

**Ricoh Aficio MP 2352/MP 2852/  
MP 3352**  
Digital Imaging System  
Your choice for more efficient workflow

**RICOH**

execute

secure

streamline

# Ricoh Aficio MP 2352/MP 2852/MP 3352

**Customize document management for any workflow.**

Expectations are high. You're facing more tasks, more challenges—and less time. So why not demand more from your multifunction system? The RICOH® Aficio® MP 2352/MP 2852/MP 3352 offers unmatched versatility and innovative security for superior productivity and efficiency. It provides copy, print, scan and fax capabilities in a compact design so you can produce a wide range of jobs with exceptional quality. Plus, it incorporates a host of sustainable, eco-friendly features that can enable fast-paced offices to save money while conserving energy. Use it as your workhorse device to streamline workflow from creation to finishing, or integrate it into a comprehensive Managed Document Services (MDS) strategy and improve productivity while reducing total cost of ownership.

The Ricoh Aficio MP 2352/MP 2852/MP 3352 offers versatile multifunction performance, innovative security and advanced distribution capabilities in a compact, environmentally-friendly design.



# FlexibleCompactConvenientProductive

## Enhance Productivity

**Accomplish every task with incredible speed and convenience. The Ricoh Aficio MP 2352/MP 2852/MP 3352 offers all-in-one performance for fast, cost-effective workflow.**

- Deliver exceptional multifunction performance with printing, copying, color scanning and faxing. The MP 2852/MP 3352 is available in two configurations—a standard scan/print version and a highly-configurable copier version, which can also be modified to print, scan or fax to suit your office environment. The MP 2352 is available in a standard scan/print configuration.
- Generate up to 33 black-and-white pages-per-minute and proceed to the next job quickly.
- Execute workflows seamlessly with a wide range of document distribution tools that can be tailored for your office for maximum convenience.
- Reprint, refax or scan instantly with the Document Server. It stores up to 3,000 frequently-used documents to expedite workflow.



Load scanned documents to portable media using Scan-to-Media capabilities with the USB/SD card slot and print TIFF, PDF and JPG files virtually anywhere.

## Share More Efficiently

**With its wide range of scanning capabilities, this digital imaging system enables quick electronic document capture and convenient distribution options for incredible flexibility, productivity and value.**

- Capture documents in monochrome or in vibrant color and reduce file sizes with high-compression PDF for faster transmission and printing without compromising image quality.
- Distribute documents instantly with Scan-to-Email or automate document sharing and archiving with Scan-to-Folder.
- Employ Scan-to-URL for network flexibility. Users can store the document on the Hard Disk Drive to reduce network traffic and view and download files via Web browser.
- Preview electronic documents as full-color thumbnails for accurate review that can enhance efficiency while minimizing wasted supplies.



Color scanning combined with innovative Scan-To capabilities promotes cost-free document distribution and less taxing network traffic.

## Deliver High-Quality Results

**The Ricoh Aficio MP 2352/MP 2852/MP 3352 offers powerful network printing to ensure fast-moving workflows and affordable output.**

- Simplify print jobs with the icon-driven, PCL6 user interface driver and optional genuine Adobe® PostScript3® drivers.
- Enjoy seamless integration with Windows, Macintosh, Unix and AS/400 environments and a host of standard or optional interfaces to ensure that local network requirements are met.
- Modify queues for print jobs at any time with the Job Function List feature and meet even the most ambitious deadlines.
- Expedite jobs with PDF Direct Print. Users can print PDFs without opening Adobe Acrobat or taxing the network.
- Avoid print bottlenecks with Auto Job Promote. This feature holds a job when a resource is not available—such as a different paper size—and automatically prints the next job in the queue.

A screenshot of the "Print Volume Use Limitation" dialog box. The dialog has a title bar and two buttons at the top: "OK" and "Cancel". Below the buttons, there is a section titled "Machine Action When Limit is Reached" with a dropdown menu set to "Finish Job and Limit". Below this, there is a section titled "Print Volume Use Limitation: Unit Count Setting". This section contains two sub-sections: "Copier" and "Printer". Each sub-section has two rows of settings: "Black & White: A3/DTL" and "Black & White: Others". For the Copier, the values are 50 and 50 respectively, both with a range of (0-200). For the Printer, the values are 100 and 100 respectively, both with a range of (0-200). At the bottom of the dialog, there are "OK" and "Cancel" buttons.

