SP C840 DN/C842 DN

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| For information not in this manual, refer to the HTML/PDF files on the supplied CD-ROM. | |



Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in this manual before using the machine.

1. 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.

Manuals List

| 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 | HTML manual |
| Extended Feature Settings | HTML manual | HTML manual |
| Security Guide | HTML manual | HTML manual |
| PostScript3 | HTML manual | HTML manual |
| Driver Installation Guide | PDF manual | 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

Power Source

220-240 V, 50/60 Hz, 10 A

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

- Manufacturer: Ricoh Co., Ltd.
 3-6 Nakamagome 1-chome, Ohta-ku, Tokyo. 143-8555, Japan
 Importer:
 - Ricoh Europe PLC 20 Triton Street, London. NW1 3BF, United Kingdom

Machine Types

Check the type of your machine before reading the manuals.

- Type 1: SP C840DN
- Type 2: SP C842DN

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

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.

2. Safety Symbols for This Machine

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

| | Caution |
|-------------------------|-------------------------------|
| \bigcirc | Prohibition |
| 0 | General mandatory action sign |
| | Do not touch |
| | Do not throw into the fire |
| | Do not use the cleaner |
| \mathbb{O}/\mathbb{O} | Keep out of reach of children |
| | Caution, hot surface |

3. Safety Information

When using this machine, the following safety precautions should always be followed. In this manual, the following important symbols are used:

A WARNING:

Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

A CAUTION:

Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

Environments Where the Machine Can be Used

A 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.

A 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.

Handling Power Cords and Power Plugs

A 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.

▲ 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

A 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 60 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.

A 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.
- The machine weighs approximately 85 kg (187.4 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.
- If the lower paper tray is installed, do not pull out more than one tray at a time when you are changing or replenishing paper or resolving paper jams. Pressing down forcefully on the machine's upper surfaces can result in malfunctions and/or user 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.
- Do not hold the control panel while moving the machine. Doing so may damage the control panel, cause a malfunction, or result in injury.
- Do not pull out paper trays while moving the machine. Doing so may damage the control panel, cause a malfunction, or result in injury.

Handling the Machine's Interior

A 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.

A 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.
- Some of the internal components of this machine might be fragile. When you remove jammed paper, do not touch the sensors, connectors, LEDs, or other fragile parts that are shown in the Troubleshooting manual. Doing so may cause malfunctions.
- 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.
- 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.
- 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.
- 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

A 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

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.

A CAUTION:

- Do not crush or squeeze toner containers. Doing so can cause toner spillage, possibly resulting in dirtying of skin, clothing, and floor, and accidental ingestion.
- Store toner (new or used), toner containers, and components that have been in contact with toner out of reach of children.
- If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.
- If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.
- If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.

• When removing jammed paper or replacing toner, avoid getting toner (new or used) on your clothing. If toner comes into contact with your clothing, wash the stained area with cold water. Hot water will set the toner into the fabric and make removing the stain impossible.

- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your skin. If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.
- 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.

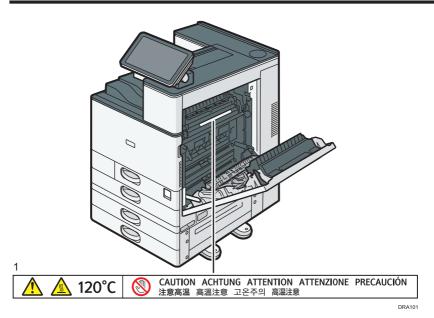
4. Safety Labels of This Machine

This section explains the machine's safety information labels.

Positions of AWARNING and ACAUTION labels

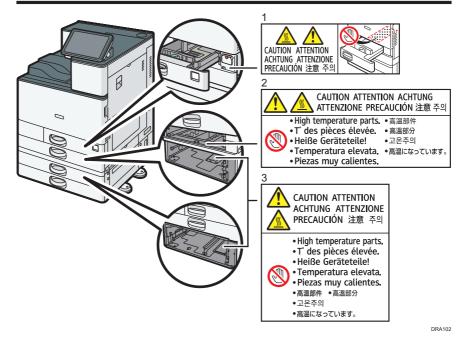
This machine has labels for \triangle WARNING and \triangle CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.

Main unit



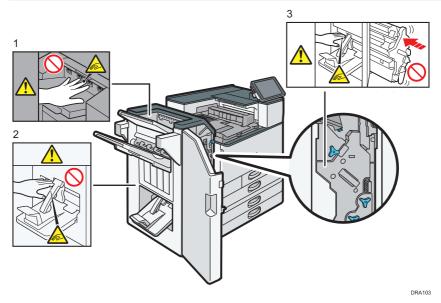
1.

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.



1, 2, and 3.

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.



1.

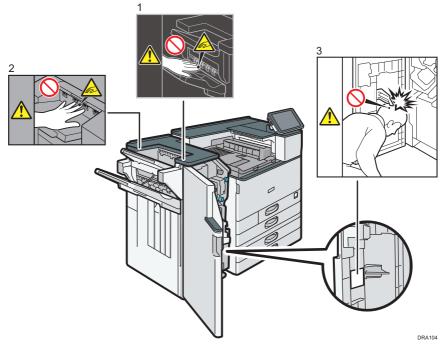
During operation, rollers for transporting the paper revolve. Take care not to touch rollers during operation. Otherwise, an injury might occur. 2.

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.

3.

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 SR3230



1 and 2.

During operation, rollers for transporting the paper revolve. Take care not to touch rollers during operation. Otherwise, an injury might occur. 3.

Be careful of the protruding parts when opening the front cover.

Symbols for Earth and Power Switch

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

- (1): Protective earth
- ⊥ : Earth
- POWER ON
- (): STANDBY

5. Other Information for This Machine

Laser Safety

This machine complies with the requirements of IEC60825-1:2014 for class 1 laser product. The machine contains four 4ch-Laser Diode Arrays (4ch-LDA). Laser diodes are AlGaInP, 657–663 nanometer wavelength for each emitter. The beam divergence angle is 16 degrees (minimum) and 25 degrees (maximum) in the vertical direction, and 7 degrees (minimum) and 13 degrees (maximum) in the horizontal direction, and laser beams are generated in Continuous Wave (CW) mode. Each 4ch-LDA has four light sources and the maximum output power of the light source is 17 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.

For Users in India

This product complies with the "India E-waste Rule 2011" and prohibits use of lead, mercury, hexavalent chromium, polybrominated biphenyls or polybrominated diphenyl ethers in concentrations exceeding 0.1 weight % and 0.01 weight % for cadmium, except for the exemptions set in Schedule 2 of the Rule.



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