

Safety Information

1. Safety Information for This Machine

2. Other Information for This Machine

For information not found in paper manuals, see the online manuals available on our web site (<http://www.ricoh.com/>) or via the control panel.



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.

Content

How to Read the Manuals.....	1
------------------------------	---

1. Safety Information for This Machine

The Meanings of the Safety Symbols Used with This Machine.....	2
The Meanings of Safety Labels.....	3
Safety Precautions to Be Followed.....	3
Safety Labels of This Machine.....	7

2. Other Information for This Machine

Laws and Regulations.....	15
Trademarks.....	16

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.

 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", Device Management.

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.

Some illustrations in this manual might be slightly different from the machine.

For good output quality, the manufacturer recommends that you use genuine toner from the manufacturer.

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.

Machine Types

Check the type of your machine before reading the manuals.

- Type 1: Pro 8300S
- Type 2: Pro 8310S
- Type 3: Pro 8320S
- Type 4: Pro 8310
- Type 5: Pro 8320

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.

The Meanings of the Safety Symbols Used with This Machine



Prohibition



Caution



General mandatory action sign



Do not touch



Do not throw into the fire



Do not use the cleaner



Keep out of reach of children



Caution, risk of having hands or arms caught



Caution, hot surface

The Meanings of Safety Labels

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

Requirements for Locating and Installing Machines



WARNING

- Avoid taking the following actions close to or inside this machine because doing so can result in fire or electric shock:
 - Using flammable sprays, solvents, and so on
 - Placing flammable sprays, solvents, and so on
 - Placing containers holding liquids or small metal objects

CAUTION

- Do not place the machine in a humid or dusty environment. Doing so can result in fire or electric shock.
- Do not place the machine on an unstable or tilted surface. Doing so can cause the machine to fall or topple over, possibly resulting in injury.
- Do not place heavy objects on the machine. Doing so can cause the machine to fall or topple over, possibly resulting in injury.
- Do not obstruct the machine's vents. Doing so can result in fire as the internal components are overheated.
- When using this machine in a poorly ventilated or narrow room continuously for a long period of time or printing a high volume of materials, make sure to ventilate the room sufficiently.

Requirements for Using Power Plugs and Cords



WARNING

- Avoid taking the following actions because doing so can result in fire or electric shock:
 - Using any power supply voltage or frequencies other than those that match the specifications shown
 - Using multi-socket adaptors
 - Using extension cords
 - Touching the prongs of the power cable's plug with anything metallic
- Avoid applying the following actions to power cords because doing so can result in fire or electric shock:
 - Damaging them
 - Bundling them
 - Modifying them
 - Putting heavy objects on them
 - Pulling them forcibly
 - Bending them forcibly
- Do not handle the power cord plug with wet hands. Doing so can result in electric shock.
- The supplied power cord or cords are for use with this machine only. They cannot be used for appliances other than this machine. Also, do not use power cords other than the power cord or cords supplied with this machine. Doing so can result in fire or electric shock.
- To prevent fire or electric shock, disconnect the plug and the power cord from the wall outlet at least once a year and check them. If any of the following conditions exist, do not use the plug and the power cord continuously, and consult your dealer or service representative.
 - There are burn marks on the plug
 - The prongs on the plug are deformed
 - The power cord's inner wires are exposed or broken
 - The power cord's coating is cracked, dented, or damaged
 - When the power cord is bent, the power turns off and on
 - Part of the power cord becomes hot
- When the machine's circuit breaker turns "Off", contact your service representative. Setting it to "On" can result in electric shock, fire, smoke, or tripping of the room's breakers.

CAUTION

- Be sure to push the power cord plug fully into the wall outlet. Also, do not push it into loose and unstable wall outlets likely to cause a contact failure. Doing so can result in heat generation.
- When disconnecting the power cord from the wall outlet, make sure to pull the plug, not the cord. Do not pull the power cord forcibly. Doing so can damage the power cord, possibly resulting 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, disconnect the power cord from the wall outlet for safety.
- If you do not use the machine for a long period of time such as consecutive holidays, be sure to disconnect the power cord plug from the wall outlet for reasons of safety.
- Power Source
220–240 V, 16 A, 50/60 Hz
Please be sure to connect the power cord to a power source as above.

