

Safety Information

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.

How to use this guide:

1. Read the whole guide before using your product and keep it for later reference.
2. Carefully follow the instructions set out in this guide and always ensure that you follow all warnings and instructions marked on the product.
3. If you have concerns about how to use your product after reading this guide, your service representative.
4. To ensure you understand all of the instructions, study the Symbols and Conventions used in the documentation.

Power Source

220-240 V, 4.6 A, 50/60 Hz

Please be sure to connect the power cord to a power source as above. For users in Norway, this product is also designed for an IT power distribution system with phase-to-phase voltage of 230V.

Safety Information for this Machine

This chapter describes the safety precautions.

Safety Symbols for This Machine

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

	WARNING indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.
	CAUTION indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.
	IMPORTANT indicates a potentially hazardous situation which, if not avoided, may result in damage to property or loss of product functionality.
	NOTE specifies the operating environment, conditions for installation, or special conditions of use.
	Electrical Hazard icons alert you to possible electrical shock.
	Fire Hazard icons alert you to the possibility of a fire.
	Hot Surface icons warn you not to touch product parts that are hot.
	Do not use the cleaner.
	Keep out of reach of children.
	Do not throw into the fire.
	Do not touch.
	Do not use flammable substances or any type of spray.
	Do not use flammable liquids.
Bold	Bold typeface identifies specific keys on the product's control panel or on the computer screen.
<i>Italics</i>	Italicised style emphasises an important point or refers you to a related topic.
Courier New	Text in Courier New font identifies messages on the LCD of the product.

Safety During Operation

This section explains the machine's safety information 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.

Compilation and Publication Notice

This product's manuals have been compiled and published to provide the latest product safety information at the time of publication. The information contained in these manuals may be subject to change.

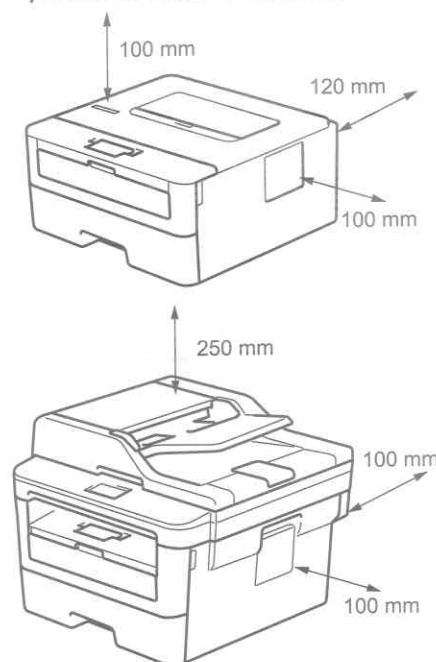
For the latest manuals, visit us at <http://www.ricoh.com/support/>.

Environments Where the Machine Can be Used

⚠ WARNING:

- Do not use flammable sprays or solvents in the vicinity of this machine. Also, avoid placing these items 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.
- Do not place the product near heaters, air conditioners, electrical fans, refrigerators, or water. Doing so may create the risk of an electrical shock, short circuit, or fire.
- Do not expose the product to direct sunlight, excessive heat, open flames, corrosive gasses, moisture, or dust. Doing so may create a risk of an electrical shock, short circuit, or fire, causing damage to the product and/or rendering it inoperable.

- Keep a minimum gap around the product as shown in the illustration.



- Do not place this product near or over a radiator or heater.

⚠ 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 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.

- Do not obstruct the machine's vents. Doing so risks fire caused by overheated internal components.
- Avoid placing your product in a busy area. If you must place it in a busy area, ensure that the product is in a safe location where it cannot be accidentally knocked over, which could cause injury to you or others and serious damage to the product.
- Ensure that cables and cords leading to the product are secured so as not to pose a tripping hazard.
- Do not place any objects around the product. Such objects block the access to the electrical socket in case of emergency. It is important that the product can be unplugged whenever needed.
- This product emits some chemical substances during printing, and additionally if used for prolonged periods or in poorly ventilated areas may cause the emission of odorous gases such as ozone. Place the product in a well-ventilated area for optimum performance and comfort.

IMPORTANT:

- Do not place your product next to devices that contain magnets or generate magnetic fields. Doing so may interfere with the operation of the product, causing print quality problems.
- Do not place your product next to sources of interference, such as speakers or the base units of non-RICOH cordless telephones. Doing so may interfere with the operation of the product's electronic components.