Set output limits for individuals and groups with the Quota Setting feature to effectively control print costs.



# Outstanding Efficiency in a Compact Design

## **50-Sheet Automatic Reversing Document Feeder (standard)**

(Optional for the MP 2852/MP 3352 copier only configurations)  
Scan multi-page and mixed size originals quickly and easily.

## **500-Sheet External Finisher (optional)**

Realize greater cost savings and productivity by printing reports and presentations in-house.

1,000-Sheet Booklet Finisher



1,000-Sheet Finisher



500-Sheet Internal Finisher

## **Finish In-House with Style**

Produce compelling, professionally finished documents and minimize outsourcing. Choose from a variety of optional finishers to design a complete end-to-end document production solution that meets your unique application demands.

## **1 x 500 and 1 x 550-Sheet Paper Trays (standard)**

Front-facing, user-adjustable trays accommodate a wide range of paper stocks and sizes, including envelopes.

## **1 x 550-Sheet Paper Tray\* (optional)**

Provides lower height making it easy for all users to access.

## **2 x 550-Sheet Paper Tray\* (optional)**

Add more paper capacity for larger jobs and uninterrupted printing and copying.

## **2,000-Sheet Large Capacity Tray\* (optional)**

Increase total system volume up to 3,150 sheets for less reloading. (Letter-size/A4 only)

## **Cabinet Stand\* (optional)**

Add a convenient storage space for supplies when the standard paper supply meets your needs.



\*Cannot be combined with other optional paper sources.

# Ricoh Aficio MP 2352/MP 2852/MP 3352



## Intuitive 8.5" Color Control Panel

This easy-to-use control panel simplifies operations.

## One-Bin Tray (optional)

Separate copy output from fax/print output.

## Duplex Unit (standard)

Support environmental initiatives, cut paper use in half and save on supply costs by printing double-sided documents.

## 100-Sheet Bypass Tray (standard)

Print envelopes, labels and transparencies on a variety of paper types and sizes.

**Choose the Configuration  
that Best Meets Your  
Office Requirements**



| Configuration                              | Copier                                           | Copy / Print / Scan                             |
|--------------------------------------------|--------------------------------------------------|-------------------------------------------------|
| Speeds Available                           | 28 ppm, 33 ppm                                   | 23 ppm, 28 ppm, 33 ppm                          |
| ARDF                                       | Optional                                         | Standard                                        |
| Print/Scan Connectivity                    | Optional                                         | Standard                                        |
| Fax                                        | Optional                                         | Optional                                        |
| Security                                   | Standard DataOverWriteSecurity & HDD Encryption* | Standard DataOverWriteSecurity & HDD Encryption |
| System Memory (Std./Max.)                  | 512 MB / 1 GB                                    | 1 GB/1 GB                                       |
| Hard Disk Drive                            | Optional                                         | Standard 120 GB                                 |
| Personal Paperless Document Manager (PPDM) | Optional                                         | Standard 1 License                              |
| Java VM Card                               | Optional                                         | Standard                                        |

\*Hard Disk Drive required to enable these features.

# Ricoh Aficio MP 2352/MP 2852/MP 3352

## Management Made Easy

**Engineered for maximum convenience, the Ricoh Aficio MP 2352/MP 2852/MP 3352 simplifies administrative tasks—including system management, device monitoring and troubleshooting.**

- Access a wide range of system settings including supply levels and job details, assign e-mail notification to key team members, cancel jobs and reboot the system remotely with Web Image Monitor.
- Use Web SmartDeviceMonitor to configure, monitor and manage your entire fleet of connected Ricoh devices—right from your desktop.
- Promote proactive maintenance with automated alerts for low supplies and errors with Auto-Email Notification.
- Automate meter submissions, critical event notifications and remote firmware updates with @Remote.

