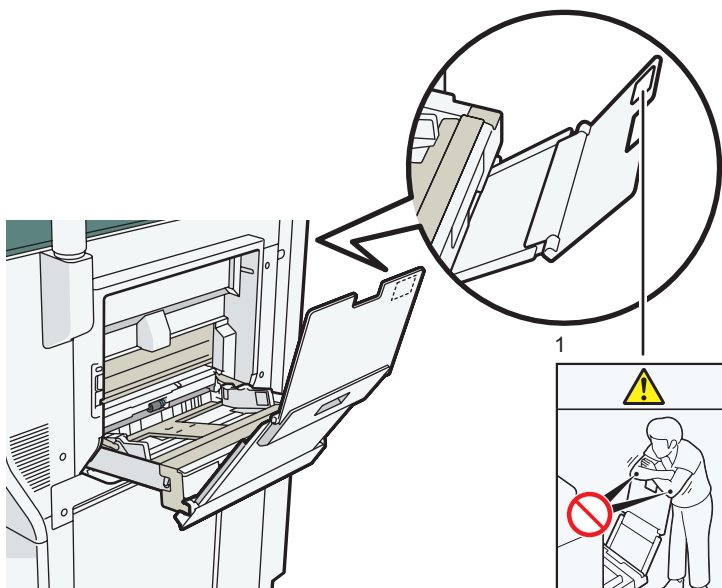


1 and 2.

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.

DRC014

Multi bypass banner sheet tray

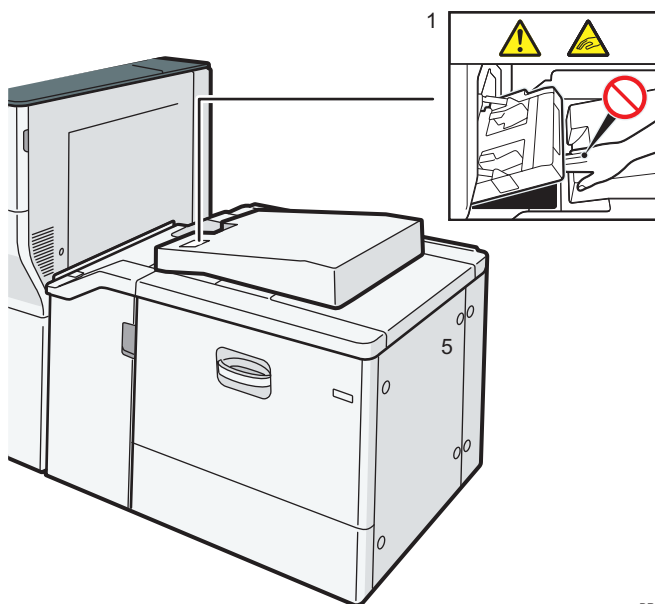


DRC018

1.

Do not lean on the pulled-out multi bypass banner sheet tray. Doing so may damage it or result in injury.

Banner sheet guide tray

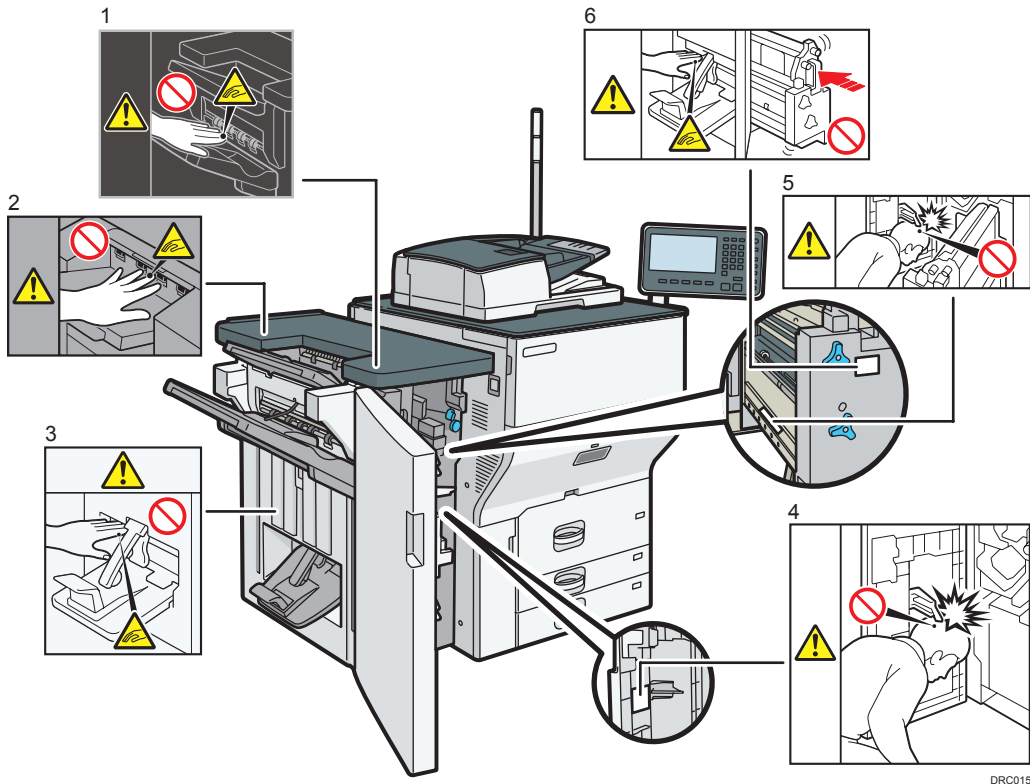


DRC013

1.

