

# Information

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## Introduction

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

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## Manuals List

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Manual Name	Media for the Printer	Media for Our Web Site
User Guide	-	PDF/HTML manuals
Read This First	Printed manual	PDF manual
Quick Installation Guide	Printed manual	PDF manual
Operating Instructions	-	HTML manual
VM Card Extended Feature Settings	HTML manual	HTML manual
Security Guide	-	HTML manual
Driver Installation Guide	PDF manual	-

**Note**

- Operating Instructions, Driver Installation Guide, and VM Card Extended Feature Settings are available in English, German, French, Italian, Spanish, Dutch, and Russian.
- For details about each manual, see “Manuals for This Machine”, Operating Instructions on our Web site.
- User Guide is provided in different formats depending on the language:
  - English, German, French, Italian, Spanish, Dutch, and Russian: in PDF
  - Other languages: in HTML
- VM Card Extended Feature Settings is provided for SP C342DN only.

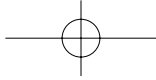
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## Power Source

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120-127 V, 60 Hz, 11 A

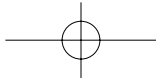
Please be sure to connect the power cord to a power source as above.



## Safety Symbols for This Machine

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

	Caution
	Caution, hot surface
	Caution, risk of having hands or arms caught
	Do not touch
	Do not throw into the fire
	Do not use the cleaner
	Keep out of reach of children



## Safety Information

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

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### Environments Where the Machine Can be Used

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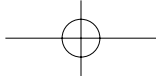
**⚠ WARNING:**

- *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.*

**⚠ 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.*
- *Do not obstruct the machine's vents. Doing so risks fire caused by overheated internal components.*



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## Handling Power Cords and Power Plugs

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**⚠ WARNING:**

- *Do not use any power sources other than those that match the specifications shown. 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.*
- *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.*

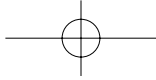
*If any of the above conditions exist, do not use the plug and consult your dealer or service representative. Use of the plug could result in fire or electric shock.*

*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.*

- *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.*

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**⚠ 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.*

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## Handling the Main Machine

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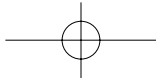
**⚠ WARNING:**

- *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.*

- *When replacing the Fusing Unit, turn the main power switch off and wait at least 30 minutes before proceeding with the replacement.*



- *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, 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 machine topples, or if a cover or other part gets broken, 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.*

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**⚠ 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.*
- *SP C340DN/C342DN weighs approximately 29 kg (64.0 lb.).*
- *When moving the printer, hold the handles located on both sides, and then lift it slowly. Lifting it carelessly or dropping it may cause an injury.*

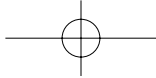
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## Handling the Machine's Interior

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**⚠ 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. 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.*



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**⚠ CAUTION:**

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- *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.*
- *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.*

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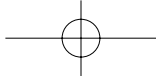
**Handling the Machine's Supplies**

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**⚠ WARNING:**

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- *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.*



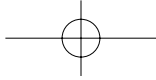
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**⚠ CAUTION:**

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- *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 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.*
- *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.*



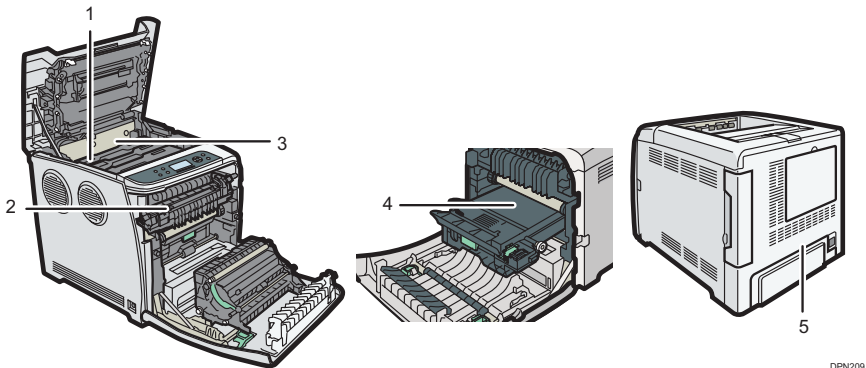


# Safety Labels of This Machine

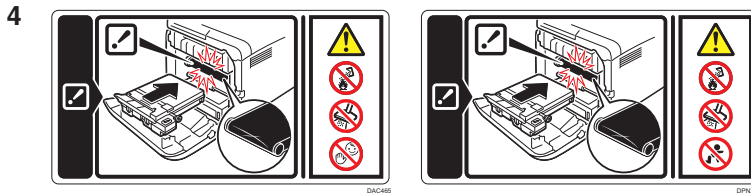
This section explains the machine's safety information labels.

## 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.



DPN209



Do not incinerate toner (new or used) or toner containers. Doing so risks burns. Toner will ignite on contact with naked flame.

Disposal should take place at an authorized dealer or an appropriate collection site. If you dispose of the used toner containers yourself, dispose of them according to local regulations.

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.



CE5503

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.



CBK008

Be careful not to trap your fingers when opening or closing the top cover.



DPN208

SP C340DN/C342DN weighs approximately 29 kg (64.0 lb.).

When moving the printer, use the inset grips on both sides, and lift slowly in pairs. The printer will break or cause injury if dropped.

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## Power Switch Symbols

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

- | : POWER ON
- ⏻ : STANDBY



## Other Information for This Machine

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### Laser Safety

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#### CDRH Regulations

This equipment complies with requirements of 21 CFR Subchapter J for class I laser product. This equipment contains four AlGaAs laser diodes, 775–791 nanometer wavelength for each emitter. The beam divergence angle is 25 degrees (minimum) and 36 degrees (maximum) in the vertical direction, and 7 degrees (minimum) and 12.5 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 11 milliwatt.

#### Caution:

- Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

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### Notes to Users in the United States of America

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#### FCC Requirements

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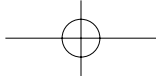
#### Note:

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 instructions, 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 connected.
- Consult the dealer or an experienced radio /TV technician for help.

#### Caution:

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



### Declaration of Conformity

This device complies with Part 15 of the FCC Rules.

Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference, and
- (2) this device must accept any interference received, including interference that may cause undesired operation.

Responsible party: Ricoh Americas Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

Product Name: Printer

Model Number: SP C340DN/C342DN

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### Notes to Users in the State of California (Notes to Users in USA)

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Perchlorate Material - special handling may apply, See [www.dtsc.ca.gov/hazardouswaste/perchlorate](http://www.dtsc.ca.gov/hazardouswaste/perchlorate)

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### Notes to Users in Canada

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#### Notes to Canadian Users of ICES-003 Conformance

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CAN ICES-3 (B)/NMB-3(B)

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#### Notes to Canadian Users of IC Rules

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Notes to users in Canada

This device complies with Industry Canada licence-exempt RSS standard(s).

Operation is subject to the following two conditions:

- (1) this device may not cause interference, and
- (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Remarques à l'attention des utilisateurs canadiens

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence.

L'exploitation est autorisée aux deux conditions suivantes :

- (1) l'appareil ne doit pas produire de brouillage, et
- (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.