## Advanced Document Security

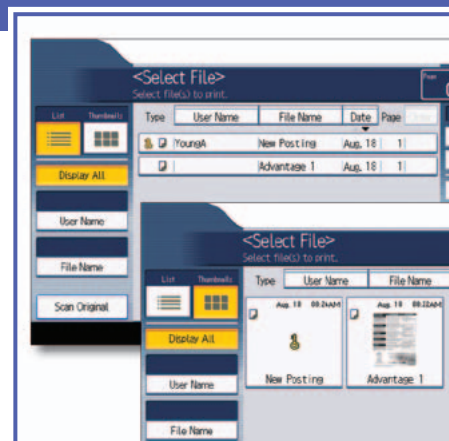
**Help ensure document integrity at every stage of the creation and distribution process with comprehensive security that protects your most important information assets.**

- Protect sensitive documents on the hard drive with the standard DataOverwriteSecurity System (DOSS). It automatically overwrites the hard drive to prevent retrieval of confidential information when enabled.
- Add a powerful layer of security with standard HDD Encryption and encode stored documents for maximum protection from hackers.
- Safeguard critical data during transmission with Encrypted PDF Transmission. Use it to scramble and encrypt transparent and vulnerable data, including user name and password.
- Ensure accurate user authentication with a variety of methods, including user codes, LDAP, Windows Authentication and card based authentication solutions.

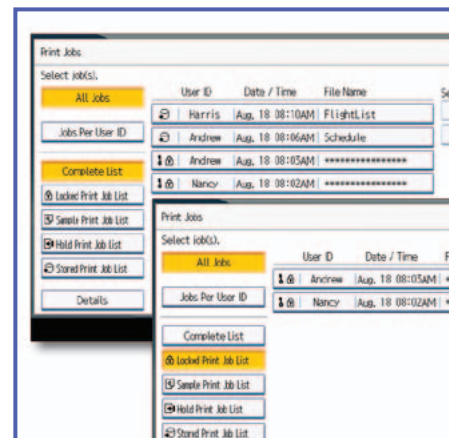
## Fast Fax Transmission

**Handle any workload—whether it's one page or hundreds—with innovative faxing features that simplify management and expedite delivery.**

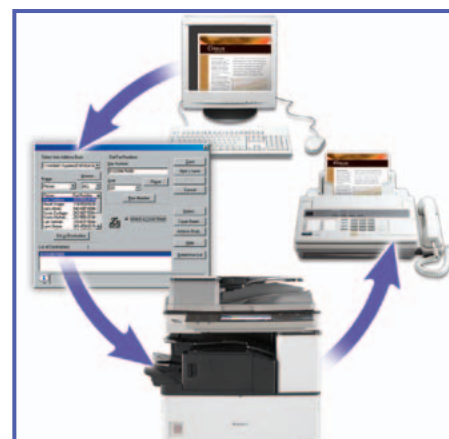
- Send and receive faxes electronically with Internet faxing, using either a PC or conventional fax numbers via IP to save on transmission costs and paper.
- Preview pages prior to transmission to decrease errors and detect blank pages.
- Route inbound faxes to an e-mail address or network folder to ensure timely, accurate delivery and distribution.



Store up to 3,000 frequently-used documents in the Document Server for instant reprinting, refaxing and scanning.



Minimize access to sensitive documents. Locked Print allows users to delay printing until they enter a password at the device.



Fax documents right from your desktop to maximize convenience and boost efficiency.

# PowerfulSecureSustainableProfessional

## Enable Mobile Workers

**Give mobile users an easy way to print documents while on the go without compromising security.**

- Print documents, e-mails and Web content from anywhere with optional HotSpot Printing. Users can forward documents to the MFP via PDAs or other Internet-enabled devices without installing drivers or software.
- Accommodate visitors, such as employees visiting branch offices, with the Mail-to-Print feature. This allows users to send emails with attachments directly to the MFP to print PDF/JPG files automatically without installing print drivers.



Print from mobile devices to HotSpot-enabled MFPs and printers for fast, convenient printing on the go.