When you open the bypass tray, do not put your hands in the places indicated by the labels on the front and the back sides of the tray. Otherwise, your fingers might be caught, resulting in injury.

Finisher SR4120 or Booklet Finisher SR4130



1 and 2.

During operation, rollers for transporting the paper revolve. Take care not to touch rollers during operation. Otherwise, an injury might occur.

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 and 5.

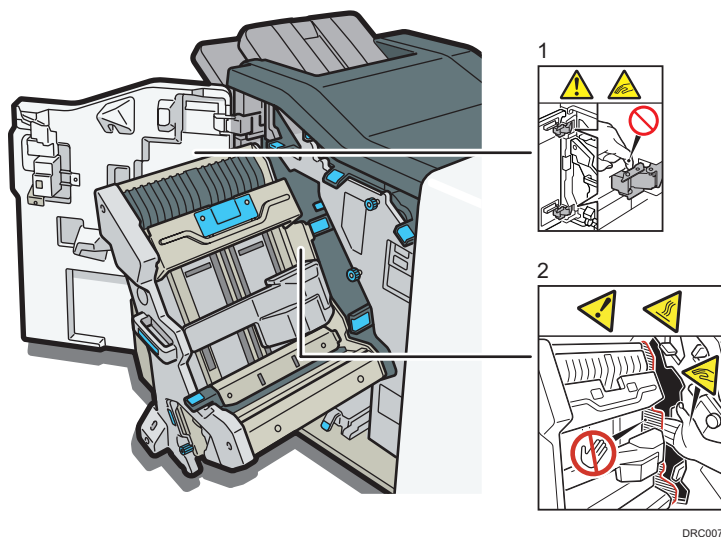
Be careful of the protruding parts of the front cover when replacing the cartridge in the saddle stitch unit or clearing a paper jam from the saddle stitch unit.

6.

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. Push the saddle stitch unit all the way in when you re-install it. Otherwise, a paper misfeed may occur.

Finisher SR5070

2



1.

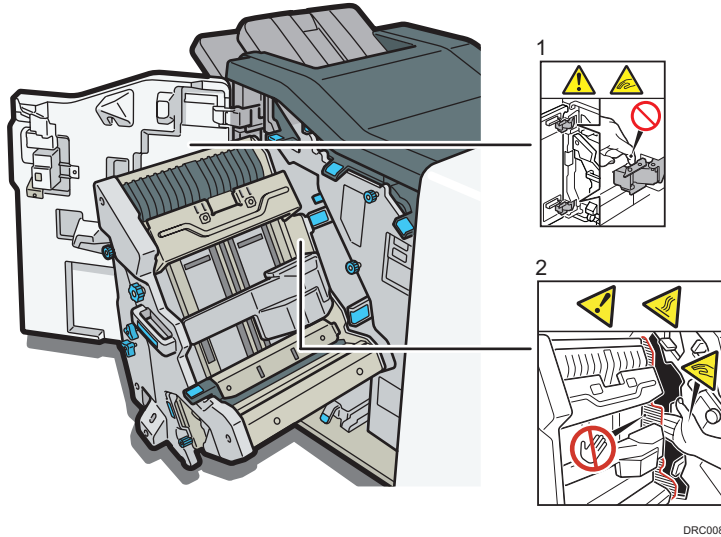
When opening and closing the front cover of Finisher SR5070, keep your hands clear of the hinges. The hinges are a hazard. You risk trapping your fingers if you do not keep your hands clear of them.

2.

The inside of Finisher SR5070 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 SR5080

Right side



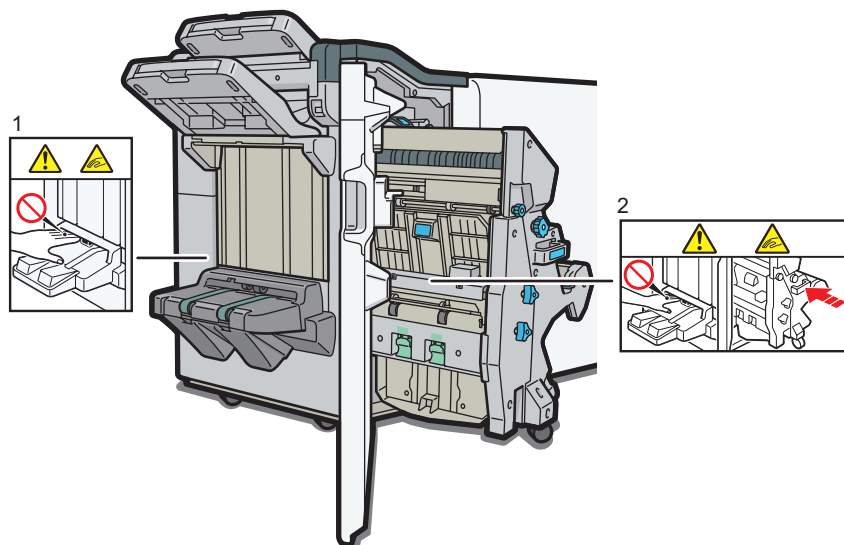
1.

