RICOH
SP 311SFNw

☑ Printer ☑ Copier ☑ Facsimile ☑ Scanner

B&W Multifunction Laser Printer
The versatility of multifunctionality with the convenience of wireless

Managing communications in your office just got easier. The RICOH® SP 311SFNw lets you place high quality black-and-white laser printing, copying, and faxing plus full-color scanning wherever you need it. Simple to use and easy to maintain, this 30-page-per-minute multifunction system offers a robust feature set including standard duplex printing and wireless networking to handle all of your everyday business tasks.

Multifunctionality where you want it

Put the compact Ricoh SP 311SFNw to work right next to you to keep 30-ppm laser printing/copying/scanning/faxing power within easy reach. Or place this versatile office tool wherever it is most convenient for everyone in the office to share. It’s your choice. In addition to hardwired USB 2.0 and Ethernet network interfaces, the SP 311SFNw offers built-in IEEE 802.11 b/g/n Wireless LAN connectivity with authentication and encryption. There are no cables, no complex setup procedures, no physical limitations on where to install trouble-free, secure WiFi-enabled laser printing, scanning, and PC faxing* (and walk-up copying/scanning/faxing too).

*Super G3 Faxing requires a hardwired telephone connection.

Business-class performance

The SP 311SFNw is a true business solution ready to tackle real challenges and able to process multiple jobs simultaneously. Copy while faxing, print while scanning, fax while copying, and scan while printing. Now everyone in the office can keep pace with business. The 35-Sheet Automatic Document Feeder quickly processes multi-page originals up to 8.5” x 14” for scanning, copying, and faxing. The versatile 250-Sheet Front-Loading Paper Tray and 50-Sheet Bypass both accept media from postcard to legal size and up to 90 lb. Index in weight. The 50-Sheet Exit Tray collates sets without occupying more space. The control panel has a 4-line LCD screen with corresponding hard keys plus 8 Quick Dials for fast and easy job programming. The Ricoh SP 311SFNw has it all, and it’s all standard.

Easy to maintain and affordable to own

The cost-cutting SP 311SFNw uses Ricoh’s proven All-In-One print cartridge technology for simplified maintenance and reduced per-page costs. Reliable and durable, the AIO cartridge is the only supply you’ll ever need – it contains everything that can run out – and can be changed by anyone in seconds. Stretch supplies and lower page costs even further with Toner Save mode. Take advantage of full-color Scan-to-Email/Folder for cost-free information distribution and bring business communication expenses to an all-time low.
Well-rounded multifunctionality

Print like a pro
The Ricoh SP 311SFNw includes 80 resident font packages for fast, creative printing in any style. Its powerful controller quickly processes files at up to 1200 x 600 dpi resolution for sharp text and graphics on every page at speeds up to 30-ppm. The intuitive PCL 6 printer driver makes it easy to program advanced features such as duplex printing, combining multiple pages onto a single sheet, adding watermarks to pages and adding front covers to sets.

Consistent copying
The 35-sheet ADF quickly feeds multi-page documents up to 8.5” x 14”. Use the letter-size platen glass to copy single page or wallet size originals. Either way, the Ricoh SP 311SFNw uses Scan Once/Print Many technology to reproduce up to 99 sets from the initial scan for consistent image quality from first page to last. ID Card Copy expedites the copying of two-sided checks, driver licenses, and insurance cards in a single operation. Easy access to image type and zoom modes gives users total control over document quality.

High resolution scanning, sending and faxing
Bring a wide range of image capture and distribution capabilities to your office. Support for full-color and grayscale scanning allows for easy TWAIN and WIA image capture. Save files in TIFF, PDF, or JPEG format for further editing or to share files with network destinations through Scan-to-Email and Scan-to-Folder. Standard Super G3 Faxing makes it easy to send documents to people who may not be accessible via e-mail. Professional fax capabilities include a 200-entry Address Book, auto redialing, and PC faxing. Not in the office? One hundred pages of built-in fax memory and a telephone answering machine interface mean you’ll never miss another fax or voice call.
## General Specifications

<table>
<thead>
<tr>
<th>Configuration</th>
<th>Desktop Monochrome Multifunction Printer with AIO Cartridge technology</th>
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</thead>
<tbody>
<tr>
<td>Reading Element</td>
<td>Flatbed scanner with full-color CCD</td>
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<tr>
<td>Imaging Technology</td>
<td>Laser beam scanning with electrophotographic printing</td>
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<tr>
<td>Warm-Up Time</td>
<td>30 seconds or less</td>
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<tr>
<td>First Print Speed</td>
<td>8 seconds or less</td>
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<tr>
<td>Continuous Print Speed</td>
<td>30 pages per minute (Letter)</td>
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<tr>
<td>Operation Panel</td>
<td>4-line LCD + alphanumeric keypad</td>
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<tr>
<td>Platen Scanning</td>
<td>Supported, up to 8.5&quot; x 14&quot;</td>
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</tbody>
</table>

### Document Feeding

- **Automatic Document Feeder (Standard)**
  - 35 sheets
- **Original Weight**
  - 5.5" x 5.5" to 8.5" x 14" (140 x 140 mm to 216 x 356 mm)
- **Original Size**
  - Bypass: Thin, Thick, Plain, & Recycled
- **Original Capacity**
  - Bypass Tray: 5.5" x 8.5" to 8.5" x 14", Custom Sizes: 3.5" x 5.5" to 8.5" x 14" (90 x 140 mm to 216 x 356 mm)
- **Document Feeding**
  - Automatic Document Feeder (Standard)
  - 35 sheets
- **Paper Weights**
  - Standard Tray: Thin, Thick, Plain, & Recycled
  - 14 – 43 lb. Bond/90 lb. Index (52 – 162 g/m²)
  - Bypass Tray: 14 – 43 lb. Bond/90 lb. Index (52 – 162 g/m²)
- **Paper Capacities**
  - 90 lb. Index (52 – 162 g/m²)
  - Duplexing: 14 – 28 lb. Bond (60 – 105 g/m²)