## Customize Workflows

**The Ricoh Aficio MP 2352/MP 2852/MP 3352 offers innovative tools that accommodate the unique demands of your environment and streamline business-critical activities.**

- Customize MFP touch-screen menus directly from the PC quickly without IT support and create secure, searchable PDFs from text files, spreadsheets and scanned documents with Personal Paperless Document Manager (PPDM) software.
- Expedite meta-data entry and integrate directly with many of the leading Document Management Systems at the MFP with optional support for GlobalScan NX, eCopy, NSi AutoStore and other applications with the optional USB Keyboard.\*
- Connect to optional Cloud applications such as DocumentMall. Documents can be securely scanned to a folder in DocumentMall or downloaded for printing.
- Develop customized applications using Embedded Software Architecture, a Java-compatible Software Development Kit (SDK).



High-yield consumables help minimize operating costs and downtime. Genuine Ricoh supplies foster optimal performance and superior print quality.

## Sustainable Efficiency

**Conserve energy while boosting productivity. Ricoh has incorporated a variety of environmentally-friendly features that conserve time and money.**

- Reduce paper consumption by printing double-sided documents—and reducing output by up to half—with standard automatic duplexing.
- Start printing and copying quickly. The Ricoh Aficio MP 2352/MP 2852/MP 3352 warms up in as few as 14 seconds and recovers from Sleep Mode as quickly as 10 seconds.
- Save energy with fast first-copy times. This digital imaging system can produce a first copy in as little as 4.5 seconds.

## The Total Green Office Solution



**Ricoh continues its long-standing commitment to developing office solutions with environmentally friendly and superior energy- and supply-saving features, without compromising productivity.**

\*Native embedded scanning is not supported.



