A4 Mono Printer and MFP

RICOH
P 311
M 320F

☑Copier ☑Printer ☑Facsimile ☑Scanner

RICOH
imagine. change.

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
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		-	600 x 600 dpi (ARDF), 1,200 x 1,200 dpi (Platen), 19,200 x 19,200 dpi (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, 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/m²	
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 (Asia Pacific), 920 W (Taiwan)	
Ready mode		63.8 W (Asia Pacific), 64.9 W (Taiwan)	65.7 W (Asia Pacific), 65.7 W (Taiwan)
Energy saver (Sleep)		0.72 W (Asia Pacific), 0.66 W (Taiwan)	0.87 W (Asia Pacific), 0.8 W (Taiwan)
Power source		220–240 V, 50/60 Hz, 4.3 Amps (Asia Pacific), 110 V, 60 Hz, 8.5 Amps (Taiwan)	
CONSUMABLES			
AIO toner cartridges (K) (Extra high yield)		Black: Approx. 7,000 pages	
Consumable yield measuring method ISO/IEC 19752 Shipped with Starter Toner that yield approximately (Black: Approx. 7,000 pages)			
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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WiFi CERTIFIED mopria Works with Apple AirPrint RICOH RICOH @Remote