

A4 Mono Printer and MFP

**RICOH**  
imagine. change.

**RICOH**  
**P 311**  
**M 320F**

Copier  Printer  Facsimile  Scanner



**RICOH**  
**P 311**

**32** Monochrome  
ppm

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**M 320F**

**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 311 / M 320F

MAIN SPECIFICATIONS

MODEL	RICOH P 311		RICOH M 320F
<b>GENERAL</b>			
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	
<b>PRINTER</b>			
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		
<b>COPIER</b>			
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	
<b>SCANNER</b>			
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	
<b>FACSIMILE</b>			
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	
<b>SECURITY</b>			
Authentication	Locked Print		
<b>PAPER HANDLING</b>			
Recommended paper size	A4 SEF, A5 SEF/LEF, A6 SEF, B5 SEF, B6 SEF, LG, Mexican Oficio, Indian Legal, Envelopes, Australian Foolscap		
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 <sup>2</sup>		
<b>ECOLOGY</b>			
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		
<b>CONSUMABLES</b>			
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>			
<b>OPTIONS</b>			
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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