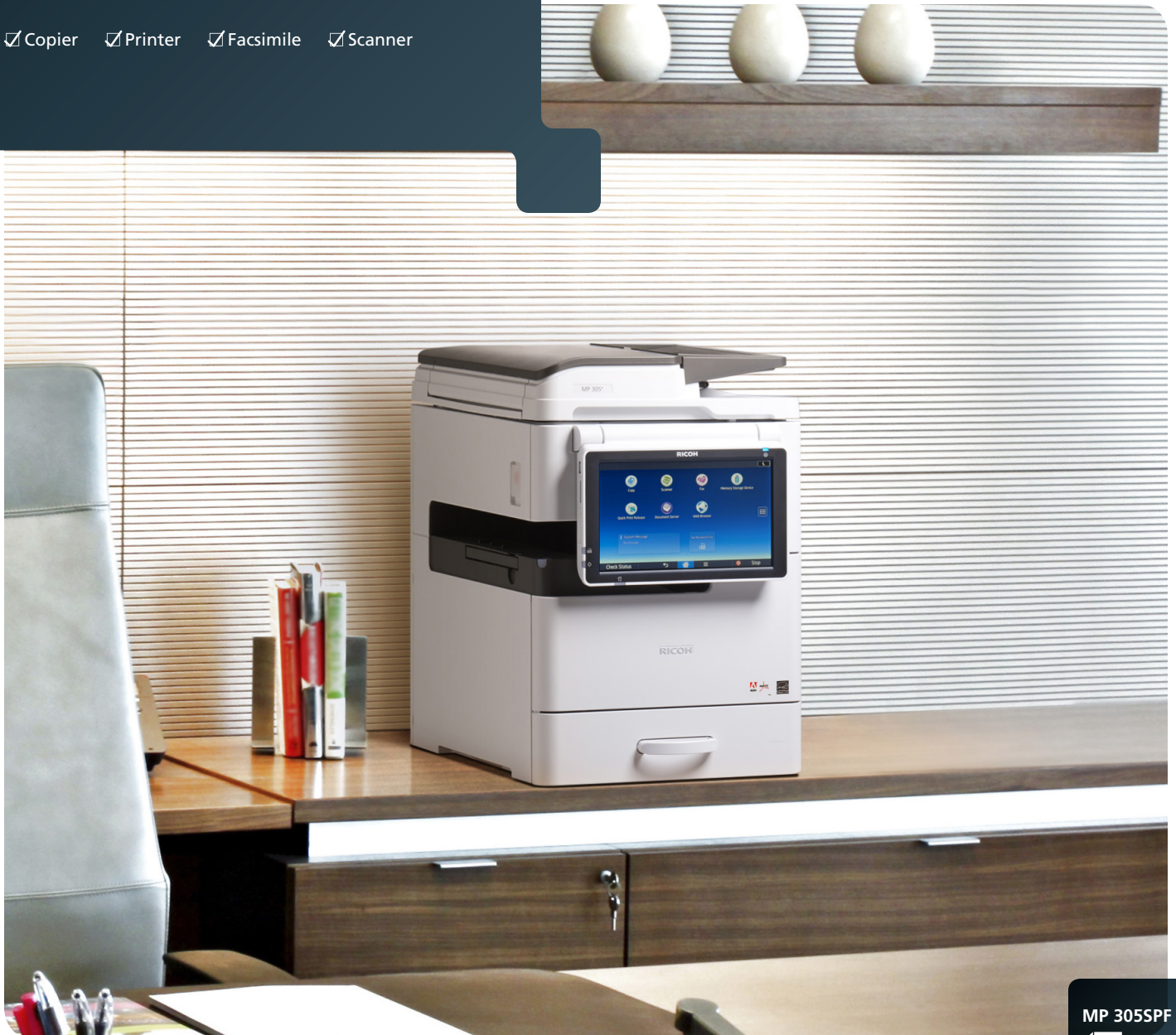**Multifunction B&W**

RICOH
MP 305SPF

☑ Copier ☑ Printer ☑ Facsimile ☑ Scanner

RICOH
imagine. change.

