

Information for mainly European and Asian Users

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.

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.



Notes:

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



Caution

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.

Power Source

220-240V, 4A, 50/60 Hz

Be sure to connect the power cord to a power source as above.

Laws and Regulations

Legal Prohibition

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

This machine complies with the requirements of IEC60825-1:2007 for class 1 laser product. The machine contains multiple AlGaNp laser diode, 11-milliwatt, 775-790.7 nanometer wavelength for each emitter.

The divergence of laser beams is $\theta \perp 28$ deg(Ave.), $\theta // 9$ deg(Ave.) and laser beams are generated by CW (Continuous Wave) mode.

The following label is attached on 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.

User Information on Electrical & 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 Turkey only

EEE Yönetmeliğine Uygundur.

Bu sistem sarf malzemeleri ve yedek parçaları da dahil olmak üzere EEE Yönetmeliğine Uygundur.

Note for the Battery and/or Accumulator Symbol (For EU countries only)



In accordance with the Battery Directive 2006/66/EC Article 20 Information for end-users Annex II, the above symbol is printed on batteries and accumulators. This symbol means that in the European Union, used batteries and accumulators should be disposed of separately from your household waste.

In the EU, there are separate collection systems for not only used electrical and electronic products but also batteries and accumulators.

Please dispose of them correctly at your local community waste collection/recycling centre.

Notice about the use of Facsimile



Declaration of Conformity

Notice to Users in EEA Countries

This product complies with the essential requirements and provisions of Directive 1999/5/EC of the European Parliament and of the Council of 9 March 1999 on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

Notice to Users Accessing Analog PSTN in EEA Countries

This product is designed to be able to access analog PSTN in all EEA countries. Local PSTN compatibility is dependent on software switch settings. Please contact your service representative if relocating this product to another country. In the event of problems, please contact your service representative in the first instance.

The CE Declaration of Conformity is available by accessing the URL:

http://www.ricoh.co.jp/fax/ce_doc/

and selecting the product applicable.

NOTICE TO USERS (NEW ZEALAND)

- The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.
- This equipment is not capable, under all operating conditions, of correct operation at the higher speeds for which it is designed. Telecom will accept no responsibility should difficulties arise in such circumstances.
- This equipment shall not be set up to make automatic calls to the Telecom "111" Emergency Service.
- If a charge for local calls is unacceptable, the "Dial" button should NOT be used for local calls. Only the 7-digits of the local number should be dialled from your telephone. DO NOT dial the area code digit or the "0" prefix.
- This equipment may not provide for the effective hand-over of a call to another device connected to the same line.
- This device may be subject to ringing or bell tinkle when calls are made from another device on the same line. If this occurs, the problem SHOULD NOT be referred to the Telecom Faults Service.
- This equipment should not be used under any circumstances, which may constitute a nuisance to other Telecom customers. For example, repeated attempts to make unsolicited sales offers to the same number or group of numbers, such as when a block of numbers terminate on the same PABX.
- The call log incorporated in this equipment does not record all answered calls. The call log, therefore may not agree with the Telecom account which may include calls not shown on the log.
- Not all telephones will respond to incoming ring when connected to the extension socket.

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.

Environments Where the Machine Can be Used

⚠ WARNING:

- ***Do not use flammable sprays or solvents 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.***
- ***Keep the machine in an area that is within optimum environmental conditions. Operating the machine in an environment that is outside the recommended ranges of humidity and temperature can cause an electrical fire hazard. Keep the area around the socket free of dust. Accumulated dust can become an electrical fire hazard.***
- ***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 over-heated internal components.*
- *Keep the machine away from salt-bearing air and corrosive gases. Also, do not install the machine in places where chemical reactions are likely (laboratories, etc.), as doing so will cause the machine to malfunction.*

Handling Power Cords and Power Plugs

 **WARNING:**

- *Do not use any power sources other than those that match the specifications shown in this manual. 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, electric shock, or injury.*
- *It is dangerous to handle the power cord plug with wet hands. Doing so could result in electric shock.*
- *Be sure to disconnect the plug from the wall outlet at least once a year.*
 - *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.**
 - *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 performing maintenance on the machine, always disconnect the 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.*

