

Multifunction Color

# RICOH MP C306

✓ Copier   ✓ Printer   ✓ Facsimile   ✓ Scanner

**RICOH**  
imagine. change.



MP C306

**31**  
ppm

monochrome  
and full-color

## 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.

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.

- 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.
- Mobile Printing and Scanning:** Download the RICOH Smart Device Print&Scan app to print to the Ricoh MP C306 directly from your personal mobile device. You can even print data residing in the Cloud and upload a scan from the Ricoh MP C306 to Cloud storage.
- 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



1



3



2



4

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.





# Ricoh MP C306

## SYSTEM SPECIFICATIONS

### General Specifications

|  |   |
|--|---|
| <b>Configuration</b>                           | Desktop   |
| <b>Scanning Element</b>                        | One-dimensional solid scanning through CCD  |
| <b>Printing Process</b>                        | Dry electrostatic transfer system with dual component development; 4-drum method  |
| <b>System Memory</b>                           | 2 GB (RAM)  |
| <b>Output Speed (LT)</b>                       | B&W and Full-Color – 31 ppm   |
| <b>First-Print Time (LT)</b>                   | B&W – 6.8 seconds; Full-Color – 8.7 seconds   |
| <b>Recovery Time to Print Ready Mode</b>       | Less than 30 seconds – Quick Mode<br>Less than 66 seconds – Normal Mode (from Main Power Switch On)<br>Less than 10 seconds (from Sleep Mode)   |
| <b>Copy Resolution</b>                         | 600 x 600 dpi   |
| <b>Exposure Adjustment</b>                     | Manual and automatic  |
| <b>Multiple Copies</b>                         | Up to 99  |
| <b>Document Feeder (Standard) (ARDF)</b>       | Automatic Reversing Document Feeder   |
| <b>Original Capacity</b>                       | 50 sheets (ARDF)  |
| <b>Paper Sizes</b>                             | Standard Tray: 5.5" x 8.5" to 8.5" x 11"<br>Optional Trays: 5.5" x 8.5" to 8.5" x 14"<br>Bypass Tray: 5.5" x 8.5" to 8.5" x 14"<br>Duplex Unit: 5.5" x 8.5" to 8.5" x 14"   |
| <b>Paper Weights</b>                           | Standard Trays: 16 – 43 lb. Bond (60 – 163 g/m <sup>2</sup> )<br>Optional Trays: 16 – 43 lb. Bond (60 – 163 g/m <sup>2</sup> )<br>Bypass Tray: 16 – 58 lb. Bond (60 – 220 g/m <sup>2</sup> )<br>Duplex Unit: 16 – 43 lb. Bond (60 – 163 g/m <sup>2</sup> )  |
| <b>Exposure Glass</b>                          | Up to 8.5" x 14"  |
| <b>Input Capacity</b>                          | Standard: 250 sheets + 100-Sheet Bypass Tray<br>Optional: 500 sheets x 1 or 2 Trays<br>Maximum: 1,350 sheets  |
| <b>Output Capacity</b>                         | Standard: 100 sheets<br>Optional: 200 sheets (total) with One Bin Tray  |
| <b>Paper Types</b>                             | Plain, Recycled, Colored, Letterhead, Preprinted, Bond, Card Stock, Special, Coated, Waterproof, Back Copied, Middle Thick, Thick, OHP (Transparency)*, Envelopes*, Label Stock*  |
| <b>Auto Duplex</b>                             | Standard  |
| <b>Zoom</b>                                    | 25% to 400% in 1% increments  |
| <b>Preset Reduction and Enlargement Ratios</b> | 65%, 78%, 200%  |
| <b>Dimensions (WxDxH)</b>                      | 20.1" x 23.1" x 19.9" (510 mm x 588 mm x 505 mm) – includes ARDF and Operation Panel  |
| <b>Weight</b>                                  | 99.2 lbs./45 kg.  |
| <b>Power Requirements</b>                      | 120V, 60Hz, 15A   |
| <b>Power Consumption</b>                       | Less than 1.3 KW (max.); .64 W (Sleep Mode)   |
| <b>TEC**</b>                                   | 1.147 Kwh/week  |
| <b>Standard Features</b>                       | Document Server, Java™, Poster Copy, ID Card Copy, Auto Tray Switch, Auto Start, Auto Off Timer, Energy Saver Timer, Color Balance Adjustment, Color Balance Program, Auto Color Calibration, Combine Copy, Electronic Sort, Photo Mode, Series Copy, Job Programs, User Codes (1,000), Simplified Display, Login/Logout Button, Eco-friendly Indicator |

\*Bypass Tray only.

\*\*Typical Electricity Consumption by ENERGY STAR® Program.