MP 305SPF

30 ppm monochrome

Manage every job, big and small, from your desktop

Your office has so much information flowing through it, you might wonder if you can get to it all. Reach any audience faster with your best ideas when you use the revolutionary RICOH® MP 305SPF. This compact, versatile digital multifunction device (MFP) comes standard with innovative features so you can perform every task from the convenience of your desktop. Print, copy, scan and fax critical information — even legal sized and 11" x 17" spreadsheets, schematics and more — from an easy-to-use, all-in-one device. Forget about running down the hall searching for specialized devices. With our new Workstyle Innovation Technology, you can run everything from the extra large, easy-to-use control panel and simplify workflows, set shortcuts and toggle between jobs and tasks with a single touch, flick or swipe.

- Print and copy up to 30 black-and-white prints/copies per minute
- Produce letter, legal and ledger-sized output with ease from a single device
- Customize settings and workflows to perform more tasks in fewer steps
- Be productive on the go with mobile printing, scanning and more
- Reduce operating costs with energy-saving features
- Avoid distractions with a compact device designed with a low-noise operation mode

Go small and expand your productivity

Share more information, more ways

Make a bigger impact

Every day brings something different. Who says you need different devices to get it done? Use the RICOH MP 305SPF for both ledger and letter-size (A3 and A4) printing, scanning, copying and faxing. When you need to share larger documents — such as spreadsheets, schematics, posters and more — simply run legal or 11" x 17" paper stock through the document feeder and bypass tray. Save yourself from making additional investments in specialized devices and optional features. Almost everything comes standard, so you can perform every task from a single desktop device and save time, hassles and budgets. Take advantage of other unique oversize sheet features, such as Auto Paper Selection, Cover/Chapter/Slip Sheets or Stamps/Numbering/ Image Editing, to expand what you can do even more.

Reach for more information

You may not notice the RICOH MP 305SPF, but its impact will be obvious. With a compact footprint, you can place it in any environment — from construction trailers to executive offices to reception counters and from schools to healthcare centers to courtrooms — with ease. Use the device to extend your reach and share information with anyone at any time without leaving your desk. The MFP's network ports are located in the back of the device and neatly covered to avoid a tangle of unsightly wires. Best of all, you can select Silent Mode to help reduce noise. After all, you want an MFP to help you simplify your workload, not interrupt it.

Be free, work where you please

You need an MFP that stays out of the way, but works even when you're out of the office. Use your smartphone, laptop or tablet to print to the device without utilities, software or drivers. You can even grab information stored in Cloud applications. Or, you can carry the information with you. Scan or save it on a USB memory or SD card and insert it into a slot on the MFP control panel to access, preview and print files at your convenience. Need to print from your office workstation? Use RICOH's Device Software Manager to download the MP 305SPF print driver to your PC in moments.

Bring all-in-one performance closer

Find customized control at your fingertips

Get familiar with faster, easier workflows. Get familiar with Workstyle Innovation Technology. Even though the device is small, it includes an oversized 10.1"-wide Super VGA Smart Operation Panel so you can toggle between tasks and jobs effortlessly with the same flick-and-pinch, drop-and-drag and swipe scrolling you use on your smartphone or tablet. There are no hardwired keys. Simply touch the all-digital operation panel to expedite every job, every time. Customize the step-skipping one-touch smart apps you want displayed on the intuitive user interface. For example, you can tap an iconic scan app to access a wide range of productivity-boosting optional software applications directly. Plus, you can choose your own widgets and check system settings and other capabilities easily from the Home Screen.

A new way to work

With our Workstyle Innovation Technology, you can accomplish more — while working less. Use the information you already have to create customized automated workflows, simplify everyday tasks for your mobile workforce and access information easily from the Cloud. For example, if you know you need to scan and send a weekly billing report, simply create its own workflow that can be run from a single touch or swipe on the Home Screen. Skip unnecessary manual entry steps attempting to find the right keys and destinations. It takes only a single click to return to where you started to begin the next job.

