

Image Scanner SP Series

Safety Precautions

Thank you for purchasing our image scanner.

This document contains the general information for safety that must be read before using this product (which includes the scanner, and all associated software and documents).

Read this document and the manuals provided with this product thoroughly and take care to use this product correctly. Make sure that these are kept in a safe place so that they can be referred to whenever using this product.

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Use in High-Safety Applications

This product has been designed and manufactured on the assumption that it will be used in office, personal, domestic, regular industrial, and general-purpose applications.

It has not been designed and manufactured for use in applications (simply called "high-safety applications" from here on) that directly involve danger to life and health when a high degree of safety is required, for example, in the control of nuclear reactions at nuclear power facilities, automatic flight control of aircraft, air traffic control, operation control in mass-transport systems, medical equipment for sustaining life, and missile firing control in weapons systems, and when provisionally the safety in question is not ensured.






The user should use this product with adopting measures for ensuring safety in such high-safety applications. PFU Limited assumes no liability whatsoever for damages arising from use of this product by the user in high-safety applications, and for any claims or compensation for damages by the user or a third party.

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Warning Indications Used in This Document

The following indications are used in this document to obviate any chance of accident or damage to you and/or this product.

Warning Indication	Description
	This indication alerts operators of an operation that, if not strictly observed, may result in severe injury or death.
	This indication alerts operators of an operation that, if not strictly observed, may result in safety hazards to personnel or damage to the product.
	A TRIANGLE symbol indicates that special care and attention is required. The drawing inside the triangle shows the specific caution.
	A CIRCLE with a diagonal line inside shows actions which users should not perform. It may also have a drawing inside which shows the specific action that is not allowed.
	A white exclamation mark on black background show instructions users should follow. It may also include the drawing that shows the specific instruction.



For Safe Use










The following describes important warnings for using this product.








For the safe use of this product, make sure to follow the following descriptions. In the following warnings,

"power cable" may refer to either the AC cable or the plug connected to the AC adapter collectively.












	<p>Insert the power cable into the AC outlet within reach. In any one of the following situations, immediately disconnect the power cable from the AC outlet. For the USB bus power cable, disconnect it from the power connector or the computer. Not doing so may cause a fire, burns, injury or electric shock.</p> <ul style="list-style-type: none"> ● The scanner is damaged for any reason. ● Smoke or heat coming from the scanner is detected. ● Abnormal noise or smell is detected. ● Foreign objects (water, liquids, small metal objects, etc.) get inside the scanner. ● Damages such as cracks occur on the AC adapter. ● Other problems which indicate a scanner failure are detected.
	<p>For your safety, do not take apart or modify the scanner as there are high-voltage components inside the scanner. Doing so may cause a electric shock.</p>

	The area around the part to which this warning label is affixed can become very hot. To avoid burns, never touch around the area indicated by this label.
	Firmly insert the power cable into the AC outlet or the USB bus power cable into the computer. Not doing so may cause a fire or an equipment failure.
	Use the scanner only at the indicated power voltage and current. Do not connect to multiple-power strips. Improper power voltage or current might cause a fire or electric shock.
	Use only the power cable (including the AC cable or plug with the AC adapter) or the USB bus power cable provided with the scanner. Do not use any extension cords. Not following these instructions may cause abnormal heat or a fire. Do not also use the power cable or the USB bus power cable provided with the scanner for other devices, since this might cause problems such as an equipment failure, or an electric shock.
	Do not place things such as chemicals, air fresheners, deodorizers, cosmetics, and detergents around the scanner and the AC adapter. If they get on the plastic part of the scanner or the AC adapter, the part may be deteriorated or cracked, which may cause an electric shock. If this does happen, wipe them off immediately.
	<p>Do not install and use the scanner in the following locations which are subject to high temperature, humidity, less ventilation, or dust. If placed in an area subject to high temperature, the cover may become overheated and deformed, resulting in an electric leakage or fire. Use the scanner in a well-ventilated environment.</p> <ul style="list-style-type: none"> ● A place near heat-radiating devices such as stoves or electric heaters, or flammable items such as volatile inflammable materials or curtain. ● A place such as kitchen where oil smoke may be formed. ● A place such as a bathroom, shower room, or swimming pool where it may easily get wet. ● A place under direct sunlight, in a car under the scorching sun, or near heating apparatus where it may get hot. ● A place that builds up heat such as covering the scanner with a blanket or cloth.
	Do not block the ventilation ports. Blocking the ventilation ports generates heat inside of the scanner, which may result in a fire or scanner failure.
	Before moving the scanner, be sure to disconnect all the interface cables. Make sure that the floor is free of any obstructions. Do not move the scanner with the power and interface cables connected as this can damage the cables, which can later cause a fire or electric shock. The cables can also hinder work, causing injuries.
	<p>Do not touch the power cable or the USB bus power cable with wet hands. Doing so might cause an electric shock.</p> <p>When disconnecting the power cable from the AC outlet or the USB bus power cable from the computer, make sure to hold the power plug and not the cable. Pulling the cable may damage it, which may cause a fire or electric shock.</p>

