

B&W MFP / B&W Laser Printer

RICOH M 320F P 311

✓ Copier ✓ Printer ✓ Facsimile ✓ Scanner



Office productivity

The M 320F and P 311 are both affordable and productive desktop devices, offering crisp black-and-white output at your fingertips. For a full-featured MFP with Scan, Copy & Fax functionality, choose the M 320F.

Class-leading functionality:

- Crisp B&W laser output
- 34 ppm (Letter) productivity
- Print from any device
- Low running costs

With a strong feature set and low total cost of ownership, these compact, affordable devices perform everyday tasks with speed, reliability and versatility. They deliver crisp, double-sided, black-and-white output at a productive 34 (Letter) pages per minute to support the needs of a busy small office. Standard Ethernet and USB and optional WiFi interfaces make it easy for these productive desktop printers to be shared by multiple users.

Productive time-saving features:

- Printer and/or 4-in-1 MFP
- 4.3" color touchscreen panel (MFP)
- 35-sheet capacity Automatic Reversing Document Feeder (MFP)



To simplify your print environment, Ricoh offers single and multi-function versions of the same advanced print engine. The M 320F is a compact, fax-enabled 4-in-1 MFP. Its large color touchscreen panel simplifies operation.

Security standard:

- Locked print
- WPA and WEP encryption
- TLS 1.3 & SNMP v3 support

The M 320F and P 311 are also designed to help maintain security. Locked Print is offered as a standard feature, which ensures only the owner can release their print jobs. With WPA encryption, TLS 1.3 and SNMP v3 support, both devices offer a high level of user authentication, encryption and access control — helping keep your data and your network safe and secured.

Easy and efficient:

- Windows®, Mac® and Linux™
- AirPrint™ and Mopria® support
- High-yield toner cartridge
- Low TEC value
- ENERGY STAR® certified

Get set up fast with easy configuration tools, and work seamlessly in virtually any environment. Windows®, Mac® and Linux™ are supported, and your smartphone or tablet can connect using AirPrint™, Mopria or RICOH Smart Device Connector. These energy efficient printers offer low Typical Electricity Consumption (TEC) values, are ENERGY STAR® certified and offer an ultra-high-yield cartridge to help reduce environmental footprint. These reliable desktop devices reduce cost, reduce waste and offer excellent total cost of ownership.



RICOH M 320F / P 311

MAIN SPECIFICATIONS

M 320F

P 311

GENERAL

Configuration	Desktop	
Technology	Laser	
Warm-up time	less than 30 seconds	less than 26 seconds
First output speed	7.1 seconds (Letter)	
Continuous output speed	34 ppm (Letter)	
Memory: standard	256 MB	128 MB
ARDF capacity	35 sheets	—
Duty cycle	35,000	
Duplex	Yes	
Weight	40 lbs. (18.1 kg)	28.7 lbs. (13 kg)
Dimensions: W x D x H	15.9" x 15.4" x 16.5" (404 x 391 x 419 mm)	14.6" x 15.4" x 10.3" (371 x 391 x 262 mm)
Power source	120 - 127V / 7.7A, 60Hz	

COPIER (M 320F ONLY)

First copy speed	Platen: 13 seconds or less (A4 / LT SEF) ARDF: 16 seconds or less (A4 / LT SEF)	—
Multiple copying	Up to 99 copies	—
Resolution	Platen: 600 x 600 dpi ARDF: 300 x 600 dpi	—
Zoom	From 25% to 400% in 1% steps with 9 presets	—

PRINTER (STANDARD)

Printer language: standard	PCL5e, PCL6, PostScript® 3™ emulation	
Print resolution: maximum	1,200 x 1,200 dpi	
Fonts: standard	PCL (55 fonts), PS3 (35 fonts)	
Standard interfaces	Ethernet 10 base-T / 100 base-TX, USB 2.0	
Optional interface	IEEE 802.11 a/b/g/n	
Mobile printing capability	Apple AirPrint™, Mopria®, RICOH Smart Device Connector	
Windows® environments	Windows® 8.1, Windows® 10, Windows® Server 2012, Windows® Server 2016, Windows® Server 2019	
MacOS environments	MacOS v10.10-15, v11	
UNIX environments	Linux™	

SCANNER (M 320F ONLY)

Scanning: B/W	13 ipm	—
Scanning: full color	4 ipm	—
Resolution: standard	Platen: 600 x 600 dpi ARDF: 600 x 600 dpi	—
Resolution: maximum	1,200 x 1,200 dpi	—
Compression method	MH, MR, MMR	—
File formats	Single Page: TIFF, JPEG, PDF Multi Page: TIFF, PDF	—
Bundled drivers	Network TWAIN	—
Scan modes	E-mail, Folder, FTP, USB	—

FACSIMILE (M 320F ONLY)

Circuit / compatibility	PSTN, PBX	—
Transmission speed	3 seconds	—
Modem speed: maximum	33.6 Kbps with auto fallback	—
Compression method	MH, MR, MMR	—
Page memory size	2 MB (up to 100 pages ITU#1)	—
Internet fax	Standard	—
LAN fax	Standard	—
Quick / speed dials	8 / 100	—

RICOH M 320F / P 311

MAIN SPECIFICATIONS

M 320F

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PAPER HANDLING

Recommended paper size	Standard tray: A4, A5, A6, B5, B6, Legal, Letter, HLT Bypass tray: A4, A5, A6, B5, B6, Legal, Letter, HLT Optional paper tray: A4, A5, B5, Legal, Letter, HLT	
Paper input: standard	250 sheets + 50 sheets (bypass)	
Paper input: maximum	550 sheets (with optional tray)	
Paper output: standard	50 sheets	125 sheets
Paper weight	Standard tray: 52 – 162 g/m ² (16 – 43 lb. Bond) Optional tray: 60 – 105 g/m ² (16 – 28 lb. Bond) Bypass: 52 – 162 g/m ² (16 – 43 lb. Bond) Duplex: 60 – 105 g/m ² (16 – 24 lb. Bond)	
Paper types	Standard tray: Plain, Recycled, Letterhead, Labels Bypass tray: Plain, Recycled, Letterhead, Labels, Envelopes Optional tray: Plain, Recycled, Letterhead	

ECOLOGY

Power consumption operation	527 W	555 W
Power consumption: ready	65.7 W	64.9 W
Power consumption: sleep	0.8 W	0.66 W
TEC ¹	0.427 kWh	0.410 kWh
ENERGY STAR®	Certified	
EPEAT®	Silver Rated*	
	*EPEAT Silver rating is applicable only in the USA	

PAPER HANDLING OPTIONS

1 x 250-sheet Paper Feed Unit (PB1130)	Dimensions (W x D x H): 14.6" x 15.4" x 3.5" (370 x 392 x 89 mm) Weight: 6.6 lbs. (3 kg) A maximum of one optional tray can be installed on the device.
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OTHER OPTIONS

IEEE 802.11 Interface Unit Type P16
ESP S1 Power Filter

CONSUMABLES

AIO Print Cartridge SP 3710X	Yield: 7,000 prints
Toner yield measuring method ISO/IEC 19752	

¹ TEC value is measured based on the ENERGY STAR Ver.3.0 test method.

Specifications are subject to change without notice.

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

Some features may require additional options and/or charges.



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