Requirements during Emergencies



WARNING

- Do not touch this machine if a lightning strike occurs in the immediate vicinity. Doing so could result in electric shock.
- Be sure to install the machine as close as possible to a wall outlet so that you can disconnect the power cord plug easily in an emergency.
- If the machine behaves unusually as follows, turn off the power immediately. After turning off the power, make sure to disconnect the power cord plug from the wall outlet, and then contact your service representative and report the problem. Continuously using the power cord can result in fire or electric shock.
 - The machine is emitting smoke
 - The machine is emitting odors
 - Metal objects or other foreign objects have fallen inside the machine
 - Water or other fluids have fallen inside the machine

Requirements for Relocating Machines



CAUTION

- When moving the machine, do not hold the control panel. Doing so may damage the control panel and can result in injury or malfunction.
- When carrying or moving the machine by lifting it for relocation to another floor, contact your service representative. Dropping or toppling the machine can result in injury or malfunction.
- After moving the machine, use the caster fixture to fix it in place. Otherwise, the machine might move or topple over to cause injury.
- When moving the machine, make sure to unplug the power cord from the wall outlet and confirm that line cords and other connecting cables have been removed. Otherwise, the power cord is damaged, possibly resulting in fire or electric shock.

Requirements for Using the Machine



CAUTION

- Do not look into the light source. Doing so may damage your eyes.
- When lowering the ADF, do not place your hands on the hinges and exposure glass. Your hands or fingers are caught, which can result in injury.
- Keep your hands clear of the paper output slot of the finisher booklet tray when pulling it out or pushing it in the finisher's staple unit. You may trap your fingers in the machine's gap and injury can result.
- Install or remove options after disconnecting the power cord plugs from the wall outlet and confirming that the main unit is not hotter than the room temperature. Otherwise, you will be burned.

Requirements for Handling the Machine's Interior



WARNING

- Do not remove any covers or screws other than those explicitly mentioned in this manual. There are high voltage components inside the machine that can cause electric shock. Also there are laser components inside the machine that can cause blindness. Contact your sales or service representative if any of the machine's internal components require maintenance, adjustment, or repair.
- Do not disassemble or modify this machine. Doing so can result in fire and electric shock. Also, exposure to the laser components inside this machine risks blindness.

CAUTION

- There are highly-heated parts inside the machine. When removing misfed paper, do not touch areas other than those specified in this manual. Touching those areas can result in burns.
- Although the machine is designed so that a safety device protects users from injury, take care not to touch the rollers during operation. The rollers may pinch before stopping completely.
- Contact your sales or service representative for cleaning the machine's interior. If the machine's interior is not regularly cleaned while dust accumulates, fire and malfunction can result.
- When replacing paper or removing jammed paper, make sure not to trap or injure your fingers.
- The fusing unit becomes hot. When removing the fusing unit, wait for 20 minutes or more after opening the cover and confirm that the fusing unit is not hotter than the room temperature. Otherwise, you will be burned.
- Clean areas around the resist roller after confirming that the machine is turned off and the main unit is not hotter than the room temperature. Otherwise, you will be burned.
- 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.

Requirements for Handling Supplies



WARNING

- Do not store toner (new or used) or toner containers while toner is inside in a place with an open flame. The toner can ignite and result in burns or fire.
- Do not dispose of the following items into a fire. Toner will ignite on contact with naked flame and burns can result.
 - Toner (new or used)
 - Toner containers while toner is inside
 - Toner-attached parts
- Do not absorb spilled toner (including used toner) using a vacuum cleaner. Absorbed toner may cause ignition or explosion due to electric contact sparks inside the vacuum cleaner. However, you can use a toner-compatible industrial vacuum cleaner. When toner is spilled, remove the spilled toner 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:
 - Do not leave the polythene materials (bags, etc.) supplied with this machine close to babies and small children. Suffocation can result if polythene materials are brought into contact with the mouth or nose.