Automate everyday tasks

Why are you doing all the work? Here's an idea — let the RICOH MP 305SPF handle the lion's share of everyday tasks so you can move on to your next great idea. When scanning documents with the MFP, take advantage of the OCR option and place metadata on images and PDF files for easier searching and retrieval later. Choose from a wide range of scan-to options and plug-and-play third-party software options to send black-and-white or color images to anybody digitally in moments. Working with cumbersome two-sided forms like drivers' licenses or health insurance cards? With ID Card Copy, you can copy both sides onto one side of a sheet of paper in a single pass to save time and paper.
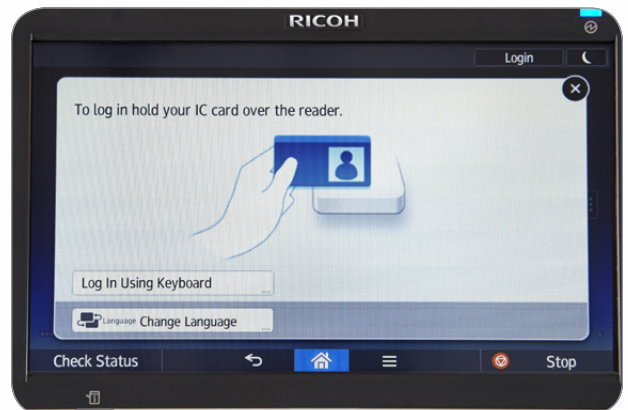
Faster, more secure collaboration

Be productive and stay accountable

You have more information to share, but even less time to do it. Work quickly with the RICOH MP 305SPF. Print or copy up to 30 black-and-white pages per minute, with paper capacity up to 760 sheets, and complete more jobs with fewer delays, hassles and reloads. Reduce time-consuming and repetitive tasks with a Document Server that stores up to 3,000 frequently used documents right at the device. Even maintenance is fast and easy. You can replace toner in moments without training or IT support. Ready for those large 11" x 17" sized prints? Print your schematics, floorplans, spreadsheets and even posters by feeding the paper at the Bypass Tray and using one-touch controls on the user interface. The Bypass Tray features a compact, double-hinge design so you can save valuable desk space.
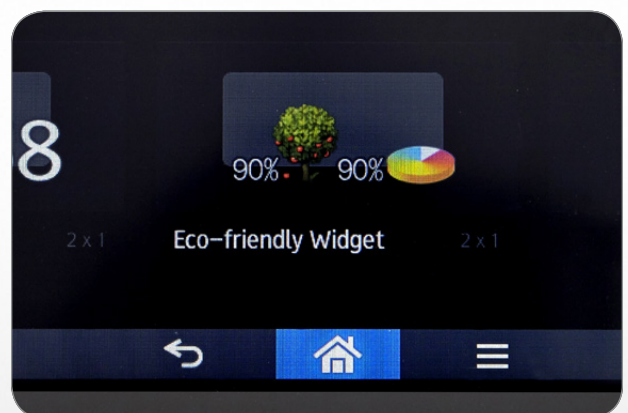
Deliver with confidence

You might be a risk-taker. But you don't have to risk everything. Protect yourself with user authentication via the optional NFC Card Reader. Restrict access to MFP functions to authenticated users. Track users and set quotas to curb excessive printing. You can also attach billing codes for every user, workgroup and project. For example, a law firm can set up a billing code to track tasks and document costs for specific court cases. Take advantage of encryption on the standard 320 GB hard disk drive to secure stored data. You can also use the DataOverwriteSecurity System (DOSS) to destroy latent images on the hard drive.

Make savings sustainable

Take advantage of multiple eco-friendly features to reduce operating costs. Set default duplex printing to print on both sides of documents and use less paper. Nobody knows your schedule better than you do. Enable the RICOH MP 305SPF to power on or off automatically to match your schedule, whether you're gone for the day or just for lunch. With Typical Electricity Consumption (TEC) of 1.2 kWh/week, we designed the MFP to meet EPEAT® Silver* criteria and ENERGY STAR® certifications.

*EPEAT rating is applicable only in the USA.