# Ricoh Aficio MP 2352/MP 2852/MP 3352

## System Specifications

**Aficio®**

### Engine/Copier Specifications

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Scanning Element              | One-Dimensional Solid Scanning Through CCD                                                                                                                                                                                                                                                                                                                                                                                 |
| Printing Process              | Single Laser Beam Scanning & Electrophotographic Printing                                                                                                                                                                                                                                                                                                                                                                  |
| Toner                         | Dry, Dual Component                                                                                                                                                                                                                                                                                                                                                                                                        |
| Copy Resolution               | 600 x 600 dpi                                                                                                                                                                                                                                                                                                                                                                                                              |
| Quantity Indicator            | Up to 999                                                                                                                                                                                                                                                                                                                                                                                                                  |
| First Copy Time               | MP 2352: Less than 5.4 seconds<br>MP 2852/MP 3352: Less than 4.5 seconds<br>With Hard Disk Drive: Less than 20 seconds<br>Without Hard Disk Drive: Less than 14 seconds                                                                                                                                                                                                                                                    |
| Warm-Up Time                  |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| System Memory (std./max.)     | Copier Basic: 512 MB RAM/1 GB RAM + 120 GB HDD<br>Print/Scan: 1 GB RAM + 120 GB HDD<br>Book/Sheet/Object                                                                                                                                                                                                                                                                                                                   |
| Original Type                 | Up to 11" x 17"                                                                                                                                                                                                                                                                                                                                                                                                            |
| Maximum Original Size         | Plain Paper, Transparencies, Letterhead, Color Paper, Pre-Punched Paper, Envelopes, Cardstock, Recycled                                                                                                                                                                                                                                                                                                                    |
| Copy Type                     | MP 2352: 23 copies/minute (LTR)<br>MP 2852: 28 copies/minute (LTR)<br>MP 3352: 33 copies/minute (LTR)                                                                                                                                                                                                                                                                                                                      |
| Continuous Copying Speed      | 120V/60Hz/12A<br>MP 2352: 1,773 Wh (Print/Scan)<br>MP 2852: 2,100 Wh (Copier Basic)<br>MP 2852: 2,210 Wh (Print/Scan)<br>MP 3352: 2,455 Wh (Copier Basic)<br>MP 3352: 2,511 Wh (Print/Scan)                                                                                                                                                                                                                                |
| Power Source                  | 500 sheets x 1 tray, 550 sheets x 1 tray, and 100-Sheet Bypass Tray                                                                                                                                                                                                                                                                                                                                                        |
| TEC Value                     | 3,150 sheets                                                                                                                                                                                                                                                                                                                                                                                                               |
| Standard Paper Capacity       | 5.5" x 8.5" to 11" x 17"<br>A6 to A3                                                                                                                                                                                                                                                                                                                                                                                       |
| Maximum Paper Capacity        | 14 to 28 lb. Bond/52 to 105 g/m <sup>2</sup> (Duplex)<br>14 to 42 lb. Bond/52 to 157 g/m <sup>2</sup> (Tray 1, 2 and Bypass)                                                                                                                                                                                                                                                                                               |
| Paper Size                    | 500 sheets (Letter)<br>250 sheets (Legal, Ledger)<br>1,600 sheets (Bridge Unit + 1 Bin + 1,000 Sheet Finisher)                                                                                                                                                                                                                                                                                                             |
| Standard Output Tray Capacity | 25%, 50%, 65%, 73%, 78%, 85%, 93%, 100%                                                                                                                                                                                                                                                                                                                                                                                    |
| Maximum Output Capacity       | 121%, 129%, 155%, 200%, 400%<br>25% to 400% in 1% increments                                                                                                                                                                                                                                                                                                                                                               |
| Reduction Ratios              | Auto Magnification, Auto Paper Select, Auto Tray Switch, Booklet/Magazine Copy*, Center/Border Erase, Chapters, Combine Mode, Cover Insertion, Directional Magnification, Document Server (3,000 File Capacity)*, Duplex, Electronic/Rotate Sorting, Full-Color VGA Touch Screen Control Panel, Negative/Positive, OHP Slip Sheet, 8 Job Presets*, 10 Job Programs, 500 User Codes, Sample Copy, Series Copy, User Stamps* |
| Enlargement Ratios            |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Zoom                          |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Standard Features             |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Dimensions (WxDxH)            |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Copier Basic:                 | 23.1" x 25.7" x 27.9"<br>587 mm x 653 mm x 709 mm                                                                                                                                                                                                                                                                                                                                                                          |
| Print/Scan:                   | 23.1" x 25.7" x 32.6"<br>587 mm x 653 mm x 829 mm                                                                                                                                                                                                                                                                                                                                                                          |
| Weight                        |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Copier Basic:                 | 143 lbs., 65 kg                                                                                                                                                                                                                                                                                                                                                                                                            |
| Print/Scan:                   | 165 lbs., 75 kg                                                                                                                                                                                                                                                                                                                                                                                                            |

### Printer Specifications

*Standard on Print/Scan Configuration / Option on Copier Basic Configuration*

|                           |                                                                                                                                                                                                                     |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Print Speed               | MP 2352: 23 ppm (LTR)<br>MP 2852: 28 ppm (LTR)<br>MP 3352: 33 ppm (LTR)<br>RM7035C 533 MHz                                                                                                                          |
| CPU                       | 10Base-T/100BaseTX Ethernet, USB 2.0                                                                                                                                                                                |
| Standard Interfaces       | IEEE 802.11a/b/g Wireless LAN, Bluetooth, IEEE 1284 Parallel, Gigabit Ethernet                                                                                                                                      |
| Optional Interfaces       | Shared with Copier<br>TCP/IP, IPX/SPX                                                                                                                                                                               |
| Memory Capacity           | Windows Vista/7/XP/Server 2003/Server 2008, Netware 6.5 or later, Unix, Sun Solaris, HP-UX, SCO OpenServer, Red Hat Linux, IBM AIX, Mac OS X 10.2 or later, SAP R/3, NDPS Gateway, IBM iSeries/AS/400® using OS/400 |
| Network Protocol          | Host Print Transform, Citrix Presentation Server 4.5/Citrix Xen App 5.0                                                                                                                                             |
| Network Operating Systems |                                                                                                                                                                                                                     |

|                            |                                                                        |
|----------------------------|------------------------------------------------------------------------|
| Utilities                  | @Remote, SmartDeviceMonitor, Web SmartDeviceMonitor, Web Image Monitor |
| Page Description Languages | Standard PCL5e/6, Optional Adobe PostScript3®, IPDS                    |
| Print Resolution           | Up to 600 dpi                                                          |
| Fonts for PCL5e/6          | 45 Scalable Fonts, 6 Bitmap Fonts, 13 International Fonts              |
| Fonts for PS3              | 136 PostScript Fonts                                                   |
| Standard Features          | Sample/Locked/Hold/Stored Print                                        |

