

**Safety Information for MP C3001/MP C3501/MP C4501/MP C4501A/MP C5501/MP C5501A/
Aficio MP C3001/Aficio MP C3501/Aficio MP C4501/Aficio MP C4501A/Aficio MP C5501/
Aficio MP C5501A**

Introduction

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.
- 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.

Laser Safety for Users of Type 1 and 2

This machine complies with the requirements of IEC60825-1:2007 (EN60825-1:2007) for class 1 laser product. The machine contains four AlGaInP laser diodes, 9-milliwatts, 648 - 663 nanometer wavelength for each emitter.

The following label is attached on the rear side of the machine.



Laser Safety for Users of Type 3 and 4

This machine complies with the requirements of IEC60825-1:2007 (EN60825-1:2007) for class 1 laser product. The machine contains eight AlGaInP laser diodes, 9-milliwatts, 648 - 663 nanometer wavelength for each emitter.

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.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual.

- Type 1: MP C3001/Aficio MP C3001
- Type 2: MP C3501/Aficio MP C3501
- Type 3: MP C4501/MP C4501A/Aficio MP C4501/Aficio MP C4501A
- Type 4: MP C5501/MP C5501A/Aficio MP C5501/Aficio MP C5501A

Certain types might not be available in some countries. For details, please contact your local dealer.

For good copy 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 - 240 V, 50/60 Hz, 8A

Please be sure to connect the power cord to a power source as above. For details about power source, see About This Machine.

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.

Safety Precautions to Be Followed

This section explains safety precautions that should always be followed when using this machine.

Environments where the machine can be used

This section explains safety precautions about 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.*
- *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.*
- *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.*
- *Do not obstruct the machine's vents. Doing so risks fire caused by overheated internal components.*
- *Machine sound levels exceeding LWAd > 63 dB (A) are not suitable for desk work environments, so place the machine in another room.*

Handling power cords and power plugs

This section explains safety precautions about 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 or electric shock.***
- ***It is dangerous to handle the power cord plug with wet hands. Doing so could result in electric shock.***
- ***Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.***
- ***If the power cord is damaged (exposure of the core, disconnection, etc.), contact your service representative to change a new one. Operating the machine with a damaged power cord may cause an electric shock or fire.***

⚠ 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 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.*
- *When performing maintenance on the machine, always disconnect the power cord from the wall outlet.*

Handling the main machine

This section explains safety precautions about handling the main 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.*

- **Keep the polythene materials (bags, 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.*
- *If you have to move the machine when the optional paper tray unit is attached, do not push on the main unit's top section. Doing so can cause the optional paper tray unit to detach, possibly resulting in injury.*
- *After you move the machine, use the caster fixture to fix it in place. Otherwise the machine might move or come down to cause an injury.*
- *Contact your service representative if you need to lift the machine (such as when relocating it to another floor). Do not attempt to lift the machine without the assistance of your service representative. The machine will be damaged if it topples or is dropped, resulting in malfunction and risk of injury to users.*
- *Do not look into the lamp. It can damage your eyes.*
- *Protect the machine from dampness or wet weather, such as rain and snow.*
- *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.*

Handling the machine's interior

This section explains safety precautions about 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:

- *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.*
- *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.*
- *When loading paper, take care not to trap or injure your fingers.*
- *Keep your hands clear of the booklet finisher tray when removing misfed paper, pulling out or pushing in the finisher's staple unit. You can trap and injure your fingers if you do not.*
- *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.*
- *If the machine's interior is not cleaned regularly, dust will accumulate. Fire and breakdown can result from heavy accumulation of dust inside this machine. Contact your sales or service representative for details about and charges for cleaning the machine's interior.*

Handling the machine's supplies

This section explains safety precautions about 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 incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.***
- ***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.*
- *Keep toner (used or unused) and toner containers 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.*

- *Do not attempt to print on stapled sheets, aluminum foil, carbon paper, or any kind of conductive paper. Doing so risks fire.*

Other safety precautions

This section explains other safety precautions.