When opening and closing the front cover of Booklet Finisher SR5080, 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 SR5080 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



DRC009

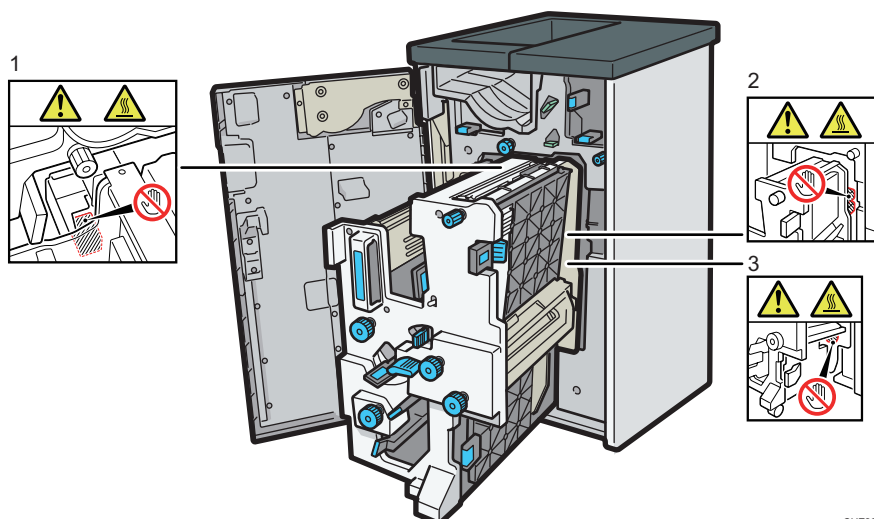
1.

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.

2.

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.

Multi-Folding Unit

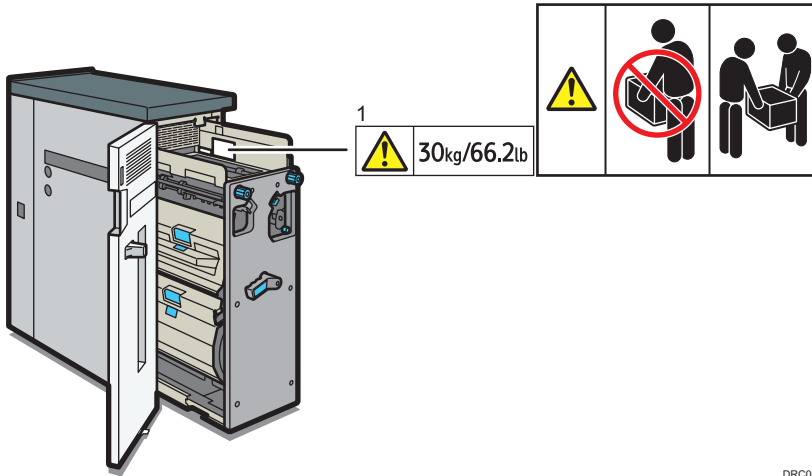


CUZ204

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.

Buffer pass unit



DRC006

1.

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.

Symbols for Earth and Power Switch

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

- : Protective earth
- : Earth
- : POWER ON
- : 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.

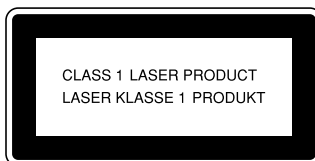
The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

Laser Safety

Laser Safety for Type 1 and 2

This machine complies with the requirements of IEC60825-1:2014 for class 1 laser product. The machine contains two VCSELs (Vertical Cavity Surface Emitting Laser), 772–792 nanometer wavelength for each emitter. 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. Each 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 this manual might result in hazardous radiation exposure.

Laser Safety for Media Identification Unit Type S3

Media Identification Unit (optional) complies with the requirements of IEC60825-1:2014 for class 1 laser product. Media Identification Unit contains one VCSEL (Vertical Cavity Surface Emitting Laser), 772–792 nanometer wavelength. The beam divergence angle is 5.3 degrees (minimum) and 7.9 degrees (maximum) in the vertical direction, and 5.3 degrees (minimum) and 7.9 degrees (maximum) in the horizontal direction, and laser beams are generated in Continuous Wave (CW) mode. The VCSEL has twelve light sources and the maximum total output power is 2.5 milliwatt.

The following label is attached on the bottom of the machine.



Caution

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

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.

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

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 is a trademark 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.

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

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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

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