	<p>Do not use the power cable or the USB bus power cable if it is damaged. Also, do not insert any cables or power plugs into loose sockets. Doing so may cause a fire or electric shock.</p> <p>Be careful of the following when handling the power cable or the USB bus power cable:</p> <ul style="list-style-type: none"> ● Do not moisten, modify, tie, bundle, or wind the cable. ● Do not place heavy objects on the cable, trap the cable in a doorway, drop or damage the cable in any other way. ● Do not pull or forcibly bend or twist the cable. ● Do not place any metal near to the plug of the power cable.
	<p>To avoid injuries, be careful not to get your accessories (e.g. ties, necklaces) or hair caught inside the scanner.</p>
	<p>Do not use the scanner while driving a car. Doing so may prevent you from driving carefully, which can cause an accident.</p>
	<p>Do not touch the heated section such as the bottom of the scanner or AC adapter for a long time. Doing so may cause a low-temperature burn on your skin.</p>
	<p>If you are not going to use the scanner for a long period of time or before you clean it, you must turn it off and disconnect the power cable from the AC outlet. For the USB bus power cable, disconnect it from the power connector or the computer. Not doing so may cause a fire or electric shock.</p>
	<p>If the power cable provided with the scanner has a grounding plug (3-pin), make sure to ground to avoid electric shock.</p>
	<p>Do not use any aerosol sprays or alcohol based sprays to clean the scanner. Dust blown up by strong air from the spray may enter the inside of the scanner. This may cause the scanner to fail or malfunction. Sparks, caused by static electricity, generated when blowing off dust and dirt from the outside of the scanner may cause a fire.</p>

 CAUTION

	<p>When installing the scanner on a table, make sure that the table is flat and level. Place the scanner so that none of its parts extend beyond the edge of the table, otherwise it may fall or collapse and cause injuries.</p>
	<p>To avoid injuries, do not place the scanner in an area where small children may be able to reach.</p>
	<p>If there is an electrical storm, be sure to turn off the scanner, and disconnect the power cable from the AC outlet. For the USB bus power cable, disconnect it from the power connector or the computer. Then, disconnect any interface cables from the scanner. Not doing so may damage the scanner, which may damage your property.</p>
	<p>Do not place heavy objects on the scanner or perform other work on top of the scanner. Doing so might cause injuries or an equipment failure.</p>

	When handling documents or a carrier sheet, be careful not to cut your fingers with them.
	If the scanner weighs over 18 kg, never carry it alone.
	If the scanner uses an LED light source, do not look at the LED light source directly during a scan. Doing so may cause visual impairment. Note that the amount of light from the LED light source that is exposed through the scanner does not pose any risk of eye damage.
	When cleaning a scanner with a pick spring (metal part) inside, make sure that the inside of the scanner is free of any foreign object, and be careful not to get your hand or the cloth caught on the pick spring (metal part) as a deformed pick spring (metal part) may cause injury.
	<p>Check the following items once a month. Not doing so may cause a fire.</p> <ul style="list-style-type: none"> ● The power cable is firmly inserted into the AC outlet, and the USB bus power cable is inserted into the computer. ● The power cable or the USB bus power cable is not emitting abnormal heat, or the cable is not rusted or bent. ● Dust is not accumulated on the power cable (especially the plug) or the USB bus power cable. If so, wipe off any dust with a soft, dry cloth. ● The power cable or the USB bus power cable does not have any cracks or scratches.

Precautions

■ Liability Note

READ THE DOCUMENTS SUPPLIED WITH THIS PRODUCT CAREFULLY BEFORE USING THIS SCANNER. IF THIS SCANNER IS NOT USED CORRECTLY, UNEXPECTED INJURY MAY BE CAUSED TO USERS OR BYSTANDERS.

Also, keep this document in a safe place so that it can be easily referred to during use of this scanner.

While all efforts have been made to ensure the accuracy of all information in this document, PFU assumes no liability to any party for any damage caused by errors or omissions or by statements of any kind in this document, its updates or supplements, whether such errors are omissions or statements resulting from negligence, accidents, or any other cause. PFU further assumes no liability arising from the application or use of any scanner or system described herein; nor any liability for incidental or consequential damages arising from the use of this document. PFU disclaims all warranties regarding the information contained herein, whether expressed, implied, or statutory.