### Output Capacity

- **Paper Sizes**
  - Standard Tray: 5.5" x 8.5" to 8.5" x 14", A6 – B5
  - Custom Sizes: 3.94" x 5.82" to 8.5" x 14" (140 x 140 mm to 216 x 356 mm)
- **Paper Types**
  - Standard Tray: Thin, Thick, Plain, & Recycled papers
- **System Dimensions (WXxDxH)**
  - 15.9" x 15.5" x 15.3" (405 x 392 x 390 mm)
- **Weight**
  - 38.6 lb. (17.5 kg) (including Starter AIO)

### Power Consumption

- **Power Requirements**
  - Maximum: 800 W, Energy Saver: 5 W
- **Power Consumption**
  - 380 W
- **Memory**
  - 128 MB RAM standard/maximum PCL 6
- **Printers/Drivers**
  - 80 PCL fonts
- **Interface**
  - IEEE 802.11 b/g/n/b Wireless LAN (Ad Hoc & Infrastructure modes)
- **Network Protocols**
  - TCP/IP (IPv4, IPv6), IPP
- **Network/OS Support**
  - Windows XP, Vista, 7, 8, Server 2003/R2, Server 2008/R2, Server 2012

## Utilities

- **Web Image Monitor**
- **Advanced Printer Features**
  - @Remote (limited support, requires optional @Remote Office Appliance)
  - Collate, Dithering, Duplex, Do Not Print
  - Blank Pages, Front Cover, Layout/N-up, Reduce/Enlarge, Rotate Print, Toner Saving, Watermarks

## Copier Specifications

- **Multi-Copy Speed**
  - Single-page document via ADF or platen: 30 copies-per-minute
  - Multi-page document via ADF: 13 copies-per-minute
- **First Copy Speed**
  - Up to 8.5" x 11.7"/A4 (210 x 297 mm)
  - ADF: Up to 8.5" x 14" (216 x 356 mm)
- **Copy Resolution**
  - For color less:
    - R: 2400 x 600 dpi
    - G: 1200 x 1200 dpi
- **Copy Speed**
  - Scanning: 600 x 600 dpi via Platen
  - 600 x 300 dpi via ADF
  - 600 x 600 dpi
  - 256 levels

## Scanner Specifications

- **Scanning Device**
  - Full-color CCD array Contact Image Sensor (CIS)
- **Scanning Capabilities**
  - TWAIN/WIA Scanning
  - Scan-to-Email (1 recipient per TX)
  - Scan-to-Folder (1 destination per TX)
  - Scan-to-FTP (1 destination per TX)
- **Scanning Resolution**
  - TWAIN/WIA Scan Resolution
    - Maximum: 1200 x 1200 dpi
    - Default: 1200/2400/4800dpi
- **Scan to Resolutions**
  - Scan to resolution: 1200 x 1200 dpi
  - Scan to resolution: 1200/2400/4800dpi

## Facsimile Specifications

- **Circuit**
  - PSTN/PBX
- **Compatibility**
  - ITU-T G3, Super G3 Transceiver
- **Maximum Number of Lines**
  - 1
- **Modem Speed**
  - 33.6 Kbps with Auto Fallback to 2,400 bps
- **Resolution**
  - Standard: 200 x 100 dpi (8 x 3.85 lines/mm)
  - 600 x 300 dpi (8 x 7.7 lines/mm)
  - Fine: 90 x 90 dpi (5 x 4.5 lines/mm)
  - **Maximum Scan Width**
  - 8.5" (215.9 mm)
  - **Maximum Scan Length**
  - 11.7" (297 mm)
- **Compression**
  - MH, MR, MMR
- **Scan Speed**
  - Less than 7 sec./page @ 300 dpi
  - Less than 9 sec./page @ 600 dpi
- **Dialing Modes**
  - Direct Fax Number Entry
  - 8 Quick Dials
- **SAF Memory**
  - 200 Scan destinations
- **Address Book Capacity**
  - Up to 200 Fax destinations
- **LAN Fax**
  - Outbound TX only
- **Address Book**
  - Up to 200 Fax destinations
- **Web Scanner Driver**
  - WIA Scanner Driver
- **Facsimile Driver**
  - WIA Scanner Driver
- **Fax Features**
  - Auto Answer, Auto Redial, Auto/ManualSubstitute Reception, Book Fax, Broadcasting (100 stations), Contrast Control, Error Correction Mode, Image Reduction, Immediate/Memory Transmission, Monitor Speaker, On Hook Dial, Page Retransmission, Pull/Push Selection, Smoothing, Telephone Answering Machine Interface, Time Indicator

## Consumables & Yields

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<tr>
<th>Utilities</th>
<th>129%, 155%, 200%, 400%</th>
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## Toner Cartridge

- **Part #: 407245
- **Yield**
  - Approx. 1,000 pages
- **Consumables**
  - All-In-One Print Cartridge SP 311HS
  - Cartridge SP 311HS

## Warranty

- **The Ricoh SP 311SFw** ships with a starter All-In-One print cartridge yielding approximately 1,000 pages. All other consumables ship at full yield.
- **Specifications subject to change without notice.**
- **Ricoh SP 311SFw** is warranted with Advance Exchange Warranty Service, for a period of 90 DAYS from the date of original purchase or until depletion of the toner, whichever comes first.

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