CAUTION

- Do not open toner containers forcibly while toner is inside, crush or squeeze them. Toner spillage can cause accidental ingestion or dirtying of clothes, hands, or floor.
- Do not use stapled sheets of paper, aluminum foil, carbon paper, or any kind of conductive paper. Doing so can result in fire.
- Keep SD cards and 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.
- Do not leave the following items in a place where children can reach them:
 - Toner (new or used)
 - Toner containers while toner is inside
 - Toner-attached parts
- When binding paper manually with a ring opener, take care not to have your fingers caught.



CAUTION

- When removing jammed paper, replenishing or replacing toner (new or used), make sure not to inhale toner.
- When the following occurs while toner is handled, receive emergency measures first, and then consult a doctor if necessary.
 - When inhaling toner, gargle with a large amount of water and move into a fresh air environment.
 - When swallowing toner, dilute gastric contents with a large amount of water.
 - When getting toner into your eyes, flush them with a large amount of water.
- When removing jammed paper, replenishing or replacing toner (new or used), be careful not to have toner dirt your skin or clothes.
- If toner (new or used) comes into contact with your skin or clothes and smears them, take the following actions:
 - If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.
 - If toner comes into contact with your clothes, wash the stained area with cold water. Heating the stained area by applying hot water will set the toner into the fabric and removing the stain may become impossible.
- When replacing a container with toner (including used toner) or consumables with toner, be careful that the toner does not splatter. After removing used consumables and shutting the lid of the container if the lid is available, put them in a bag.

12.

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.

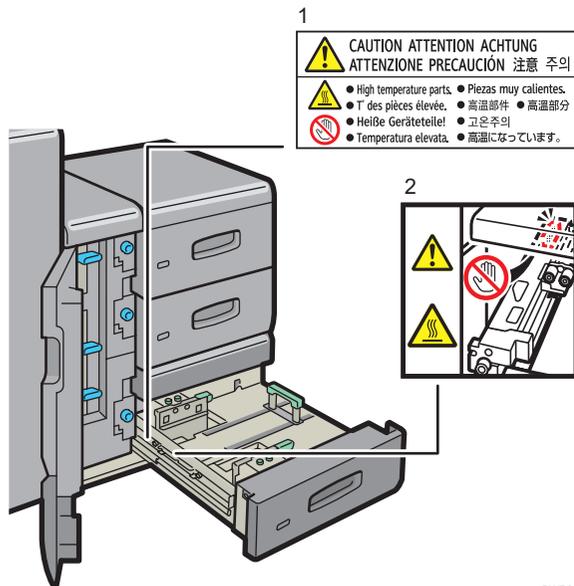
13.

The inside could be very hot. Keep your hands clear of the parts a label indicates. Otherwise, an injury might occur.

14.

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

Three-tray Wide LCT



1.

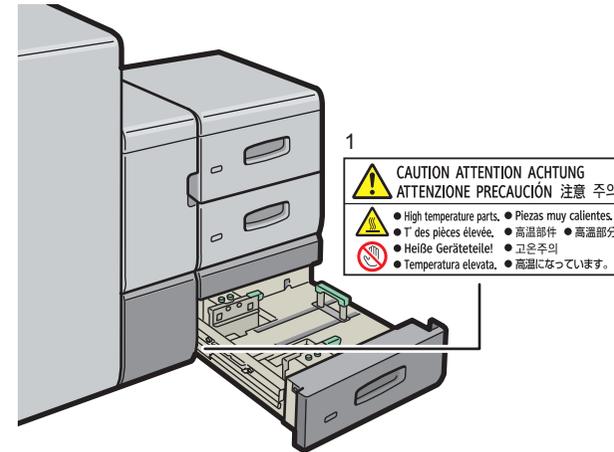
High temperature parts. Do not touch the parts which a label is put on. Otherwise, an injury might occur.

2.

Do not touch the parts a label indicates. The inside of the machine could be very hot.