### Scanner Specifications

*Standard on Print/Scan Configuration / Option on Copier Basic Configuration*

|                     |                                                                        |
|---------------------|------------------------------------------------------------------------|
| Scanning Speed      | Embedded Scanning: 50/45 ipm (@ 200 dpi)                               |
| B&W/Color           | 600 dpi                                                                |
| Scanning Resolution | Up to 11" x 17"                                                        |
| Scan Area           | 10Base-T/100BaseTX Ethernet                                            |
| Standard Interfaces | IEEE 802.11a/b/g Wireless LAN, Gigabit Ethernet                        |
| Optional Interfaces | TCP/IP, NCP, SMB, SMTP, POP 3, LDAP, FTP                               |
| Protocol            | Shared with Copier                                                     |
| Memory Capacity     | Single and Multi-Page TIFF/PDF, High Compression PDF, Single-Page JPEG |
| File Types          | Embedded Scan-to-Email/Folder/URL and TWAIN, Color Scan                |
| Standard Features   |                                                                        |

### Fax Specifications (Option)

|                    |                                                                                                                                                                                                                         |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Circuit            | PS/TN, PBX                                                                                                                                                                                                              |
| Compatibility      | ITU-T G3                                                                                                                                                                                                                |
| Resolution         | 200 x 200/100 dpi<br>400 x 400 dpi (optional)                                                                                                                                                                           |
| Compression Method | MH, MR, MMR, JBIG                                                                                                                                                                                                       |
| Scanning Speed     | 0.35 seconds (LEF)                                                                                                                                                                                                      |
| Modem Speed        | 33.6 Kbps with Auto Fallback                                                                                                                                                                                            |
| Transmission Speed | G3: 3 seconds per page (MMR Compression)<br>G3: 2 seconds per page (JBIG Compression)                                                                                                                                   |
| SAF Memory         | 4 MB standard/28 MB maximum<br>320 pages/2,240 pages                                                                                                                                                                    |
| Max Auto Dials     | 2,000                                                                                                                                                                                                                   |
| Group Dials        | 100 (max. 500 numbers per group)                                                                                                                                                                                        |
| Features           | Dual Access, Duplex Reception, Image Rotation, 1 Hour Backup, LAN-Fax Capability*, Internet Faxing (T.37)*, IP Faxing (T.38)*, Fax Forwarding to E-Mail/HDD/Folder*<br>Simultaneous Operation of up to 3 lines (G3 x 3) |
| Optional Features  |                                                                                                                                                                                                                         |

### Security Features

*Standard on Print/Scan Configuration / Option on Copier Basic Configuration*

|                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DOSS, HDD Encryption, S/MIME, IPsec Communication, Locked Print Password Encryption, Address Book Encryption, SSL, User Authentication, Quota Setting/Account Limit, SNMP v3, SMTP over SSL and PDF encryption |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Hardware Accessories

#### PB3120 Paper Feed Unit (Option)

|                    |                                                  |
|--------------------|--------------------------------------------------|
| Paper Size         | 7.25" x 10.5" to 11" x 17"/A5 to A3              |
| Paper Weight       | 14 to 42 lb. Bond/52 to 157 g/m <sup>2</sup>     |
| Paper Capacity     | 1 x 550 sheets                                   |
| Dimensions (WxDxH) | 22.8" x 24.4" x 4.7"<br>580 mm x 620 mm x 120 mm |

#### PB3130 Paper Feed Unit (Option)

|                    |                                                   |
|--------------------|---------------------------------------------------|
| Paper Size         | 7.25" x 10.5" to 11" x 17"/A5 to A3               |
| Paper Weight       | 14 to 42 lb. Bond/52 to 157 g/m <sup>2</sup>      |
| Paper Capacity     | 2 x 550 sheets                                    |
| Dimensions (WxDxH) | 22.8" x 24.4" x 10.2"<br>580 mm x 620 mm x 260 mm |

