RICOH MP C306

Copier  Printer  Facsimile  Scanner
Put productive performance within your reach

You have important information that can help your business. You even know who you need to share it with. But can you get it to them when it’s still relevant, and in the format they prefer? Use the RICOH® MP C306 to simplify how you manage information — whether you’re printing, copying, scanning or faxing — so you can work faster and be more productive. Take advantage of its large, intuitive touchscreen to toggle between jobs with a single swipe. Print up to 8.5” x 14” documents in compelling color from your smartphone. Create iconic shortcuts for one-touch workflows. Help protect your work with user authentication, user codes, encryption and more. Best of all, it’s all within your reach. Because this versatile MFP has one of the smallest footprints in its class, you can place it anywhere and move as freely as your information does.

- Print up to 31 black-and-white or full-color prints/copies per minute
- Complete more jobs using less space
- Use your personal mobile device to print any time
- Move from one task to the next with a single touch
- Help protect information while preserving energy and reducing operating costs
Simplify big workflows in small spaces
Bring your best ideas closer to your audience

Transition from one job to the next quickly
You're short on time, not on things to do. So what are you waiting for? Use the Ricoh MP C306 to get information to the right people at the right time so they can help your business thrive. Get started quickly with first-print times of only 7.2 seconds. Print up to 31 color pages per minute to handle almost any type of project with ease. Load up to as many as 1,350 sheets of various-sized and different types of media for fewer interruptions. Administrative tasks are just as easy. You can automate meter reads, change system settings, update firmware and more from the desktop, so you can spend more time running your business and less time running to the MFP.

Streamline how you work with a single touch
Why hunt and peck with bulky keypads when you can use a touchscreen with a similar look and feel as your personal mobile device? The Ricoh MP C306 has a 10.1" wide Super VGA Smart Operation Panel to let you copy, print, scan or fax with an interface similar to your tablet or smartphone. Tap to start an app. Drag and drop to change icon layout. Flick to scroll through pages, such as a listing of email addresses. Do you prefer our legacy Ricoh interface? No problem. You can still use it. We simply replaced the hard keys with a soft keypad.

Collaborate wherever you are
When it comes to being productive, you're not out of luck just because you're out from behind your desk. Print directly from your smartphone, tablet or notebook and pick up the output at the Ricoh MP C306 at your convenience. You can also access information on the go and eliminate the hassle of carrying or searching for hard copies. Simply access the documents directly at the device via the embedded Document Server when you're ready to print or send them. Or, you can use a USB flash drive or SD card to carry the information with you and plug it in to the MFP to print or share the documents.

Use less energy to save more
You work hard enough. You shouldn’t have to struggle to reduce energy costs too. The Ricoh MP C306 features a .64 W Sleep Mode to help reduce energy consumption. Don’t worry about it compromising productivity — the MFP can recover in only 10 seconds. With a low cost-per-page and class-leading* Typical Electricity Consumption (TEC), it supports your most aggressive sustainability goals. You can also program the device to power off after business hours and conserve energy. Concerned about noise when it’s in use? The MFP is designed to operate at a reduced sound level, making it ideal for even the smallest offices. Operating noise can be reduced even further by utilizing Silent Mode so you don’t disrupt others in the office. Plus, the system is ENERGY STAR® certified and meets EPEAT® Gold** criteria.

*From ENERGY STAR product list as of December 2, 2015.
**EPEAT rating is applicable only in the USA.
Get closer to simplifying your document tasks

You know better than anyone — a smaller office doesn’t mean smaller workloads. Take advantage of the compact Ricoh MP C306 to meet your most demanding everyday needs. Use it to copy, print, scan and fax in small or mid-size workgroups while minimizing energy consumption.

1 **Smart Operation Panel:** Navigate between jobs easily via the 10.1” wide Super VGA Smart Operation Panel, featuring USB/SD card slots and a customizable home screen to link to commonly performed jobs.

2 **Automatic Reversing Document Feeder (ARDF):** Handle one- and two-sided originals up to 8.5” x 14” for copying, scanning and faxing efficiently from the standard 50-Sheet ARDF.

3 **Document Server:** Keep information readily available and maintain version control by storing up to 3,000 frequently used documents on the MFP’s hard drive.

4 **User Authentication:** Embedded software for Near Field Communication (NFC) user authentication comes standard on the Ricoh MP C306. With the optional NFC Card Reader, users can quickly authenticate via NFC-enabled proximity cards.

5 **PB1080 Paper Feed Unit (Optional):** Add up to two 500-Sheet Paper Trays to increase paper capacity to 1,350 sheets and complete more jobs with fewer interruptions.

6 **Mobile Printing and Scanning:** By downloading the RICOH Smart Device Connector app, you can connect to the Ricoh MP C306 by simply touching your smart device to the NFC tag (for Android devices) or scanning the QR code (for iOS devices) on the Smart Operation Panel and automatically connect to the MFP. From there users can easily print, copy, scan or fax using preferences and contacts preconfigured in their smartphones and tablets.