Handling the 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, gloves, 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.*
- *SP 100 weighs approximately 6.2 kg (13.7 lb.).
SP 100SU weighs approximately 8.0 kg (17.7 lb.).
SP 100SF weighs approximately 9.0 kg (19.9 lb.).
When moving the machine, use the inset grips on both sides, and lift it up slowly. The machine may break or cause injury if dropped.*
- *Be careful not to trap your fingers when opening or closing the top cover.*
- *Do not look into the lamp. It can damage your eyes.*

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:

- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise, an injury might occur.*
- *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.*
- *When loading paper, take care not to trap or injure your fingers.*
- *During operation, rollers for transporting the paper and originals revolve. A safety device has been installed so that the machine can be operated safely. But take care not to touch the machine during operation. Otherwise, an injury might occur.*

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 the cleaner to suck spilled toner (including used toner). Sucked toner may cause firing or explosion due to electrical contact flickering inside the cleaner. However, it is possible to use the cleaner designed for dust explosion-proof purpose. If toner is spilled over the floor, sweep up spilled powder toner slowly and clean remainder with wet cloth.*
- *The following explains the warning messages on the plastic bag used in this product's packaging.*
 - *Keep the polythene materials (bags, gloves, 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.*
- *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.*
- *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.*

Notes for Users

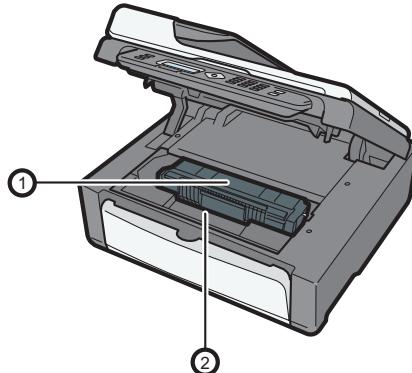
If you continuously print multiple pages, moist or vapor may appear from the paper exit area. However this will not have any impact on the performance of your printer. Be cautious not to touch the surface, or wait until cooled down, and keep children away from the surface.

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.



CH2073



Do not incinerate toner or toner containers. Toner dust may cause flashback when exposed to an open flame.



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

Power Switch Symbols

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

- **|** :POWER ON.
- **○** :POWER OFF.

Noise Emission ^{*1}

❖ Sound power level

Stand-by: Less than 28 dB(A)
Printing: Less than 60.6 dB(A)

❖ Sound pressure level ^{*2}

Stand-by: Less than 18 dB(A)
Printing: Less than 50 dB(A)

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

^{*2} Measured at the position of a bystander.

ENERGY STAR Program

ENERGY STAR® Program Requirements for Imaging Equipment



The ENERGY STAR® Program Requirements for Imaging Equipment encourages energy conservation by promoting energy efficient computers and other office equipment. The program backs the development and dissemination of products that feature energy saving functions.

It is an open program in which manufacturers participate voluntarily.

Targeted products are computers, monitors, printers, facsimiles, copiers, scanners, and multi-function devices. Energy Star standards and logos are internationally uniform.

This machine is equipped with the following Energy Saver modes: Energy Saver mode 1 and Energy Saver mode 2. The machine recovers from Energy Saver mode when it receives a print job, prints a received fax, or when any key is pressed.

❖ Energy Saver mode 1

This machine automatically enters Energy Saver mode 1 about 30 seconds after the last operation is completed.

❖ Energy Saver mode 2

This machine automatically enters Energy Saver mode 2 1 minute after the last operation is completed.

❖ Specifications

Energy Saver mode 1	Power Consumption	60W or less
	Default Time	30 seconds
	Recovery Time	10 seconds or less
Energy Saver mode 2	Power Consumption	5W or less
	Default Time	1 minute
	Recovery Time	25 seconds or less

❖ Recycled Paper

We recommend you to use environmentally friendly recycled paper. Please contact your sales representative for recommended paper.

❖ **Manufacturer:**

Ricoh Co., Ltd.

3-6 Nakamagome 1-chome, Ohta-ku, Tokyo. 143-8555, Japan

❖ **Authorized representative:**

Ricoh Europe PLC

20 Triton Street, London. NW1 3BF, United Kingdom