#### PB3140 Large Capacity Tray (Option)

|                    |                                                   |
|--------------------|---------------------------------------------------|
| Paper Size         | 8.5" x 11"/A4                                     |
| Paper Weight       | 14 to 28 lb. Bond/52 to 105 g/m <sup>2</sup>      |
| Paper Capacity     | 2,000 sheets x 1                                  |
| Dimensions (WxDxH) | 22.8" x 24.4" x 10.2"<br>580 mm x 620 mm x 260 mm |

#### One-Bin Tray BN3090 (Option)

|                |                                              |
|----------------|----------------------------------------------|
| Paper Size     | 5.5" x 8.5" to 11" x 17"/A5 to A3            |
| Paper Weight   | 16 to 28 lb. Bond/60 to 105 g/m <sup>2</sup> |
| Paper Capacity | 100 sheets                                   |

#### 500-Sheet Internal Finisher Type 3352

|              |                                                         |
|--------------|---------------------------------------------------------|
| Paper Size   | 7.25" x 10.5" to 11" x 17"/A3, A4                       |
| Paper Weight | 14 lb. Bond to 140 lb. Index/52 to 256 g/m <sup>2</sup> |

|                                      |                                                                                                                                                                             |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Stack Capacity                       | 500 Sheets (8.5" x 11" or smaller)<br>250 Sheets (8.5" x 14" or larger)                                                                                                     |
| Staple Capacity                      | 50 Sheets (8.5" x 11")<br>30 Sheets (8.5" x 14" or larger)                                                                                                                  |
| Staple Position                      | Top 1, Bottom 1, Left 2, Top 2                                                                                                                                              |
| Dimensions (WxDxH)                   | 19.5" x 18.8" x 6.4"<br>495 mm x 477 mm x 161 mm                                                                                                                            |
| Punch Kit PU3020 NA (Option)         | 2 or 3 hole punch                                                                                                                                                           |
| SR3070 500-Sheet Finisher (Option)   |                                                                                                                                                                             |
| Paper Size                           | 7.25" x 10.5" to 11" x 17"/A3, A4                                                                                                                                           |
| Paper Weight                         | 14 to 42 lb. Bond/52 to 157 g/m <sup>2</sup>                                                                                                                                |
| Stack Capacity                       | 500 sheets (8.5" x 11" or smaller)<br>250 sheets (8.5" x 14" or larger)                                                                                                     |
| Staple Capacity                      | 50 sheets (8.5" x 11")<br>30 sheets (8.5" x 14" or larger)                                                                                                                  |
| Staple Position                      | Top Slant, Bottom Slant, Left 2, Top 2                                                                                                                                      |
| Dimensions (WxDxH)                   | 15.6" x 21.7" x 10.9"<br>396 mm x 551 mm x 275 mm                                                                                                                           |
| SR3090 1,000-Sheet Finisher (Option) |                                                                                                                                                                             |
| Paper Size (Upper Tray)              | 5.5" x 8.5" to 11" x 17"/A6 to A3                                                                                                                                           |
| Paper Weight                         | 14 lb. Bond to 140 lb. Cover/52 to 260 g/m <sup>2</sup>                                                                                                                     |
| Stack Capacity                       | Upper Tray: 250 sheets (8.5" x 11" or smaller)<br>50 sheets (8.5" x 14" or larger)<br>Shift Tray: 1,000 sheets (8.5" x 11" or smaller)<br>500 sheets (8.5" x 14" or larger) |
| Staple Capacity                      | 50 sheets (8.5" x 11")<br>30 sheets (8.5" x 14" or larger)                                                                                                                  |
| Staple Position                      | Top 1, Bottom 1, Left 2, Top 2                                                                                                                                              |
| Dimensions (WxDxH)                   | 10.7" x 20.5" x 31.2"<br>270 mm x 520 mm x 790 mm                                                                                                                           |
| SR3100 Booklet Finisher (Option)     |                                                                                                                                                                             |
| Paper Size (Upper Tray)              | 5.5" x 8.5" to 11" x 17"/A6 to A3                                                                                                                                           |
| Paper Size (Shift Tray)              | 7.25" x 10.5" to 11" x 17"/A3, A4                                                                                                                                           |
| Paper Weight                         | 14 to 28 lb. Bond/52 to 105 g/m <sup>2</sup> (Upper Tray); 14 lb. Bond to 140 lb. Index/52 to 256 g/m <sup>2</sup> (Shift Tray)                                             |
| Stack Capacity                       | Upper Tray: 100 sheets (8.5" x 11" or smaller)<br>50 sheets (8.5" x 14" or larger)<br>Shift Tray: 1,000 sheets (8.5" x 11" or smaller)<br>500 sheets (8.5" x 14" or larger) |
| Staple Capacity                      | 50 sheets (8.5" x 11")<br>30 sheets (8.5" x 14" or larger)                                                                                                                  |
| Staple Position                      | Top 1, Center, Left 2, Top 2                                                                                                                                                |
| Saddle Stitch Capacity               | 1 set (10 sheets)                                                                                                                                                           |
| Saddle Stitch Position               | Center 2 Positions                                                                                                                                                          |
| Dimensions (WxDxH)                   | 21.1" x 23.7" x 36.7"<br>535 mm x 600 mm x 930 mm                                                                                                                           |
| Punch Kit PU3000 NA (Option)         | 2 or 3 hole punch                                                                                                                                                           |