To view detailed features of our multifunction products online go to www.ricoh-usa.com/products

Expand what you can do in a smaller footprint

1. Smart Operation Panel: Copy, print, scan and fax with unprecedented speed and ease via customized one-touch smart applications to frequently performed tasks on the 10.1"-wide, tiltable Super VGA Smart Operation Panel.

2. Automatic Reversing Document Feeder (ARDF): Feed one- or two-sided hardcopy originals, even 11" x 17" sizes, into the standard 50-Sheet ARDF and use copy, scan or fax functions to share them with audiences anywhere in moments.

3. Bypass Tray: Place up to 10 large-sized sheets of paper, up to 11" x 17" (A3), in the Bypass Tray to print, copy, scan and fax schematics, floor plans, posters and more from your desktop.

4. Document Server: Store up to 3,000 frequently used documents on the MFP's hard drive, so you have the latest versions readily available when you need them most. Store the documents in up to 200 shared or passcode-protected personal folders for added document security.

5. User Authentication: Embedded software for Near Field Communication (NFC) user authentication comes standard on the MP 305SPF. With the optional NFC Card Reader, users can quickly authenticate via NFC-enabled proximity cards.

6. Optional PB1090 Paper Feed Unit: Increase paper capacity to 760 sheets with the inclusion of an optional 500-Sheet Paper Tray and maintain uptime for extended runs.

Mobile Printing and Scanning: Download the RICOH Smart Device Connector app and print from your smartphone, tablet or laptop wherever you are when connected to the same network as the MFP.

Simplify workflows with Workstyle Innovation Technology

1

3

2

4

1 Widgets: Add widgets to the home screen to view the date and time, amount of toner, system messages, incoming fax notifications, environmental and other settings, so you have the information you need at a glance for faster, smarter decisions.

2 Quick Copy: Navigate through the copy process with ease using flick-and-touch gestures. Simply choose this feature from the screen and follow the intuitive steps to print with the exact specifications you need.

3 Quick Fax: Search for fax recipients in moments by flicking through your address book. You can enter new fax contacts via a convenient soft keypad on the screen. Preview the fax prior to transmission for accuracy.

4 Do you prefer Ricoh's legacy user interface? Just select it from the Smart Operation Panel and all the familiar controls for copy, print, scan and fax will be at your fingertips.

Icons and Folders: Create icons for one-touch workflows for frequently used tasks. Then, organize them in folders for fast, easy access when you need them.

Web Browser: Access websites directly from the MFP with similar speed and functionality as you'd expect from a personal mobile device. Convert a web page into hard copy documents in seconds.

Wallpaper: Customize your wallpaper to fit your preferences. Choose between pre-loaded options or download your own image.

Quick Scan: Forward scanned documents via email by selecting addresses directly from your address book. You can even preview the document for accuracy by scrolling in close when necessary.