DWR002

Large Capacity Tray

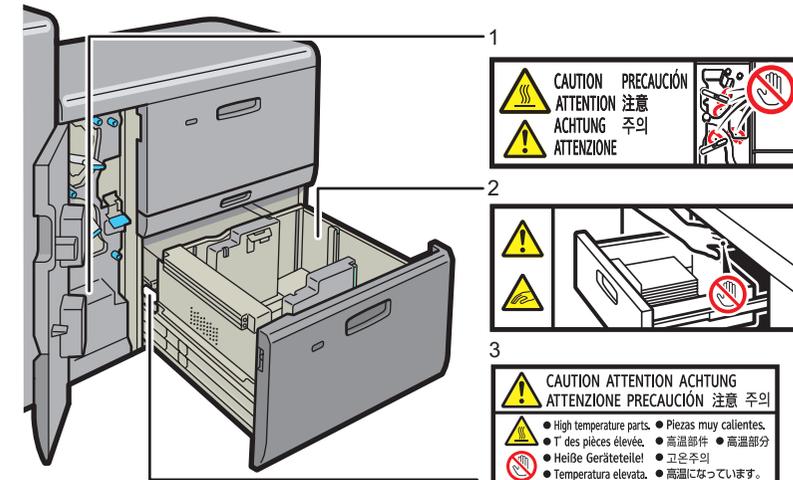


EAQ008

1.

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

Two-tray Wide LCT



EAQ009

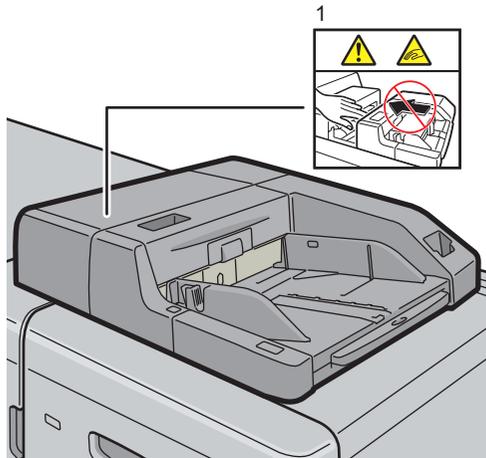
1 and 3.