7 **BN1020 One-Bin Tray (Optional):** Separate print and copy or copy and fax output for faster, easier document retrieval with a 100-Sheet One-Bin Tray.
Get in touch with faster, easier workflows

Use the 10.1” wide Super VGA Smart Operation Panel to perform everyday office tasks with speed and convenience, using the same drag-and-drop, pinch-and-flick and swipe scrolling you’re familiar with on your personal mobile device.

1 **Widgets**: Add widgets to the home screen to view the date and time, amount of toner, system messages, incoming fax notification, 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.
Manage every task, every day

Handle all your information from a single device

Information is swirling around your workplace. You’re tasked with figuring out what to do with it. Whatever you decide, you can use the Ricoh MP C306 to share it with key decision makers quickly and conveniently. Print letter- and legal-size documents and view them with coworkers exactly as intended. Make edits, scan it in full color and distribute it across the hall or around the world in seconds. Fax contracts to your clients. Copy your notes from an important meeting. With the optional One-bin Tray, you can even separate output by job, so you don’t have to sort through other prints and copies searching for your document.

Use customization and automation to work smarter

You have your own ideas about how to simplify your workday. Put them into action with the Ricoh MP C306. With the Smart Operation Panel, you can customize workflows to minimize repetitive tasks and unnecessary steps. Create easily identifiable icons for frequently run jobs so you don’t have to play with settings every time. You can organize the icons in intuitive folders on the Home Screen for your convenience. Add widgets to see toner levels, energy use and more to encourage more responsible printing. Incorporate apps and perform specific tasks like ID card copy or scan-to-folder to save more time. You can even set up selectable logins and billing codes for accounting to classify and track user activity.

Choose who can access critical information

Your ideas set you apart. So why let just anybody have access to them? With User Authentication, workers log in with a passcode at the control panel or via smart identity card using the optional NFC card reader. You can control each user’s access to specific functions and help reduce costs. For example, you can prevent individuals from using color printing if you know their jobs don’t require it. Or, you can set print quotas to minimize unnecessary printing. With Locked Print, users have to release jobs from the control panel, enhancing security because documents aren’t left unattended in output trays.
Find more ways to collaborate with more people

Give your audience exactly what it’s looking for
Use the Ricoh MP C306 when you don’t want your message to be lost in the clutter. Create full-color professional documents on a wide range of media types and sizes to differentiate your documents from the others and meet your audience’s preferences. Take advantage of the easy-to-use PCL, standard Adobe® PostScript® 3™ and other print streams to produce compelling color documents with 1200 x 1200 dpi resolution job after job. And, with PDF Direct Print, you can help relieve network congestion by printing PDFs without opening each file in Adobe® Acrobat®

Choose a better way to manage workflows
When you’re sharing information, every detail is important. With the Ricoh MP C306, you can control print details easily so you can deliver information quickly and accurately. Simplify any workflow with the convenient icon-driven Ricoh one-click, preset user interface drivers. Looking for a print driver? Use the free Device Software Manager utility on Ricoh’s website to seamlessly download and install the latest version to existing, and any new workstations you add to the network. You can do it all yourself, without IT support or lengthy installation times, and reduce the complexity of finding and installing the proper print drivers.

Share digital messages instantly
Why keep great ideas to yourself? Just as important, why keep your customers and colleagues waiting for them? Use the Ricoh MP C306 to scan and send black-and-white or color images and documents in PDF, TIFF, JPG or other formats instantly. Choose the most convenient delivery method, whether it’s via Scan-to-File/Folder/URL/FTP/Email/Media, and save paper while saving time. You can even send complex graphics and large files without delay. The system minimizes file sizes automatically to expedite delivery without compromising quality. Don’t forget to check for accuracy before you send your files. Preview thumbnails feature ensures you haven’t missed anything.
General Specifications

Configuration
Desktop

Scanning Element
One-dimensional solid scanning through CCI

Printing Process
Dry electrostatic transfer system with dual component development, 4-drum method

System Memory
2 GB

Output Speed (LT)
B&W and Full-Color – 31 ppm

First-Print Time (LT)
68.6 seconds

Copy Resolution
600 x 600 dpi

Page Description
Standard: PCL5c, Genuine Adobe® PostScript® 3, PDF Direct

Maximum Print Resolution
1200 x 1200 dpi

Standard Interfaces
Ethernet 10BASE-T/100BASE-TX/1000BASE-T, USB 2.0 (Type A and B), SD Slot

Optional Interfaces
Wireless LAN IEEE 802.11a/b/g/n and IEEE 1284 ECP

Network Protocols
TCP/IP (IPv4, IPv6)

Network Operating Systems
UNIX Filters for Sun Solaris 10; HP-UX 11i; Red Hat Linux Enterprise V4, V5, V6; SCO OpenServer 5.0.7/6; IBM AIX Version 5.1, 5.2, 5.3, 6.1, 7.1;
SAP/R 3.x or later, mySAP ERP/2004 or later; Mac OS 10.7 or later

