

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

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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 Source

220-240V, 50/60Hz, 0.5A or more

Voltage must not fluctuate more than 10%.

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

Confirm that the wall outlet is near the machine and freely accessible, so that in event of an emergency, it can be unplugged easily.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

For good print quality, the supplier recommends that you use genuine print cartridges from the supplier.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts with your Ricoh office products.

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- The product name of Windows® 95 is Microsoft® Windows® 95.
- The product name of Windows® 98 is Microsoft® Windows® 98.
- The product name of Windows® Me is Microsoft® Windows® Millennium Edition (Windows Me).
- The product names of Windows® 2000 are as follows:
 - Microsoft® Windows® 2000 Professional
 - Microsoft® Windows® 2000 Server
 - Microsoft® Windows® 2000 Advanced Server
- The product names of Windows® XP are as follows:
 - Microsoft® Windows® XP Home Edition
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- The product names of Windows Server™ 2003 are as follows:
 - Microsoft® Windows Server™ 2003 Standard Edition
 - Microsoft® Windows Server™ 2003 Enterprise Edition
 - Microsoft® Windows Server™ 2003 Web Edition
- The product names of Windows NT® 4.0 are as follows:
 - Microsoft® Windows NT® Workstation 4.0
 - Microsoft® Windows NT® Server 4.0

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.

Safety Information

When using this machine, the following safety precautions should always be followed.

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.

Warning

WARNING

- The supplied power cord is for use with this equipment only. Do not use with other appliances. Doing so may result in fire, electric shock, or injury.
- Only connect the machine to the power source described on the inside front cover of this manual.
- Avoid multi-wiring.
- Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.
- Do not plug or unplug the power cord with your hands wet. Otherwise, an electric shock might occur.
- Connect the power cord directly into a wall outlet and never use an extension cord.
- To avoid hazardous electric shock, do not remove any covers or screws other than those specified in this manual. When the machine needs to be checked, adjusted, or repaired, contact your service representative.
- Do not take apart or attempt any modifications to this machine. There is a risk of fire, electric shock, explosion or loss of sight.
- If by any chance this machine falls over or a breakage occurs (e.g. the cover), turn off the main switch, unplug the power cable and contact your service representative. If you continue to use the machine in this state it could result in fire or electric shock.
- If metal, liquid or foreign matter falls into the machine, turn off the operation and main power switches, and unplug the main power cord. Contact your service representative. Do not keep using the machine with a fault or defect.
- Do not put any metal objects or containers holding water (e.g. vases, flowerpots, glasses) on the machine. If the contents fall inside the machine, a fire or electric shock could occur.
- Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.
- Disposal can take place at our authorized dealer.

Caution

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.
- If you use the machine in a confined space, make sure there is a continuous air turnover.
- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.
- When the machine will not be used for a long time, unplug the power cord.
- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).
- 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.
- Deliver to waste product collection areas. Do not dispose of via domestic refuse collection.
- The machine weighs approximately 14.2 kg (31.3 lb.).
- When moving the machine, hold the machine by the bottom below the two indentations. Lift the machine slowly in order to avoid straining your body. Lifting the machine without sufficient strength or assistance or handling it roughly and dropping it could cause an injury.

CAUTION

- Do not eat or swallow ink.
- If ink is ingested, induce vomiting by drinking a strong saline solution. Consult a doctor immediately.
- If your skin comes into contact with ink, wash the affected area thoroughly with soap and water.
- If ink comes into contact with your eyes, rinse immediately in running water. For other symptoms, consult a doctor.
- Avoid getting ink on your clothes or skin when removing a paper jam or replacing ink. If your skin comes into contact with ink, wash the affected area thoroughly with soap and water.
- If ink gets on your clothing, wash with cold water. Hot water will set the ink into the fabric and may make removing the stain impossible.
- Keep the ink or ink container out of reach of children.
- Be careful not to get ink on your clothes when replacing an ink container. Ink stains on clothes are hard to remove.

Important

- Rating voltage of the connector for option: Max. DC 37 V.

Note

- When you use this machine for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.



Declaration of Conformity

“The Product complies with the requirements of the **EMC Directive 89/336/EEC** and its amending directives and the **Low Voltage Directive 73/23/EEC** and its amending directives.”

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

⏻ means STAND BY.

Noise Emission ^{*1}

Sound Power Level

	Main unit only
During Printing	59.8dB(A)
Standby	29dB(A)

Sound Pressure level ^{*2}

	Main unit only
Standby	18dB(A)
During Printing	49dB(A)

*1 The preceding measurements made in accordance with ISO7779 are actual values.

*2 Measured at the position of a bystander.

Overseas Affairs

In accordance with TUV "GS Symbol" requirements, details of the EU office or representative company are given below.

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GB GB J006-6685
Printed in the Netherlands



J0066685