

Desktop B&W Multi Function Printers

**RICOH**  
**SP 311DN**  
**SP 311DNw**  
**SP 311SFN**  
**SP 311SFNw**

✔ Printer ✔ Copier ✔ Scanner ✔ Fax

**RICOH**  
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SP 311DN(w)

28 B/W  
ppm

SP 311SFN(w)

28 B/W  
ppm

# Fast, compact monochrome all-in-one printers with low energy consumption

Small, smart and energy-efficient, the SP 311DN(w)/SP 311SFN(w) are designed to impress. Compact enough to fit unobtrusively on a desk, these innovative B/W A4 laser printers will astound you with their speed and efficiency. The devices are easy to operate and simple to maintain. Their energy consumption is very low. And they incorporate a host of environmentally-responsible features such as Energy Saver mode and automatic duplex to lower your carbon footprint. In short, if you're looking for fast, compact, energy-efficient, versatile black and white printers, you'll find them in the SP 311DN(w)/SP 311SFN(w).

- Simple, full-front operation and easy maintenance
- Built-in network card
- PCL support (all models) & WiFi (SP 311DNw/SP 311SFNw)
- Short warm-up time and fast print speed
- Low running costs with energy-saving features



# Save costs while increase productivity

## Budget-friendly and highly productive

The long-lasting, high-yield, all-in-one toner cartridge gives you an attractive cost per print. Along with a low hardware price, the SP 311DN(w)/ SP 311SFN(w) are therefore affordable investments for cost-conscious offices. These devices are also extremely productive. They only take 26 seconds to warm up and speed along at a fast 28 pages per minute. Automatic duplex further improves productivity – and saves paper too.

## Easy to use

Full-front operation is straightforward as all the devices feature just a few buttons. The SP 311SFN(w)'s 4-line display provides clearly legible instructions, and replacing the cartridge is also easy. The multi-function models SP 311SFN/SP 311SFNw allow you to print at a resolution of 1,200 dpi and scan in high-resolution colour. You can also send scans to email, folder or FTP and copy both sides of an ID card onto one side of paper. For all models the standard tray takes up to 250 sheets while the 50-sheet bypass tray can be used as second paper tray.



## Simple to connect

With standard USB 2.0 and a built-in Network Interface Card (all models), plus WiFi possibilities (SP 311DNw and SP 311SFNw), these devices will fit neatly into your existing network. You can send each job to the most appropriate network machine. That way, you get the best value from each of your output systems. Fax quickly and efficiently (SP 311SFN/SP 311SFNw) with PC Fax and Super G3 Fax capabilities.

## Environmentally responsible

Lower your environmental impact with features such as short warm-up time, sleep mode, automatic duplex printing, Energy Saver mode, and low Typical Electricity Consumption. In addition, these devices are Energy Star compliant. This means less CO2 is produced in providing the energy needed to run them.