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

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

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

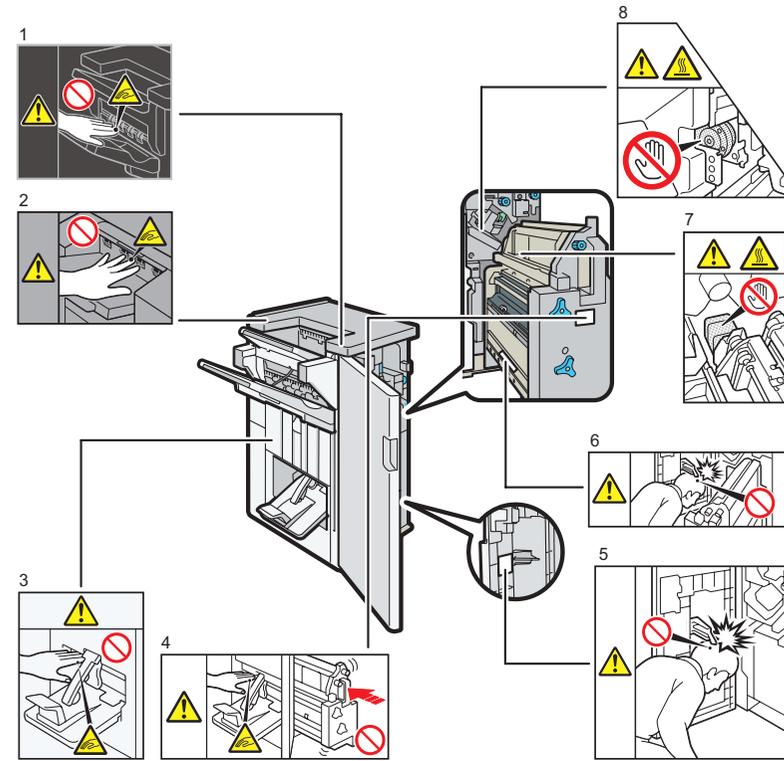
Multi bypass tray



DFV009

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

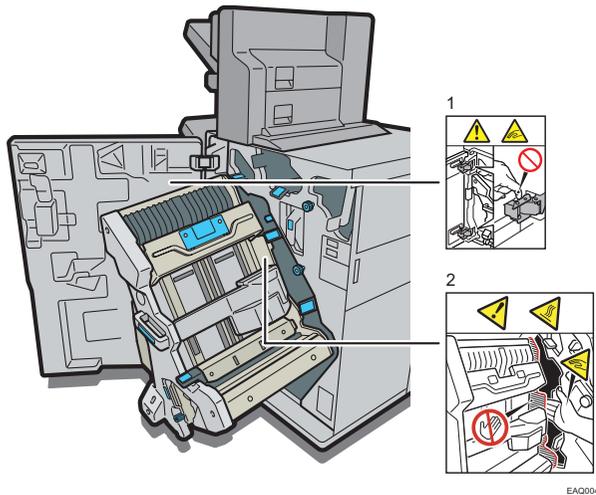
Finisher SR5090 or Booklet Finisher SR5100



EAC002

- 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 and 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.
- 5 and 6. 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.
- 7 and 8. 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.

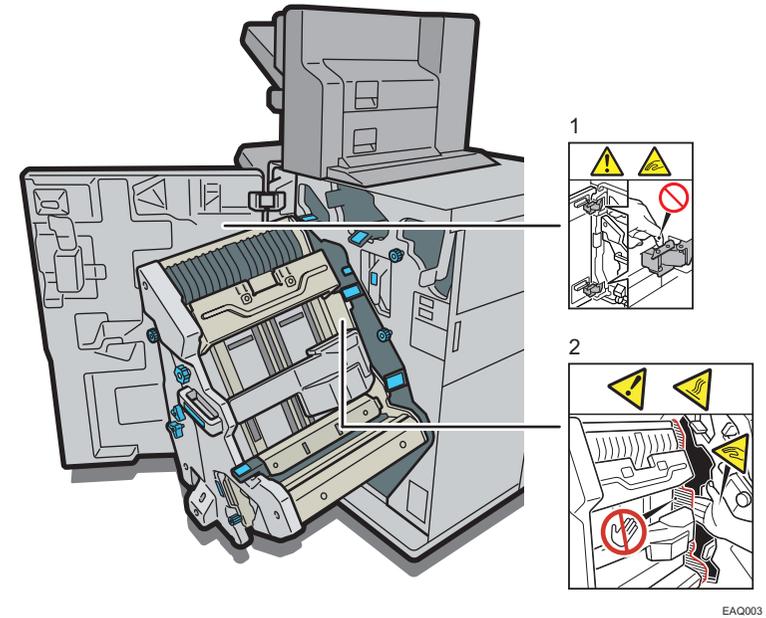
Finisher SR5110



1.
When opening and closing the front cover, 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 could be very hot. Keep your hands clear of the parts a label indicates. You might trap your fingers and an injury might occur.