RICOH MP 305SPF

SYSTEM SPECIFICATIONS

Engine/General Specifications

Configuration	Desktop Multifunctional Printer (MFP)
Scanning Element	One-dimensional solid scanning through CIS
Printing Process	Dry two-component magnetic brush development system
System Memory	2 GB (RAM) standard
Output Speed (Copy/Print)	Up to 30 ppm (Letter) Up to 15 ppm in Silent Mode
First Copy Time	4.9 seconds or less
Recovery Time to Product Ready Mode	Less than 27 seconds (from Main Power switch on) Less than 12 seconds (from Sleep Mode)
Copy Resolution	600 x 600 dpi
Grayscale	256 levels
Image Density	Manual (9 levels)
Multiple Copies	Up to 999
Document Feeder (Standard)	Automatic Reversing Document Feeder (ARDF)
Original Capacity	50 sheets (ARDF)
Paper Sizes	Standard Tray: 4" x 6" to 8.5" x 11" (A6 – A4) Optional Tray: 5.5" x 8.5" to 8.5" x 11" (A5 – A4) Bypass Tray: 4" x 6" to 11" x 17" (A6 – A3) Duplex Unit: 5.5" x 8.5" to 11" x 17" (A5 – A3)
Paper Weights	Standard Tray and Duplex Unit: 16 – 28 lb. Bond (60 – 105 g/m²) Optional Tray: 16 – 43 lb. Bond (60 – 162 g/m²) Bypass Tray: 14 – 43 lb. Bond (52 – 163 g/m²) Exposure Glass: Up to 8.5" x 11"
Input Capacity	Standard: 250 sheets + 10-Sheet Bypass Tray Optional: 500 sheets x 1 Tray
Output Capacity	100 sheets
Paper Types	Plain, Recycled, Colored, Letterhead, Preprinted, Bond, Card Stock, Prepunched, Special, Back Copied, OHP (Transparency)*, Envelopes*, Label Stock*
Auto Duplex	Standard
Zoom	25% to 400% in 1% increments
Preset Reduction and Enlargement Ratios	25%, 50%, 65%, 73%, 78%, 85%, 93%, 100%, 121%, 129%, 155%, 200%, 400%
Dimensions (WxDxH)	13.78" x 19.41" x 19.88" (350 x 493 x 505 mm) – includes ARDF
Weight	70.55 lbs./32 kg.
Power Requirements	120–127V, 60Hz
Power Consumption	Less than 1.18 kW (max.) Sleep Mode – 0.78 W
TEC**	1.2 kWh/week
Standard Features	ID Card Copy, Poster Copy, Photo/Text/Pale/ Generation Copy Modes, Auto Paper Selection, Auto Tray Switch, Book/Series/Combine Copy, Shift/Erase/Margin Adjustment, Cover Sheet/Chapter/Slip Sheets, Image Rotation, Electronic Sort, Image Creation, Stamps/Numbering, Job Programs (25), User Codes (8 digits, 1,000 Personal Codes), Interrupt Copy, Auto Start, Job Preset, Sample Copy, Auto Off Timer, Energy Saver/Panel Off/System Reset Timer, Import/Export of Preference Settings, Login/Logout Button, Centralized Address Book Management, Tilt Operation Panel, Document Server, Remote Operation Panel, External USB Keyboard Support, Simplified Display

*Bypass Tray only.

**Typical Electricity Consumption by ENERGY STAR® program.

Printer Specifications (Standard)

CPU	RM7035C – 533L MHz
Memory Capacity	2 GB RAM
Hard Disk Drive	320 GB HDD
Page Description Languages	Standard: PCL5e/6, Genuine Adobe® PostScript®3™/PDF Option: XPS Direct
Maximum Print Resolution	600 x 600 dpi
Standard Interfaces	Ethernet (RJ-45 network port: 10Base-T/100Base-TX/1000Base-T), USB 2.0 Type A x 2, SD
Network Protocols	TCP/IP (IPv4, IPv6)
Fonts for PCL 5e/6	Scalable 45 fonts, 6 Bit-mapped + 13 international
Fonts for PS3	136 Roman fonts
Network Operating Systems	Windows Vista/7/8/8.1/Server 2003/Server 2003 R2/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2; UNIX for Sun Solaris/HP-UX/SCO OpenServer/Red Hat Linux; IBM AIX; Citrix Presentation Server 4.5/Citrix XenApp 5.0; Mac OS X v10.7 or later; SAP R/3; NDPS Gateway; IBM iSeries/AS400 using OS/400 Host Print Transform
Utilities	Device Software Manager, Web Image Monitor, @Remote, Device Manager NX
Other Printer Features	Poster Print (PCL 6 driver only), Sample/Locked/Hold/Scheduled/ Stored Print, Store and Print, PDF Direct Print, Mail to Print, Classification Code, Bonjour Support, Windows Active Directory Support, DDNS Support, PCL Resident Font Adoption, Tray Parameter Change, Universal Driver, XPS Support, WS Printer, Media Direct Print (Print from USB/SD), Banner Page Print, Auto Job Promotion

Scanner Specifications (Standard)