#### ARDF DF3060

*Standard on Print/Scan Configuration / Option on Copier Basic Configuration*

|                      |                                                  |
|----------------------|--------------------------------------------------|
| Paper Size           | 5.5" x 8.5" to 11" x 17", A5 to A3               |
| Simplex Paper Weight | 11 to 34 lb. Bond/40 to 128 g/m <sup>2</sup>     |
| Stack Capacity       | 50 sheets                                        |
| Dimensions (WxDxH)   | 21.7" x 19.5" x 4.7"<br>550 mm x 496 mm x 120 mm |

### Additional Accessories

3L68-19 USB Keyboard, ADF Handle Type C, Bluetooth Interface Unit Type D, Bridge Unit BU3050, Card Reader Bracket Type 3352, Caster Table Type D, DataOverwriteSecurity Unit Type I<sup>2</sup>, External USB Keyboard, FAC 52 Cabinet, File Format Converter Type E, G3 Interface Unit Type 3352, Gigabit Ethernet Board Type A, Handset Type 3352, Hard Disk Drive Type 3352<sup>1</sup>, IEEE 802.11 a/g Interface Unit Type J, IEEE 1284 Interface Board Type A, Internal Shift Tray SH3050, IPDS Unit Type 3352, Key Counter Bracket Type H, Memory Unit Type B 32 MB, Optional Counter Interface Unit Type A, Platen Cover Type 3352<sup>1</sup>, PostScript Unit Type 3352, Printer/Scanner Unit Type 3352<sup>1</sup>, USB 2.0/SD Slot Type H, VM Card Type N<sup>1</sup>, VZ G106030 Keyboard Bracket

Note: Some accessories require additional equipment or may be prerequisites for other options.

\*Copier Basic Configuration requires additional accessories.

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

<sup>1</sup> Copier Basic Configuration only.

<sup>2</sup> ISO 15408 Certified.

**RICOH**  
www.ricoh-usa.com

Ricoh Americas Corporation, Five Dedrick Place, West Caldwell, NJ 07006  
Ricoh® and the Ricoh Logo are registered trademarks of Ricoh Company, Ltd. All other trademarks are the property of their respective owners. The content of this document, and the appearance, features and specifications of Ricoh products and services are subject to change from time to time without notice. Products are shown with optional features. While care has been taken to ensure the accuracy of this information, Ricoh makes no representation or warranties about the accuracy, completeness or adequacy of the information contained herein, and shall not be liable for any errors or omissions in these materials. Actual results will vary depending upon use of the products and services, and the conditions and factors affecting performance. The only warranties for Ricoh products and services are as set forth in the express warranty statements accompanying them.

R3305