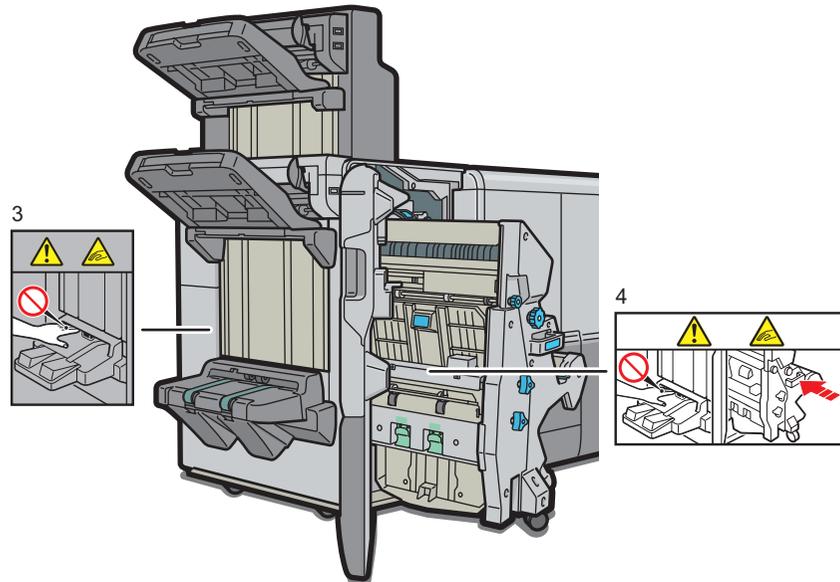
Booklet Finisher SR5120

Right side



1.
When opening and closing the front cover, 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 could be very hot. Keep your hands clear of the parts a label indicates. You might trap your fingers and an injury might occur.

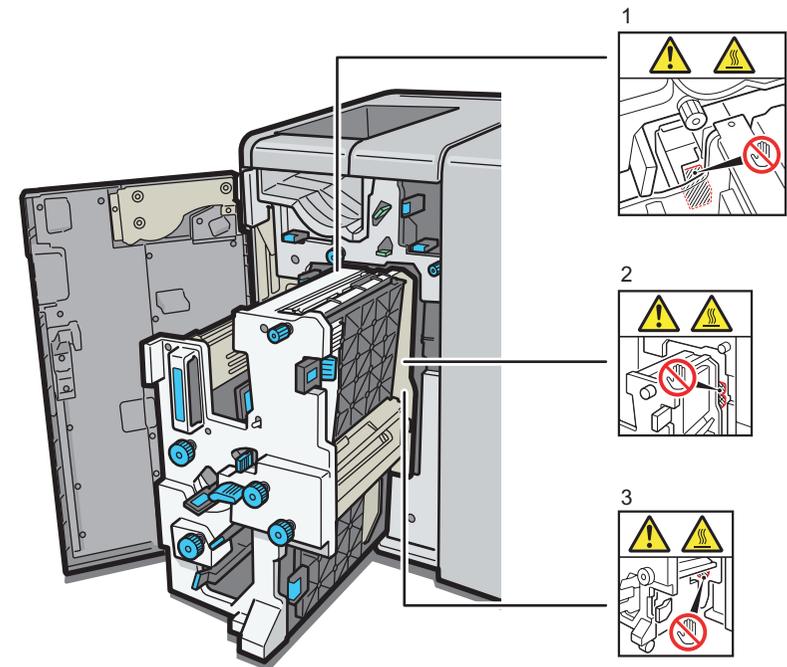
Left side



EAQ005

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.

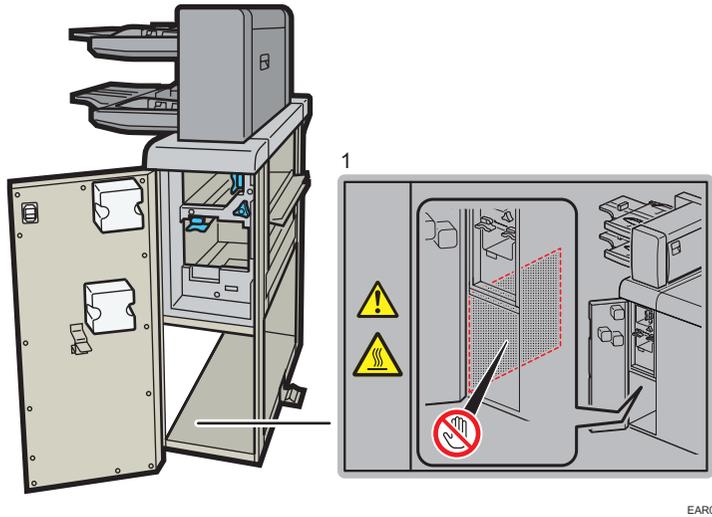
Multi-Folding Unit



DFV013

- 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.

