

Safety Information

1. Manuals Provided with This Machine

2. Safety Information for This Machine

3. 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/>).



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.

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.

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.

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.

Manuals for This Machine

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

Format	Manuals
Printed manuals	<ul style="list-style-type: none"> • Safety Information • Setup Guide • Quick Guide • Before You Start • Replacement Procedure
CD-ROM	<ul style="list-style-type: none"> • Setup Guide
Web page	<ul style="list-style-type: none"> • Safety Information • User Guide • Setup Guide • Quick Guide • Control Panel Settings

Safety Information

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

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

Setup Guide

Describes the procedures from unpacking the machine to using the machine.

Quick Guide

Describes per page the basic functions.

Note

- Using the machine's security function prevents unauthorized use of the machine, data tampering, or information leakage. For enhanced security, we recommend that you first make the following settings:
 - Enable SSL (Secure Sockets Layer) Encryption.
 - Change the password of the administrator.

How to Use the Operating Instructions

Read HTML Manuals

The following browsers are recommended to read the HTML manuals.

- Google Chrome
- Internet Explorer
- Mozilla Firefox
- Microsoft Edge
- Safari


Note

- If JavaScript is disabled or unavailable in your browser, you will not be able to search or use certain buttons in the HTML documentation.
- The required display resolution is 1,024 × 768 pixels or greater.
- In the help on the top right of the top page, you can check how to use the HTML manuals. The help topics explain the icons and buttons that are displayed in the HTML manuals.

Search by entering a keyword

You can search through the HTML manuals.

This section explains how to search for "duplex".

1. Enter **"duplex"** in the search box on the top left of the top page.
2. Click .

A list of titles or descriptions that include "duplex" appears.

A search result appears in the search result window. In addition you can use the drop-down menu to select a manual.
3. Click a title to display the item you want to read.

Note

- Use keywords to search for items you want to query. Depending on the keyword you enter, related keywords might also appear.
- Items including the used keyword is appear in the search result window.
- If you put a space between keywords, pages that contain both keywords are displayed. For example, if you enter "duplex" and a space and "copy", items including both words appear in the search result window.

The Meanings of the Safety Symbols Used with This Machine



Caution



Do not touch



Caution, hot surface

The Meanings of Safety Labels



Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.



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 Unpacking Products



- 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.

Requirements for Locating and Installing Machines



- 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



- Protect the machine from dampness or wet weather, such as rain and snow.
- 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 obstruct the machine's vents. Doing so can result in fire as the internal components are overheated.
- Do not place heavy objects on the machine. Doing so can cause the machine to fall or topple over, possibly resulting in injury.
- 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

CAUTION

- 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.

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.
- 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.
- 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.
- When performing maintenance on the machine, disconnect the power cord from the wall outlet for safety.
- Power Source
220–240 V, 6.6 A or more, 50/60 Hz

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 moving the machine with the optional paper tray unit attached, do not push the upper part of the main unit forcibly. Doing so can cause the main unit to detach from the optional paper tray unit, possibly resulting in 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.
- When moving the machine, use the inset grips on both sides, and lift it up slowly in pairs.
The machine may break or cause injury if dropped.
 - M 2700 weighs approximately 35 kg (77.2lb.).
 - M 2701 weighs approximately 39 kg (86.0lb.).

Requirements for Using the Machine



CAUTION

- Do not look into the light source. Doing so may damage your eyes.
- If the first or second layer paper tray is installed, do not pull out more than one tray at a time. Pressing down forcefully on the machine's upper surface might cause the machine to topple over, possibly resulting in injury.
- 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.
- 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.
- For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.

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 or wiping any dirt off the ribs on the guide plates, 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.

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.


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.

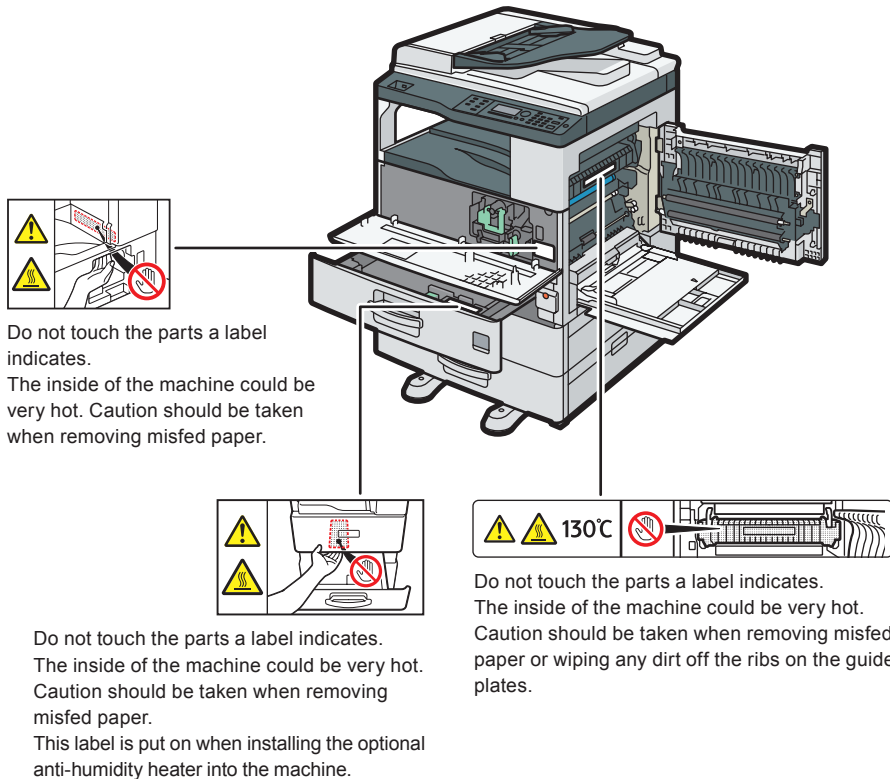

CAUTION

- 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 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.
- Our products are engineered to meet high standards of quality and functionality, and we recommend that you use only the expendable supplies available at an authorized dealer.

Safety Labels of This Machine

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.



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.

Power Switch Symbols

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

⏻ : STANDBY

⏻ : POWER ON

Legal Requirements

Laser Safety

This machine complies with the requirements of IEC 60825-1:2014 for class 1 laser product. The machine contains one InGaAlP laser diode, 645–670 nanometer wavelength. The beam divergence angle is 24 degrees (minimum) and 34 degrees (maximum) in the vertical direction, and 7 degrees (minimum) and 13 degrees (maximum) in the horizontal direction, and laser beams are generated in Continuous Wave (CW) mode. The maximum output power of the light source is 12 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.

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.

Trademarks

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

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

The proper name of Edge is Microsoft® Edge™.

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