⚠ CAUTION:

- *A network interface cable with a ferrite core must be used for RF interference suppression.*

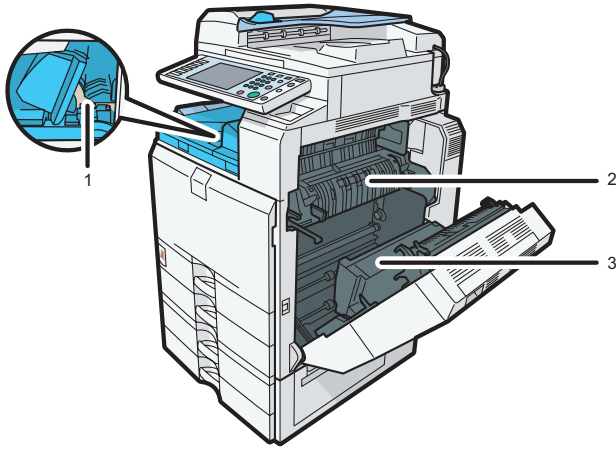
Safety Labels of This Machine

This section explains the machine's safety information labels.

Positions of WARNING and CAUTION labels for Users of Type 1 and 2

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.

Main unit



CAS014

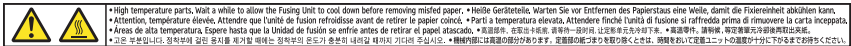
1



CAS015

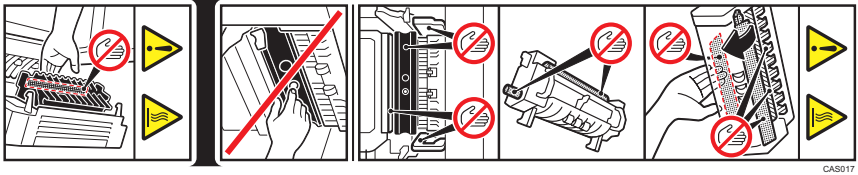
Do not touch the parts a label indicates. The inside of the bridge unit could be very hot. Caution should be taken when removing misfed paper.

2



CAS016

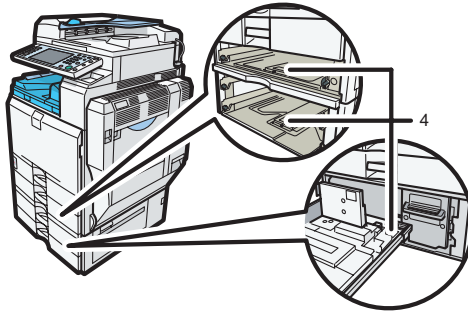
High temperature parts. Wait a while to allow the Fusing Unit to cool down before removing misfed paper.



CAS017

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

Paper tray



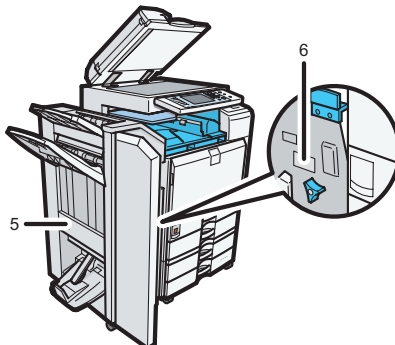
CAS019



CAS020

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.

Booklet Finisher SR3000



CAS021

5



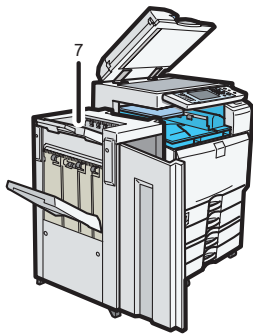
Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit, or removing paper jam. You might trap your fingers if you do not. Take care not to touch the booklet finisher tray during operation. Otherwise, an injury might occur.

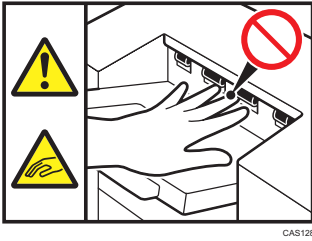
6



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.

Finisher SR790





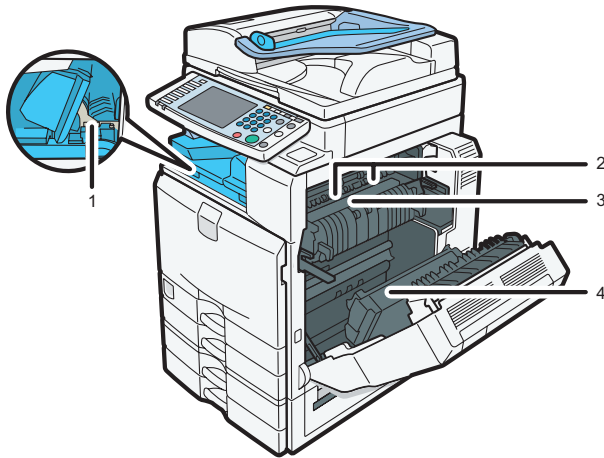
CAS128

During operation, rollers for transporting the paper revolve. Take care not to touch rollers during operation. Otherwise, an injury might occur.