# RICOH SP 311DN/SP 311DNw/SP 311SFN/SP 311SFNw

## MAIN SPECIFICATIONS

GENERAL		4 in 1		Single Function	
		SP 311SFN	SP 311SFNw	SP 311DN	SP 311DNw
Type		Desktop			
Technology	Print Engine	Electrophotographic			
	Scanning Method	CIS			
Operation Panel		4 line LCD			
Printing Speed A4		Up to 28 ppm			
First Print Speed		Less than 8 sec			
Warm-up Time		Less than 30 sec			
Processor		360 MHz			
Memory (Standard / Max)		128 MB / 128 MB			
Printing Resolution		1200 x 600 dpi / 600 x 600 dpi			
Duplex Printing		Auto			
Host / Network Interface (Standard)		USB2.0 / 10BASE-T/100BASE-TX Ethernet	USB2.0 / 10BASE-T/100BASE-TX Ethernet / IEEE802.11b/g/n	USB2.0 / 10BASE-T/100BASE-TX Ethernet	USB2.0 / 10BASE-T/100BASE-TX Ethernet, IEEE802.11b/g/n
Network Protocol		TCP/IP (IPv4, IPv6), IPP			
Operating Systems		Windows XP/Vista/7/8, Server 2003/2008/2012 (32bit/64bit)			
Input capacity (A4/LT)	Standard Tray	250 sheets (80 g/m <sup>2</sup> )			
	Bypass tray	50 sheets (80 g/m <sup>2</sup> )			
Output capacity	Face down	Up to 50 sheets (A4/ LT or 80 g/m <sup>2</sup> )			
Input Paper Size	Standard Tray	A4, B5, A5, B6, A6, Legal, Letter, HLT, Executive, F, Foolscap, Folio, 16K Custom size: Min. 100 x 148 mm, Max. 216 x 356 mm			
	Bypass Tray	A4, B5, A5, B6, A6, Legal, Letter, HLT, Executive, 16K Envelope: #10, Monarc, C5, C6, DL Custom size: Min. 90 x 140 mm, Max. 216 x 356 mm			
Media Type	Standard Tray	Plain Paper, Recycled Paper, Thick Paper, Thin Paper			
	Bypass Tray	Plain Paper, Recycled Paper, Thick Paper, Thin Paper			
Paper Weight	Standard Tray	52-162 g/m <sup>2</sup>			
	Bypass Tray	52-162 g/m <sup>2</sup>			
	Duplex	60-105 g/m <sup>2</sup>			
ADF	Capacity	35 sheets			
	Original Size	Min. 139.7 x 139.7 mm / Max. 215.9 x 355.6 mm			
Power	US version	220-240V, 50/60Hz			
Dimension (WxDxH)		405 x 392 x 390 mm			
Weight (All-in-one Cartridge incl.)		17.5 kg			
<b>CONSUMABLES</b>					
Starter Toner		Approx. 1,000 pages			
High Yield Toner		Approx. 3,500 pages			
Low Yield Toner		Approx. 2,000 pages			
*Conditions 1) ISO/IEC19752 is used to measure the above toner yield. 2) The condition is standard temperature and humidity. 3) This yield number may change depending on the circumstances and printing conditions.					
Duty Cycle		Less than 20,000 Pages/Month			
Recommended Monthly Print Volume		Average: 700 pages/month Maximum: 3,300 pages/month			
<b>ECOLOGY</b>					
Power Consumption	In Active	890W or less			
	Standby	50W or less			
	Sleep	5W or less			
<b>COPIER</b>					
First Copy Speed		Less than 8 sec			
Maximum Original Size	Platen	A4 (210 x 297mm) / Letter (215.9 x 279.4mm)			
	ADF	Legal (215.9 x 355.6mm) / A4 (210 x 297mm) / Letter (215.9 x 279.4mm)			
Copy Speed		Up to 28 cpm			
Multiple Copy		Up to 99			
Resolution (Flatbed / ADF)		600 x 600 dpi / 600 x 300dpi			
Reduction / Enlargement		25% to 400% in 1% increments			
Image Density Adjustment		Yes, Manual only: 5 levels			
Copy Mode (Image Quality Mode)		Text / Photo / Mixed			
Auto Duplex Copy		Yes			
Combine Copy		2 in 1, 4 in 1 (ADF only for A4/LT)			
ID Card Copy		Yes			
<b>SCANNER</b>					
Color / Mono		Colour			
Optical Resolution		1200 x 1200 dpi			
Mechanical Resolution		100x100dpi - 600x600dpi			
Scan Modes/ Speed (A4, 300dpi, USB2.0)		ADF: (B/W, Gray Scale) Less than 5 sec (Colour) Less than 10 sec Platen: (B/W, Gray Scale) Less than 5 sec (Colour) Less than 10 sec			
Maximum Original Size	Platen	Width max: Up to 216mm, Length max: Up to 297mm			
	ADF	Width max: Up to 216mm, Length max: Up to 356mm			
Scan Depth (Input/ Output)		16 bit color processing/ 8 bit color processing			
TWAIN Compliant		TWAIN			
Scanner Utilities & Drivers		TWAIN Driver			
Scan to Email		Yes			
Scan to Folder		Yes			
Scan to FTP		Yes			
Scan to USB Memory		N/A			
<b>FAX</b>					
Fax Type		G3, PC fax - Transmission only			
Fax Circuit		PSTN, PBX			
Communication Mode		T.30			
Document Size	ADF	Width: 139.7-215.9mm, Length: 139.7-355.6 mm			
	Platen	Width max: 216 mm, Length max: 297 mm			
Maximum Scanning and Printing Size		Max. 215.9 mm			
Resolution		100 x 200 dpi - 8 x 3.85 lines/mm			
		200 x 200 dpi - 8 x 7.7 lines/mm			
Scanning Speed		Less than 5 sec			
Fax Modem Speed		2,400 bps - 33.6 Kbps			
Fax Transmission Speed		Approx. 3sec			
SAF Memory		100 pages (ITU No.1 chart, Compression: MMR, Resolution: Standard)			
Memory Backup		Yes (Flash memory)			
One Touch Dial		8 locations			
Speed Dial		200 locations			
Contrast Control (Density)		Manual - Light/ Normal/ Dark			
Serial Broadcasting		100 numbers			
Automatic Redial		5/4/3/2 times after 5 minutes (Default 5 times)			
Auto Answer		3 - 5 rings (Default 3 rings)			
Fax Modes	Transmission	Immediate, Memory			
	Reception	Automatic, Manual, Substitute			
Other Supported Features		Book fax, Called Subscriber Identification (CSI), Direct fax number entry, Error correction mode, Image reduction, Page retransmission, Smoothing, Transmit Terminal Identification (TTI), Time indicator (clock)			

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