■ Notes on Using the Scanner

- Install the scanner away from strong magnetic fields and other sources of electronic noise. Protect the scanner against any static electricity and choose a static-free place to install the scanner. Static electricity can cause the scanner to malfunction.
- Do not supply the power from the AC outlet where the devices requiring much power such as copying machines or paper shredders are connected. Current noise generated from the power supply can cause an equipment failure or a malfunction.

- Do not use the scanner immediately after moving it from a cold place into a warm room. Condensation may occur, which might lead to scanning errors. Let the scanner dry for one or two hours before you use it.
- When carrying the scanner outside while it is raining or snowing, pay special attention so the scanner does not get wet. Doing so may cause a scanning error. If the scanner gets wet, wipe it or wait until it dries.
- When moving a scanner that is equipped with a Flatbed, which has a transport lock switch, make sure the switch is locked in order to avoid damage to the scanner.
- Do not use a damaged carrier sheet because it may damage or cause the scanner to malfunction.

■ Warning Label

If the scanner has a warning label, do not remove it from the scanner, and avoid staining the label so that it is clearly visible.

Disclaimer of Liability

■ Reproducibility of the scanned image data

Confirm that the image data scanned with this product meets your requirements (for example, image reproducibility in size accuracy, fidelity, content, colors).

Make sure that there are no missing parts in the scanned image data before disposing of the original document used for scanning.

- Note that when there are sections marked with a highlight pen, the color of the marked section may not be accurately reproduced depending on the color and density, or may result in a different color tone from the original.

■ USB Port Use Restriction

When connecting the USB bus power cable or USB cable of the scanner to the USB port:

- The scanner does not work properly if you connect it to the USB port on a non-powered USB hub.
- The scanner does not work properly if you connect it to the USB port of a PC card.
- The scanner may not work properly if you connect the USB bus power cable in the following ways:
 - Connecting the USB bus power cable to a computer which is different from the computer that the scanner is connected to via a USB cable
 - Connecting the USB bus power cable to a USB port on the USB hub that is used for a computer which is different from the computer that the scanner is connected to via a USB cable
 - Connecting the USB bus power cable to a USB port on a USB hub which is different from the USB hub that the scanner is connected to via a USB cable
- The scanner may not work properly if you connect another USB-powered device to any of the USB ports of the computer.
- Depending on the USB power supply capability of the computer, other USB-powered devices connected to the computer may be affected.

Regulatory Information

FCC Declaration

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction document, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is located.
- Consult your dealer or an experienced radio/TV technician.

FCC warning: Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

NOTICE The use of a shielded interface cable is required to comply with the Class B limits of Part 15 of FCC rules. The length of the power cable must be 3 meters (10 feet) or less.

Canadian DOC Regulations

This digital apparatus does not exceed the Class B limit for radio noise emissions from digital apparatus set out in the Radio interference Regulations of the Canadian Department of Communications.

This Class B digital apparatus complies with Canadian ICES-003.

Le présent appareil numérique n'émet pas de parasites radioélectriques dépassant les limites applicables aux appareils numériques de la classe B et prescrites dans le Règlement sur le brouillage radioélectrique dictées par le Ministère des Communications du Canada.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Bescheinigung des Herstellers/Importeurs

Für den Scanner wird folgendes bescheinigt:

- In Übereinstimmung mit den Bestimmungen der EN45014(CE) funkentstört
- Maschinenlärminformationsverordnung 3. GPSGV: Der höchste Schalldruckpegel beträgt 70 dB (A) oder weniger, gemäß EN ISO 7779.






Das Gerät ist nicht für die Benutzung im unmittelbaren Gesichtsfeld am Bildschirmarbeitsplatz vorgesehen. Um störende Reflexionen am Bildschirmarbeitsplatz zu vermeiden, darf dieses Produkt nicht im unmittelbaren Gesichtsfeld platziert werden.

ENERGY STAR®

PFU Limited has determined that this product meets the ENERGY STAR® guidelines for energy efficiency. ENERGY STAR® is a registered trademark of the United States.



Symbols on the Scanner

	This indicates the power button, which is used to turn the scanner on/off.
	This indicates the DC power supply.
	This indicates a USB connection, which is used to connect a USB device.
	This indicates the on switch, which is used to supply power to the scanner.
	This indicates the off switch, which is used to disconnect power from the scanner.

Failure and Repair

If repairing the scanner or replacing parts is required, an abnormal change is detected, or other problems which indicate a scanner failure are detected, first, refer to "Troubleshooting" of the Operator's Guide to check that the scanner is correctly connected or configured. If the problem persists, contact the distributor/dealer where you purchased this product.

The user must not perform repairs on the scanner.

PFU assumes no liability for any damage caused by taking apart the scanner, as doing so is not covered under the warranty.

Contact for Inquiries

Refer to the contact list on the following web page:

<https://www.pfu.ricoh.com/r/ctl/>



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