Positions of WARNING and CAUTION labels for Users of Type 3 and 4

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.

Main unit



CAS024

1



CAS015

Do not touch! Surface may be very hot.

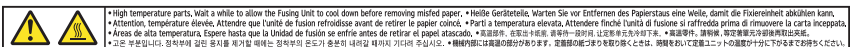
2



CAS025

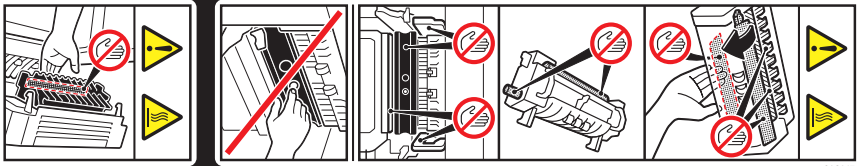
Do not touch the parts a label indicates. The inside of the machine could be very hot. Caution should be taken when removing misfed paper.

3



CAS016

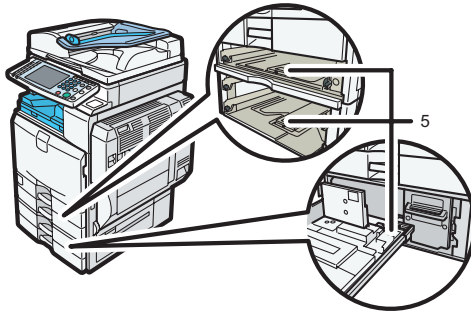
High temperature parts. Wait a while to allow the Fusing Unit to cool down before removing misfed paper.



CAS017

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

Paper tray



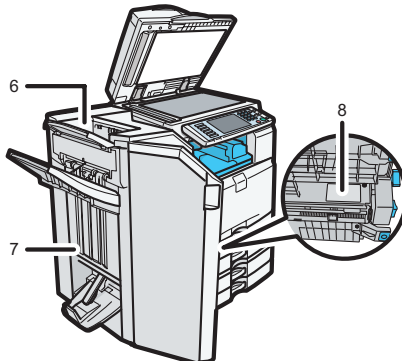
CAS026

| | |
|--|---|
| | CAUTION ATTENTION ACHTUNG ATTENZIONE PRECAUCIÓN 注意 주의 |
| | ● High temperature parts. ● Piezas muy calientes. ● T des pièces élevée. ● 高温部件 ● 高温部分 |
| | ● Heiße Geräteteile! ● 고온주의 ● Temperatura elevada. ● 高温になっています。 |

CAS020

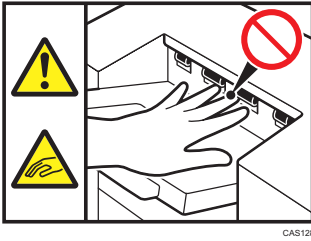
The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.

Finisher SR3030 or Booklet Finisher SR3020



CAS027

6



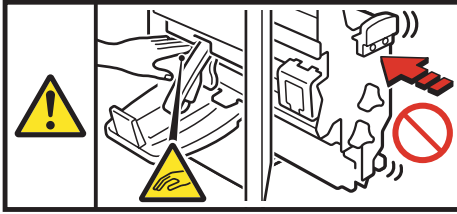
During operation, rollers for transporting the paper revolve. Take care not to touch rollers during operation. Otherwise, an injury might occur.

7



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.

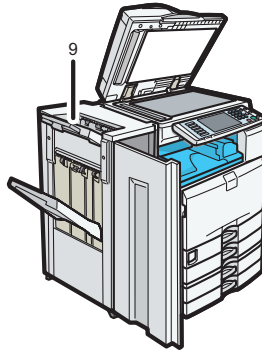
8



CAS023

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.