Scanning Speed	30 ipm @ 300 dpi Full Color or B&W (LT)
Scanning Resolution	100 to 600 dpi
Auto Size Detection	Platen: 8.5" x 11" (LEF) ARDF: 5.5" x 8.5" – 11" x 17"
Scan Area	Main: 11.69" (297 mm) Sub: 8.5" (book)/49.6" (ARDF 216/1260 mm)
Compression Method	B&W: TIFF (MH, MR, MMR, JBIG2), Grayscale Full-Color: JPEG
Scan Mode	B&W: Text, Text/Line Art, Text/Photo, Photo, Grayscale Full-Color: Text/Photo, Glossy Photo, Auto Color Select
Standard Interfaces	Ethernet 10Base-T/100Base-TX/1000Base-T
File Formats	Single/Multi Page TIFF, Single/Multi Page PDF, Single/Multi Page High Compression PDF and Single/Multi Page PDF/A; Single Page JPEG
Scan Modes Supported	Scan-to-USB/SD, Scan-to-Email (POP, SMTP); Scan-to Folder (SMB/FTP/URL); Scan-to-Digitally Signed PDF/Searchable PDF/PDF/A w/OCR Option, Network TWAIN Scanning; WS-Scanner
Standard Features	Auto Density Selection, Image Rotation, SADF/Batch Mode, Mixed Size Mode, Reduce and Enlarge, Split Scan from Booklet, LDAP Support, Preview Before Transmission, PDF Encryption, Drop Out Color Send, Universal Send (Simultaneous Fax & Scan), Distributed Scan Management

Fax Specifications (Standard)

Type	ITU-T (CCITT) G3
Circuit	PSTN, PBX
Resolution	200 x 100 dpi, 200 x 200 dpi
Modem Speed	33.6K – 2,400 bps with Auto Fallback
Compression Method	MH, MR, MMR, JBIG
Scan Speed	Approximately 23 pages/minute (LT)
Transmission Speed	Approx. 2 seconds/page (JBIG)
Memory	4 MB (approx. 320 pages)
Memory Backup	1 hour
Quick/Speed Dials	2,000 numbers
Group Dials	100 groups (max. 500 numbers per group)
User Function Key	3 keys
Standard Features	Detection of Misplaced Documents, Double Check Destination Address, Direct SMTP, Fax Forward to Email/Folder, Internet Fax (T.37), IP Fax (T.38), LAN Fax, Paperless Fax, LDAP Support, Universal Send (Simultaneous Fax & Scan), Remote Fax, Fax Output Timer, Smoothing, User Codes (1,000), Energy Saver, Image Rotation

Paper Feed Unit PB1090 (Option)

Paper Size	5.5" x 8.5" to 8.5" x 11" (A5 - A4)
Paper Weight	16 – 43 lb. Bond (60 – 162 g/m²)
Paper Capacity	500 sheets x 1 Tray
Dimensions (WxDxH)	13.78" x 18.11" x 5.51" (350 x 460 x 140 mm)
Weight	13.23 lbs. (6 kg.)

Additional Options

XPS Direct Print Option Type M15, Fax Connection Unit Type M15, NFC Card Reader Type M15, OCR Unit Type M13, Data Overwrite Security Unit Type I, Copy Data Security Unit Type G, SD Card for Fonts Type D, Unicode Font Package for SAP, Optional Counter Interface Unit Type M12, Cabinet Type H, XG-PCS-15D Power Filter, ESP AC1 Power Filter

Security

HDD Data Overwrite Security, Network User Authentication (Windows/LDAP/Basic/User Code/802.1x Wired), Encryption (Address Book/Password/SSL/S/MIME/IPSec/HDD/SMTP over SSL/TLS/Transport Layer Security/SSH), IP Address Filtering, Copy Guard Security, Secure Print, Encrypted Secure Print, Encrypted PDF Mode, Digitally Signed PDF, Quota Setting

Some security features may require additional options.

Consumables*

	Yield	Part #
Print Cartridge Black	9,000 yield	842141

*Toner yield is based on 6% coverage (LT/A4).

For maximum performance and yield, we recommend using genuine Ricoh parts and supplies.

Specifications are subject to change without notice.

Some features may require additional options.

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