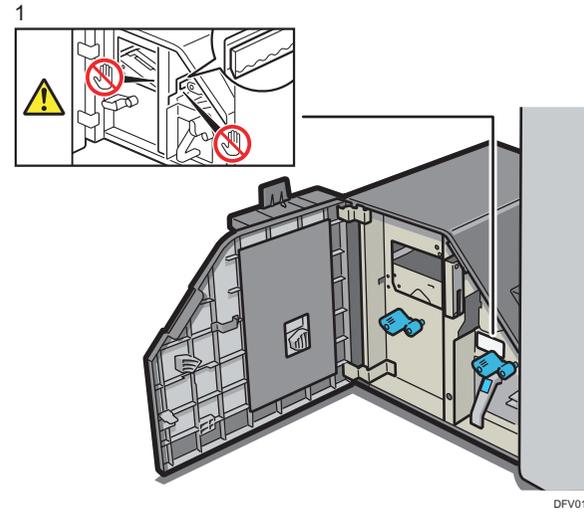
Interposer



EAR001

1. The part with the label affixed to it is very hot and might burn you. Keep your hands and arms away from it.

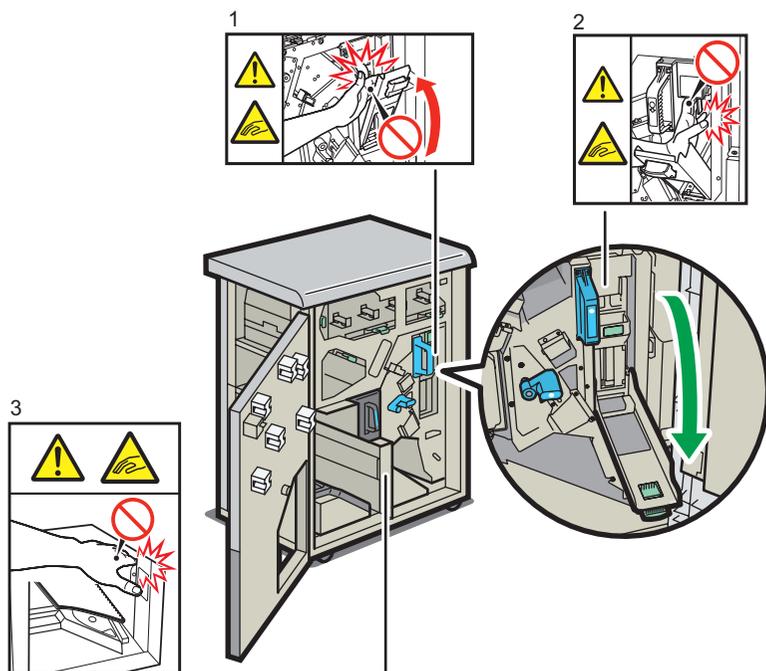
Trimmer Unit



DFV014

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.