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.
- If the power cord is damaged and its inner wires are exposed or broken, contact your service representative for a replacement. Use of damaged power cords could result in fire or electric shock.
- Be sure to disconnect the plug from the wall outlet at least once a year and check for the following:
 - 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 and check for the following:
 - 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.
- Do not push objects of any kind into this product through slots or openings in the product, as they may touch dangerous voltage points or short-out parts.

- Do not drop any metallic hardware or any type of liquid on the power plug of the product. It may cause an electrical shock or a fire.
- This product should be connected to an AC power source within the range indicated on the rating label (You can find the rating label on your machine). Do not connect it to a DC power source or inverter. If you are not sure what kind of power source you have, contact a qualified electrician.

⚠ CAUTION:

- 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.
- 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.

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.
- If the product has been dropped or the casing has been damaged, there may be the possibility of an electrical shock. Unplug the product from the electrical socket and contact your service representative.
- Do not use flammable substances, any type of spray, or an organic solvent/liquid containing alcohol or ammonia to clean the inside or outside of the product. Doing so could cause a fire. Instead, use only a dry, lint-free cloth. For instructions on how to clean the product, see the User's Guide.
- Do not attempt to operate this product when a paper jam or stray pieces of paper are inside the product. Prolonged contact of paper with the fuser unit could cause a fire.
- Do not use the product near any medical electrical equipment. The radio waves emitted from the product may affect medical electrical equipment and cause a malfunction, which may result in accident or injury.
- For users with pacemakers: This product generates a weak magnetic field. If you feel anything wrong with the operation of your pacemaker when near the product, move away from the product and consult a doctor immediately.
- (For SP 230SFNw) Use caution when installing or modifying telephone lines. Never touch telephone wires or terminals that are not insulated unless the telephone line has been unplugged from the wall socket. Never install telephone wiring during a thunderstorm. Never install a telephone

wall socket in a location that is wet or may become wet, for example, near a refrigerator or other appliance that produces condensation.

- This product is equipped with an earthed plug. This plug will only fit into an earthed electrical socket. This is a safety feature. If you are unable to insert the plug into the socket, ask your electrician to replace your obsolete socket. Do not attempt to defeat the purpose of the earthed plug.
- Do not allow anything to rest on the power cord.
- Do not place this product where people might step on the cord.
- Do not place this product in a position where the cord is stretched or strained, as it may become worn or frayed.
- This product should be positioned so that nothing pinches or constricts the power cord.

⚠ CAUTION:

- Be careful not to trap your fingers when opening or closing the cover.
- 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.
- 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.
 - SP 230DNw weighs approximately 7.3 kg (16.1 lb.).
 - SP 230SFNw weighs approximately 11.8 kg (26 lb.).
- Do not look into the lamp. It can damage your eyes.
- When multiple devices, including this product, are connected to a computer using USB cables, you may feel an electric charge when you touch metal parts of the product.
- Some products and/or their cartons contain a silica gel pack. Do not eat the silica gel pack; throw it away. If you ingest it, seek medical attention immediately.
- Do not attempt to dismantle the toner cartridge. If toner powder should leak out, avoid inhaling it or letting it come in contact with your skin.
- Do not run your hand over the edge of the paper. The thin and sharp edges of the paper may cause an injury.

IMPORTANT:

- Do not connect your product to an electrical socket controlled by wall switches or automatic timers, or to the same circuit as a large appliance or other equipment that requires a significant amount of electricity. It could disrupt the power supply. Disruption of the power supply may also delete information from the product's memory, and repeated cycling of the power supply can damage the product.
- Do not put objects on top of the product. Doing so may cause the product to malfunction.
- If the product does not operate normally when the operating instructions are followed, adjust only those controls that are covered by the operating instructions. Incorrect adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.

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.
- When removing jammed paper, make sure not to trap or injure your fingers.
- When loading paper, take care not to trap or injure your fingers.
- While safety measures have been installed to prevent accidents, you must not touch the machine's rollers while it is operating. Doing so could cause injury.

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 a vacuum cleaner to remove spilled toner (including used toner). Absorbed toner may cause a fire or explosion due to electrical contact flickering inside the vacuum cleaner. However, it is possible to use a vacuum cleaner that is explosion-proof and dust ignition-proof. If toner is spilled on the floor, remove the spilled toner slowly using a wet cloth, so that the toner is not scattered.
- 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:

- 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.

