

## Safety Information

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1. Manuals Provided with This Machine

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2. Safety Information for This Machine

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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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# 1. Manuals Provided with This Machine

## 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"><li>• Safety Information</li><li>• Setup Guide</li></ul>
CD-ROM	<ul style="list-style-type: none"><li>• Driver Installation Guide (HTML manual)</li></ul>
Web page	<ul style="list-style-type: none"><li>• Safety Information (PDF manual)</li><li>• Setup Guide (PDF manual)</li><li>• User Guide (Full Version) (HTML manual)</li><li>• User Guide (Selected Version) (PDF manual)</li><li>• Driver Installation Guide (PDF manual)</li></ul>
Others	<ul style="list-style-type: none"><li>• Extended Feature Settings</li><li>• PostScript3</li><li>• Security Reference</li><li>• Device Monitoring</li><li>• UNIX Supplement</li></ul>

## 2. Safety Information for This Machine

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### The Meanings of the Safety Symbols Used with This Machine



Caution

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Warning; Sharp element

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Do not touch

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Do not throw into the fire

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Do not use the cleaner

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Keep out of reach of children

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Caution, hot surface

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### The Meanings of Safety Labels



**WARNING**

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

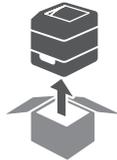


**CAUTION**

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 Unpacking Products



### **WARNING**

- 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



### **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 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 A or more, 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
- If the machine topples or a cover or other part is damaged, turn off the power immediately. After disconnecting the power cord plug from the wall outlet, contact your service representative. Using the machine continuously can result in fire or electric shock.

## Requirements for Relocating Machines



## CAUTION

- 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 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.
- 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.
  - The printer weighs approximately 18 kg (40 lb.).
- Lifting the paper feed unit carelessly or dropping may cause injury.
- After moving the machine, use the caster fixture to fix it in place. Otherwise, the machine might move or topple over to cause injury.

## Requirements for Using the Machine



### CAUTION

- Do not look into the light source. Doing so may damage your eyes.
- If the expansion tray is installed, do not pull out more than one tray at a time. Also, close the front cover and rear cover. 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.
- 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 and vents. 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.
- 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.
- When replacing paper or removing jammed paper, close the front cover and do these tasks one tray at a time.
- Close all the paper trays before opening the front cover to remove jammed paper or replace supplies.

## 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.

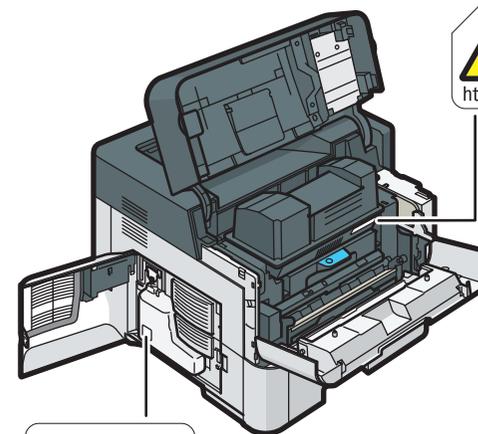
## CAUTION

- 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.
- 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.

## 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.



Do not incinerate toner bottles. Doing so risks burns as toner will ignite on contact with naked flame.

Do not use a vacuum cleaner to remove spilled toner. Absorbed toner may cause a fire or explosion due to electrical contact sparking inside the vacuum cleaner. Store toner bottles out of reach of children. If a child accidentally swallows toner, consult a doctor immediately.

Do not hold the toner bottle one-handed, use both hands and hold it firmly without shaking it.

Accidentally dropping the waste toner bottle may damage it. If toner scatters, you may inhale it. Also, your clothes or hands, or floor will be dirty.

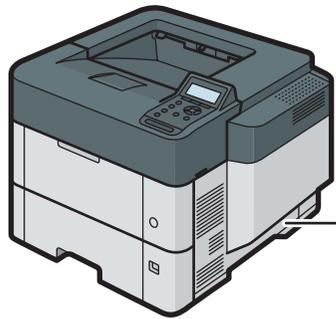


Do not incinerate waste toner bottles. Doing so risks burns as toner will ignite on contact with naked flame.

Do not use a vacuum cleaner to remove spilled waste toner. Absorbed toner may cause a fire or explosion due to electrical contact sparking inside the vacuum cleaner.

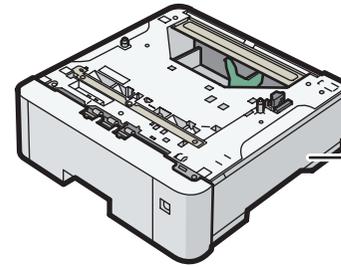
Store waste toner bottles out of reach of children. If a child accidentally swallows toner, consult a doctor immediately.

Do not hold the waste toner bottle one-handed, use both hands and hold it firmly without shaking it. Accidentally dropping the waste toner bottle may damage it. If toner scatters, you may inhale it. Also, your clothes or hands, or floor will be dirty.

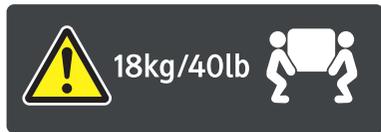


There are protruding parts on the lower side of this machine, which is near this label. Do not touch the lower part of this machine or areas near this label.

### ■ 500-sheet paper feed unit



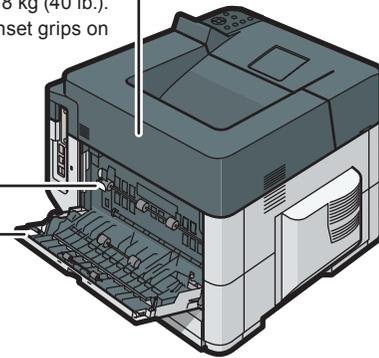
There are protruding parts on the lower side of this machine, which is near this label. Do not touch the lower part of this machine or areas near this label.



The machine weighs approximately 18 kg (40 lb.). When moving the machine, use the inset grips on both sides.



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.



### Symbol for the Power Switch

The symbol for the power switch used for this machine is as follows:

 : STANDBY

### 3. Other Information for 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.

## Legal Requirements

### Laser Safety

This machine complies with the requirements of IEC60825-1:2014 for class 1 laser product. The machine contains two monolithic array laser diodes, 655–663 nanometer wavelength for each emitter. The beam divergence angle is 21 degrees (minimum) and 29 degrees (maximum) in the vertical direction, and 7 degrees (minimum) and 11 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 25 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

#### Installing the Ferrite Core

An Ethernet interface cable connected to the Device Server Option port with a ferrite core must be used for RF interference suppression.

### User Information on Electrical and Electronic Equipment (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.