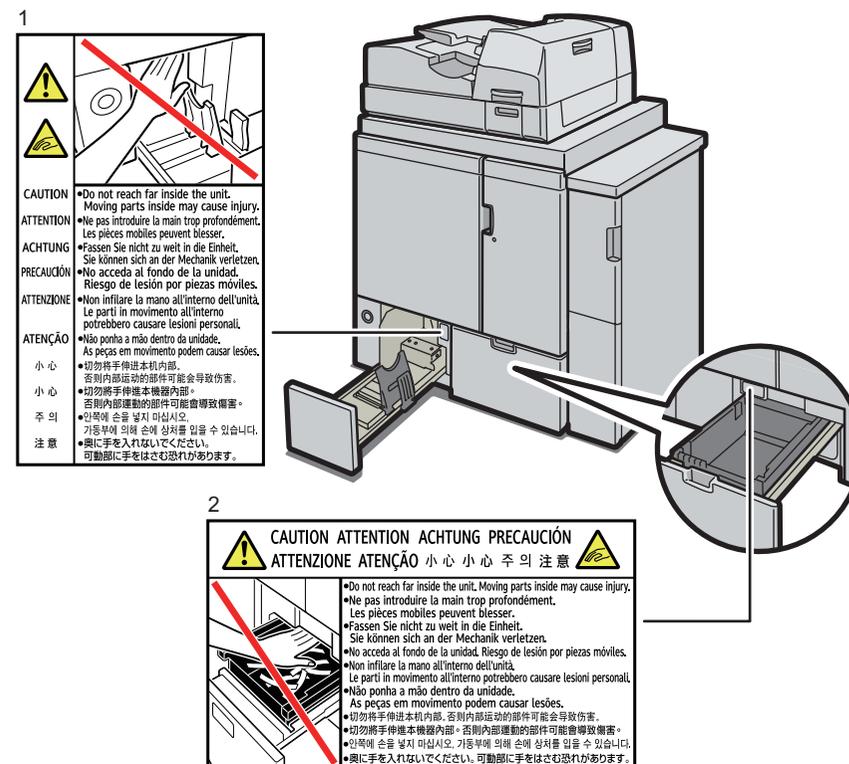
Ring Binder



EAR002

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

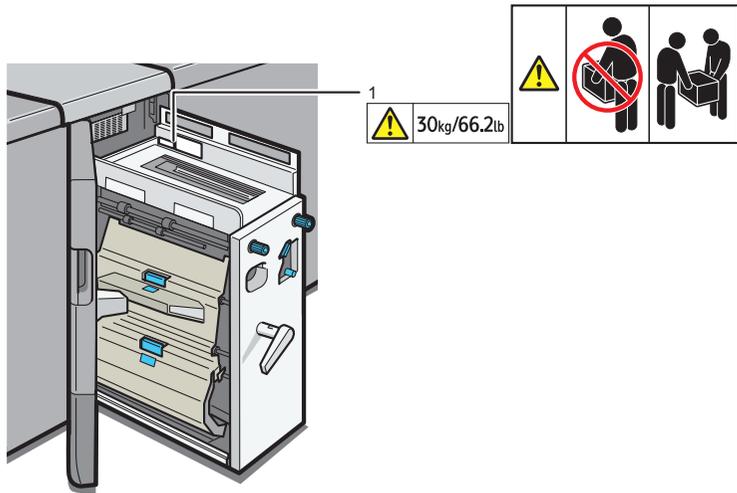
Perfect Binder



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.

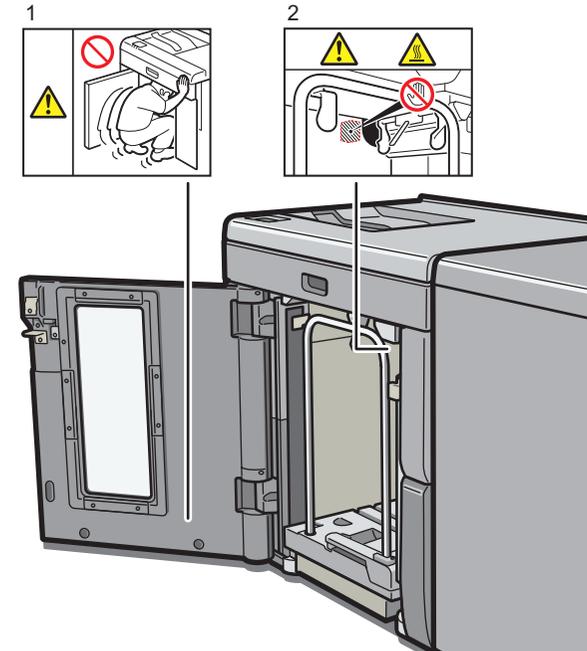
Buffer Pass Unit



DFV004

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.

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 the Power Switch

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

- ⏻ : POWER ON
- ⏻ : POWER OFF
- ⏻ : STANDBY

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.

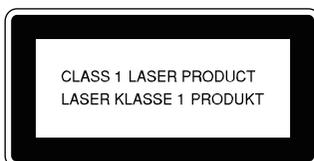
The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

Laser Safety

For type 1,2,3,4, and 5

This machine complies with the requirements of IEC 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 this manual might result in hazardous radiation exposure.

For Media Identification Unit Type S3

Media Identification Unit (optional) complies with the requirements of IEC 60825-1:2014 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 equipment is compliant with Class A of CISPR 32. In a residential environment this equipment may cause radio interference.

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

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

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 including components, consumables, parts and spares complies with the "India E-waste Rule" 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 the Rule.

Trademarks

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

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.