Finisher SR790



CAS126

9





CAS128

During operation, rollers for transporting the paper revolve. Take care not to touch rollers during operation. Otherwise, an injury might occur.


Power Switch Symbols

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

-  : POWER ON
-  : STANDBY

ENERGY STAR Program

ENERGY STAR® Program Requirements for Imaging Equipment

| | |
|---|---|
|  | <p>This company is a participant in the ENERGY STAR® Program. This machine is compliant with the regulations specified by the ENERGY STAR® Program.</p> |
|---|---|

The ENERGY STAR® Program Requirements for Imaging Equipment encourage 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.



Note

- For details about the “default delay time”, see “Energy Saving Functions”.



Reference

- p.21 “Energy Saving Functions”

Energy Saving Functions

To reduce its power consumption, this machine has the following functions:

Low Power Mode

- If this machine remains idle for a specified period, it automatically reduces its electrical consumption.
- The default period the machine waits before entering Low Power Mode is 10 minutes. This default time can be changed.

Sleep Mode

- If this machine is already in Low Power Mode and remains idle for a specified period, it automatically enters Sleep Mode to further reduce its electrical consumption.
- The default delay time the machine waits before entering Sleep Mode for type 1 or 2 is 15 minutes. This default time can be changed.
- The default delay time the machine waits before entering Sleep Mode for type 3 or 4 is 16 minutes. This default time can be changed.
- The machine can print jobs from computers and receive faxes while in Sleep Mode.

Specification for type 1 and 2

| | Type 1 | Type 2 |
|--|------------|------------|
| Reduced Electrical Consumption by Low Power Mode | 95 W | 95 W |
| Time of Switch into Low Power Mode | 10 minutes | 10 minutes |
| Time of Switch out from Low Power Mode | 6 seconds | 6 seconds |
| Reduced Electrical Consumption by Sleep Mode | 1.4 W | 1.4 W |
| Time of Switch into Sleep Mode | 15 minutes | 15 minutes |
| Time of Switch out from Sleep Mode | 13 seconds | 13 seconds |

Specification for type 3 and 4 (models that can be fitted with the optional ARDF or exposure glass cover)

| | Type 3 | Type 4 |
|--|------------|------------|
| Reduced Electrical Consumption by Low Power Mode | 102 W | 102 W |
| Time of Switch into Low Power Mode | 10 minutes | 10 minutes |
| Time of Switch out from Low Power Mode | 10 seconds | 10 seconds |
| Reduced Electrical Consumption by Sleep Mode | 1.5 W | 1.5 W |
| Time of Switch into Sleep Mode | 16 minutes | 16 minutes |
| Time of Switch out from Sleep Mode | 19 seconds | 32 seconds |

Specification for type 3 and 4 (models equipped with the one-pass duplex scanning ADF)

| | Type 3 | Type 4 |
|--|------------|------------|
| Reduced Electrical Consumption by Low Power Mode | 117 W | 117 W |
| Time of Switch into Low Power Mode | 10 minutes | 10 minutes |
| Time of Switch out from Low Power Mode | 10 seconds | 10 seconds |
| Reduced Electrical Consumption by Sleep Mode | 1.5 W | 1.5 W |
| Time of Switch into Sleep Mode | 16 minutes | 16 minutes |
| Time of Switch out from Sleep Mode | 19 seconds | 32 seconds |

Note

- Specifications can vary depending on which options are installed on the machine.
- For details about how to change the default interval, see “Timer Settings”, Network and System Settings Reference.
- Depending on which Embedded Software Architecture application is installed on it, the machine might take longer than indicated to enter Sleep Mode.

Reference

- “Timer Settings”, Network and System Settings Reference

User Information on Electrical & Electronic Equipment

Users in the EU, Switzerland and Norway

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.

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.

Overseas Affiliates and Noise Emission Information

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

❖ **Overseas Affiliates**

Ricoh Europe PLC
66 Chiltern Street, London W1U 4AG, U.K.

❖ **Noise Emission**

Maschinenlärminformations-Verordnung 3. GPSGV:
Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäss EN ISO 7779

Notice To Facsimile Unit (optional) Users



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.rioh.co.jp/fax/ce_doc/ and selecting the product applicable.

User Information for RFID in 13.56 MHz



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.

The CE Declaration of Conformity is available on the Internet at URL:
http://www.ricoh.co.jp/fax/ce_doc/

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