

A4 Mono Printer and MFP

RICOH
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RICOH
P 310 311
M 320 320FB 320F

Copier Printer Facsimile Scanner



32 Monochrome
ppm

Stability and Performance

Ensure uninterrupted workflow with print-on-demand from anywhere functionality

Easy to change, long-lasting print cartridges

RICOH P 311 and M 320F offer an All-in-One print cartridge with a long-lasting 7,000 print yield. When you do need to replace the cartridge, there's no disruption to your workflow. Simply slot in the new one via the convenient full front-access design.



**Image shown is with optional tray*

Easy document sharing digitally

The feature-rich RICOH M 320F multi-function printer is made for easy sharing of all your important information. The 35-sheet Automatic Reversing Document Feeder (ARDF) allows you to scan and send a full-colour presentation to colleagues for review instantly via multiple Scan-to capabilities, including Scan-to-Email, FTP, Folder, USB drive and more.

Work from anywhere

Access and share all your documents even when not in the office via the RICOH Smart Device Connector app on your mobile device. Mopria® or AirPrint® lets you send print jobs directly to your RICOH printer from your mobile phone. Once you're back in the office, simply pair your Android® device via the Near Field Communications (NFC) tag on the printer to authenticate and transfer information and print.



Security is in our DNA

Recognising your need to keep your data secure, we've added robust security layers. Protect confidential documents from unauthorised viewing with the Locked Print function. Network encryption also ensures data transmission remains secure.

RICOH P 310 311 / M 320 320FB 320F

MAIN SPECIFICATIONS

| MODEL | RICOH P 310 311 | | RICOH M 320FB 320F | |
|---|--|---|---|---|
| GENERAL | | | | |
| Configuration | Desktop | | | |
| Technology | Laser (Mono) | | | |
| Function(s) | Print | | Print, Copy, Scan, Fax | |
| Display panel | 4-Line operation LCD | | 4.3" colour touch panel | |
| Processor | 350 MHz | | 400 MHz | |
| Memory | 128 MB | | 256 MB | |
| Mobile capability | RICOH Smart Device Connector, Apple AirPrint®, Mopria® | | | |
| Printer language | PCL5e, PCL6, PostScript 3 emulation | | | |
| Network protocol | TCP/IP | | | |
| Interface | Standard | 10Base-T/100Base-Tx (Ethernet), USB 2.0 Type A x 1— rear, USB 2.0 Type B— rear, NFC tag | | 10Base-T/100Base-Tx (Ethernet) USB 2.0 Type A x 2—1 x rear & 1x front, USB 2.0 Type B x 1— rear, NFC tag |
| | Optional | IEEE 802.11a/b/g/n/ac (Wireless LAN) and Wi-Fi Direct | | |
| Operating system | Windows® | Windows® 8.1, Windows® 10, Windows® Server 2012, Windows® Server 2012R2, Windows® Server 2016, Windows® Server 2019 | | |
| | Mac | Mac OS v10.10 - v11 | | |
| | Other | Linux | | |
| PRINTER | | | | |
| Duplex printing | Auto | | | |
| Print speed (A4) | 32 ppm (Simplex), 13 ppm (Duplex) | | | |
| First print out time | 7.1 seconds | | | |
| Warm up time | 26 seconds or less | | 30 seconds or less | |
| Print resolution | 600 x 600 dpi (Default), Windows®: 600 x 600 dpi, 1,200 x 600 dpi, 1,200 x 1,200 dpi MAC: 600 x 600 dpi Linux: 600 x 600 dpi, 1,200 x 1,200 dpi | | | |
| Average print volume | 700 - 5,800 pages | | | |
| Duty cycle | 35,000 pages/month | | | |
| COPIER | | | | |
| Copy speed (A4) | - | | Up to 32 ppm | |
| Document feeder type | - | | Automatic Reversing Document Feeder | |
| Document feeder capacity | - | | 35 sheets | |
| Resolution | - | | 300 x 600 dpi (ARDF), 600 x 600 dpi (Platen) | |
| Multiple copy | - | | Up to 99 | |
| Copy features | - | | Zoom Range: 25%-400%, Image density: 5 levels, Image quality: Text, Photo, Mixed, Combined Copy, Memory Copy, ID Card Copy, Series Copy | |
| SCANNER | | | | |
| Scan speed (A4 ARDF) | - | | Mono: 13 impressions/minute, Colour: 4.5 impressions/minute | |
| Resolution | - | | 300 x 600 dpi (ARDF), 19,200 x 19,200 dpi (Platen, PC TWAIN) | |
| Original size | - | | A4 | |
| Bundled drivers | - | | Network TWAIN, WIA | |
| Scan to | - | | Scan to email, Scan to folder, Scan to FTP, Scan to USB, TWAIN scanning | |
| FACSIMILE | | | | |
| Circuit | - | | PSTN, PABX | |
| Compatibility | - | | T.30 (ITU-T SuperG3) | |
| Resolution | - | | Horizontal: 200 dpi-8dots/mm, Vertical 100 dpi-3.85dots/mm, 200 dpi-7.7dots/mm | |
| Transmission speed | - | | 33.6 Kbps—2,400 bps with automatic shift down | |
| Compression method | - | | MH, MR, MMR | |
| Reception features | - | | Automatic, Paperless fax, Manual, Main scan auto reduction | |
| Other supported features | - | | Quick dial—8 (20 digits for name, 40 digits for numbers), Speed dial—100 (20 digits for name, 40 digits for numbers), Label registration for Quick/Speed, Redial—automatic or manual, Redial interval time—2 selections (5 minutes: default, 6 minutes), Only redial last number, Direct fax number entry | |
| SECURITY | | | | |
| Authentication | Locked Print | | | |
| PAPER HANDLING | | | | |
| Recommended paper size | A4 SEF, A5 SEF/LEF, A6 SEF, B5 SEF, B6 SEF, LG | | | |
| Paper input capacity | Standard | 250 sheets (Bypass: 50 sheets), Maximum: 300 sheets | | |
| | With optional paper tray | Paper Bank PB1130: 250 sheets, Maximum 550 sheets | | |
| Paper output capacity | 125 sheets | | 50 sheets | |
| Paper weight | 52 to 162 g/m ² | | | |
| ECOLOGY | | | | |
| Dimensions (W x D x H) | 370 mm x 392 mm x 262 mm | | 405 mm x 392 mm x 420 mm | |
| Weight | Less than 13.0 kg | | Less than 18.0 kg | |
| Power consumption (Max) | | | 1,025 W | |
| Ready mode | 63.8 W | | 65.7 W | |
| Energy saver (Sleep) | 0.72 W | | 0.87 W | |
| Power source | 220-240 V, 50/60 Hz, 4.3 Amps | | | |
| CONSUMABLES | | | | |
| AIO toner cartridges (K) (Extra high yield) | Black: Approx. 7,000 pages | | | |
| <i>Consumable yield measuring method ISO/IEC 19752 Shipped with Starter Toner that yield approximately (Black: Approx. 7,000 pages)</i> | | | | |
| OPTIONS | | | | |
| Interface | IEEE 802.11a/b/g/n/ac (Wireless LAN) and Wi-Fi Direct | | | |
| Optional paper tray | Paper Bank PB1130: 250 sheets | | | |

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