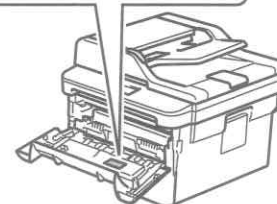
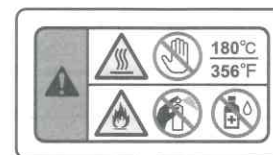
- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your skin. If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.
- Do not crush or squeeze toner containers. Doing so can cause toner spillage, possibly resulting in dirtying of skin, clothing, and floor, and accidental ingestion.
- When replacing a toner or waste toner container or consumables with toner, make sure that the toner does not splatter. Put the waste consumables in a bag after they are removed. For consumables with a lid, make sure that the lid is shut.
- Do not attempt to print on stapled sheets, aluminum foil, carbon paper, or any kind of conductive paper. Doing so risks fire.
- Keep SD cards or 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.
- 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

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. Do not remove or damage any of the caution or warning labels inside the product.



Do not incinerate toner or toner containers. Toner dust may cause flashback when exposed to an open 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 toner slowly and clean remainder with wet cloth.

Store toner (new or used), toner containers, and components that have been in contact with toner out of reach of children.

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:

-  : STAND BY

Product Warranty & Liability

Nothing in this guide shall affect any existing product warranty or be construed as granting any additional product warranty. Failure to follow the safety instructions in this guide may invalidate your product's warranty.

⚠ WARNING:

- Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or washing machine, in a wet basement or near a swimming pool.
- Do not use this product to report a gas leak in the vicinity of the leak.
- Only use the power cord supplied with this product (if included in the box).
- Disconnect device
This product must be installed near [a power outlet, an electrical socket] that is easily accessible. In case of emergencies, you must disconnect the power cord from [the power outlet, the electrical socket] in order to shut off power completely.

Approval Information (For SP 230SFNw)

THIS EQUIPMENT IS DESIGNED TO WORK WITH A TWO WIRE ANALOGUE PSTN LINE FITTED WITH THE APPROPRIATE CONNECTOR.

We advises that this product may not function correctly in a country other than where it was originally purchased, and does not offer any warranty in the event that this product is used on public telecommunication lines in another country.

Wiring Information (U.K. Only)

If you need to replace the fuse in the plug, fit a fuse that is approved by ASTA to BS1362 with the same rating as the original fuse. Always replace the fuse cover. Never use a plug that does not have a cover. If in any doubt, call a qualified electrician.

Warning - This product must be earthed.

The wires in the mains lead are coloured in line with the following code:

- Green and Yellow: Earth
- Blue: Neutral
- Brown: Live

Note to users EU Countries

Declaration of Conformity

Notice to Users in EEA Countries
This product complies with the essential requirements and provisions of Directive 2014/53/EU.

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

http://www.ricoh.com/products/ce_doc2/

and selecting the product applicable. As this equipment with the radiating part is not intended to be used in close proximity to the human body, it is recommended to use at least 20cm apart from the user.

Wireless LAN

This Printer/Multifunction Printer supports Wireless LAN.
Frequency band(s): 2400 - 2483.5 MHz
Maximum radio-frequency power transmitted in the frequency band(s): Less than 20 dBm (e.i.r.p)

LAN Connection

CAUTION:

- Do not connect this product to a LAN connection that is subject to over-voltages.

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

The machine complies with the requirements of IEC60825-1:2014 (EN60825-1:2014) for class 1 laser product. The machine contains two AlGaAs laser diodes, 770-800 nanometer wavelength for each emitter. The beam divergence angle is 24 degrees (minimum) and 31 degrees (maximum) in the vertical direction, and 7 degrees (minimum) and 14 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.

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 SCM B.V.
Blankenweg 24, 4612 RC Bergen op Zoom, The Netherlands

Noise Emission

Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäß EN ISO 7779

CE Marking Traceability Information (For EU Countries Only)

❖ Manufacturer:

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

❖ Importer:

Ricoh Europe SCM B.V.
Blankenweg 24, 4612 RC Bergen op Zoom, The Netherlands

Notes for Using This Machine Safely

To use this machine, it is recommended you take the following measures, which include:

- Installing this machine in a network protected by a firewall.
- Specifying your private IP address.
- Changing the password for the machine administrator.

Changing the machine administrator's password can prevent the machine from being tampered by unauthorized access from the Internet.

Using a Private IP Address

An IP address is a numerical label assigned to devices connected to the network. An IP address that is used for Internet connection is a "global IP address", and an IP address that is used for network connection in a local environment such as a company is a "private IP address". If an IP address that is specified for a machine is a global IP address, unspecified numbers of Internet users can access this machine, so that there is higher risks of information leakage through illegal access outside from the environment where this machine is located. If a private IP address is specified for a machine, however, only users within a local network such as a company LAN can access the machine. Unless there is any specific reason, specify a private IP address for a machine. An private IP address can be selected from the following address ranges:

Private IP address ranges

- 10.0.0.0-10.255.255.255
- 172.16.0.0-172.31.255.255
- 192.168.0.0-192.168.255.255