Utilities
@Remote, SmartDeviceMonitor for Admin and Client, Web SmartDeviceMonitor, Web Image Monitor

Other Printer Features
Media Direct Print (Print-from USB/D), SampleLockedHold/Scheduled/Stored Print, Banner Page Print, Poster Print, Unauthorized Copy Control, User ID, User Code, Classification Code, Layout Print, Banner Page Print, Poster Print

Scanning; Scan-to-Media (USB/SD)

Scan Speed
32 ipm @ 200 dpi Full-Color and B&W

OCR Unit Type M13, Embedded HotSpot Type S, External USB Keyboard

Board Type A, IEEE 802.11 a/b/g/n Interface Unit Type M2, USB Type M13, XPS Direct Print Option Type 13, IEEE 1284 Interface

Cabinet, Camera Direct Print Card Type R3595-1

Additional Options
Counter Interface Unit M12, Low Cabinet, Medium Cabinet, High Cabinet, Camera Direct Print Card Type M13, Fax Connection Unit Type M3, XPS Direct Print Option Type 13, IEEE 1284 Interface Board Type A, IEEE 802.11 abg Interface Unit Type M2, USB Device Server Option Type M12, Copy Data Security Unit Type G, DataOn hetralsecurity Unit Type L, File Format Converter Type E, Unicode Font Package for SAP 1 license, NFC Card Reader Type M13, OCR Unit Type M13, Embedded HotSpot Type S, External USB Keyboard

Scanner Specifications
Scanning Speed
32 ipm @ 200 dpi Full-Color and B&W Simplex

Rendering Resolution
100 to 600 dpi

Scan Area
Main: 8.5" (216 mm)

Compression Method
B&W: TIFF, MM, MMR, JBIG2, grayscale

Scan Mode
B&W: Text, TextLineArt, TextPhoto, Photo, grayscale

Standard Interfaces
Ethernet 10BASE-T/100BASE-TX/1000BASE-T, USB Type A and SD Card

Optional Interfaces
Wireless LAN (IEEE 802.11ab/g/n), IEEE 1284 ECP

File Formats
Scan-to-Email (POP, SMTP, TCP/IP), Scan-to-Folder (SMB/FTP), Network TWAIN Scanning, Scan-to-Media (USB/SD)

Scan Modes Supported
WSScanner, Scan-to-Email/SMB/FTP, scanned File Naming, Scan File Type Selection, LDAP Support, Preview Before Transmission, PDF Encryption, Drop Out Color Send, TWAIN Scan, Universal Send, PDF/Digitally Signed PDF/DPIA, Distributed Scan Management

Fax Specifications
Type
ITU-T G3 COIT G3

Circuit
PSTN, PBX

Resolution
200 to 100 dpi, 200 x 200 dpi

Modem Speed
33.6K – 2,400 bps with Auto Fallback

Compression Method
MH, MR, MMR, JBIG

Scan Speed
2.4 seconds

Transmission Speed
Approx. 2 seconds/page (200 x 100 dpi), JBIG

Memory
4 MB (approx. 320 pages)

Memory Backup
1 hour

Quick Dial
2,000 numbers

Group Dials
100 groups (max. 500 numbers per group)

Standard Features
Detection of Misplaced Documents, Double-sided Document Feeder, Send, PDF/Digitally Signed PDF/PDF/A, Security

Hardware Options
Paper Feed Unit PB1080

Paper Size
5.5" x 8.5" SEF, 8.5" x 14" SEF

Paper Weight
16 – 43 lb. Bond (60 – 163 g/m²)

Paper Capacity
500 sheets (x 1 or 2 trays)

Dimension (WxDxH)
19.1" x 17.1" x 5.9" (489 mm x 552 mm x 150 mm)

Weight
23 lbs./10.4 kg.

Additional Options
Counter Interface Unit M12, Low Cabinet, Medium Cabinet, High Cabinet, Camera Direct Print Card Type M13, Fax Connection Unit Type M3, XPS Direct Print Option Type 13, IEEE 1284 Interface Board Type A, IEEE 802.11 abg Interface Unit Type M2, USB Device Server Option Type M12, Copy Data Security Unit Type G, DataOn hetralsecurity Unit Type L, File Format Converter Type E, Unicode Font Package for SAP 1 license, NFC Card Reader Type M13, OCR Unit Type M13, Embedded HotSpot Type S, External USB Keyboard

Security
Network User Authentication, IP Address Filtering, HDI Data Overwrite, HDI Encryption, Copy Guard Security, Secure Print, Encrypted Secure Print, Encrypted PDF Mode, Digitally Signed PDF, IP Sec, SSL/TLS, SNMPv3, SMTP over SSL, Security for IEEE 802.11a/b/g/n, IPv6, Transport Layer Security

Specifications
Subject to change without notice. Some features may require additional options. For maximum performance and yield, we recommend using genuine Ricoh parts and supplies.