### Printer Specifications

|                                   |  |
|-----------------------------------|--|
| <b>CPU</b>                        | RM7035C – 533MHz   |
| <b>Memory Capacity</b>            | 2 GB   |
| <b>Hard Disk Drive</b>            | 320 GB   |
| <b>Page Description Languages</b> | Standard: PCL5c/6, Genuine Adobe® PostScript®3™, PDF Direct<br>Optional: XPS Direct Print, PictBridge™   |
| <b>Maximum Print Resolution</b>   | 1200 x 1200 dpi  |
| <b>Standard Interfaces</b>        | Ethernet (10BASE-T/100BASE-TX/1000BASE-T), USB 2.0 (Type A and B), SD Slot   |
| <b>Optional Interfaces</b>        | Wireless LAN IEEE 802.11a/b/g/n and IEEE 1284/ECF  |
| <b>Network Protocols</b>          | TCP/IP (IPv4, IPv6)  |
| <b>Network Operating Systems</b>  | Windows Vista/7/8/8.1/Server 2003/Server 2003R2/Server 2008/Server 2008R2/Server 2012/Server 2012R2; UNIX Filters for Sun Solaris 9/10; HP-UX 11.x/11v2/11v3; Red Hat® Linux Enterprise V4, V5, V6; SCO OpenServer 5.0.7/6.0; IBM AIX Version 5L, 5.3, 6.1, 7.1; SAP R/3, 3.x or later, mySAP, ERP2004 or later; Mac OS X 10.7 or later; Citrix® Presentation Server 4.5/XenApp 5.0, 6.0, 6.5; IBM iSeries AS/400  |
| <b>Utilities</b>                  | @Remote, SmartDeviceMonitor for Admin and Client, Web SmartDeviceMonitor, Web Image Monitor  |
| <b>Other Printer Features</b>     | Media Direct Print (Print-from USB/SD), Sample/Locked/Hold/Scheduled/Stored Print, Banner Page Print, Poster Print, Unauthorized Copy Control, User ID, User Code, Classification Code, Layout (N-up), Watermark, Collate, CLP Simulation, Bonjour Support, PDF Direct Print, Windows Active Directory Support, DDNS Support, PCL Resident Font Adoption, Universal Driver, WS Printer, 1200 dpi Support, XPS Support, Auto Job Promotion, Mail-to-Print, PictBridge |

### Scanner Specifications

|                             |   |
|-----------------------------|---|
| <b>Scanning Speed</b>       | 32 ipm @ 200 dpi Full-Color and B&W Simplex<br>100 to 600 dpi   |
| <b>Scanning Resolution</b>  | Main: 8.5" (216 mm)<br>Sub: 14.0" (356 mm)  |
| <b>Scan Area</b>            | B&W: TIFF (MH, MR, MMR, JBIG2), Grayscale<br>Full-Color: JPEG   |
| <b>Compression Method</b>   | B&W: Text, Text/Line Art, Text/Photo, Photo, Grayscale<br>Full-Color: Text/Photo, Glossy Photo, Standard Auto Color Select  |
| <b>Scan Mode</b>            | Ethernet 10BASE-T/100BASE-TX/1000BASE-T, USB Type A and SD Card   |
| <b>Standard Interfaces</b>  | Wireless LAN (IEEE 802.11a/b/g/n), IEEE 1284/ECF  |
| <b>Optional Interfaces</b>  | Single/Multi Page TIFF, Single/Multi Page PDF, Single/Multi Page High Compression PDF, Single/Multi Page PDF/A and Single Page JPEG   |
| <b>File Formats</b>         | Scan-to-Email (POP, SMTP, TCP/IP); Scan-to-Folder (SMB/FTP); Network TWAIN Scanning; Scan-to-Media (USB/SD)   |
| <b>Scan Modes Supported</b> | WS-Scanner, Scan to Email/SMB/FTP/URL, 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/PDF/A, Distributed Scan Management |
| <b>Standard Features</b>    |   |

### Fax Specifications

|                           |  |
|---------------------------|--|
| <b>Type</b>               | ITU-T CCITT G3   |
| <b>Circuit</b>            | PSTN, PBX  |
| <b>Resolution</b>         | 200 x 100 dpi, 200 x 200 dpi   |
| <b>Modem Speed</b>        | 33.6K – 2,400 bps with Auto Fallback   |
| <b>Compression Method</b> | MH, MR, MMR, JBIG  |
| <b>Scan Speed</b>         | 2.4 seconds  |
| <b>Transmission Speed</b> | Approx. 2 seconds/page (200 x 100 dpi, JBIG)   |
| <b>Memory</b>             | 4 MB (approx. 320 pages)   |
| <b>Memory Backup</b>      | 1 hour   |
| <b>Quick Dial</b>         | 2,000 numbers  |
| <b>Group Dials</b>        | 100 groups (max. 500 numbers per group)  |
| <b>Standard Features</b>  | Detection of Misplaced Documents, Double Check Destination Address, Direct SMTP, Serial Broadcasting, Fax Forward to Email/Folder, Internet Fax (T.37), IP Fax (T.38), LAN Fax, Remote Fax (optional), Paperless Fax, LDAP Support, Universal Send |

### Hardware Options

|                               |  |
|-------------------------------|--|
| <b>Paper Feed Unit PB1080</b> |  |
| <b>Paper Size</b>             | 5.5" x 8.5" SEF, 8.5" x 14" SEF                    |
| <b>Paper Weight</b>           | 16 – 43 lb. Bond (60 – 163 g/m <sup>2</sup> )      |
| <b>Paper Capacity</b>         | 500 sheets x 1 or 2 trays                          |
| <b>Dimension (WxDxH)</b>      | 19.6" x 21.7" x 5.9"<br>(498 mm x 552 mm x 150 mm) |
| <b>Weight</b>                 | 23 lbs./10.4 kg.                                   |
| <b>1 Bin Tray BN1020</b>      |  |
| <b>Paper Size</b>             | 5.5" x 8.5" SEF to 8.5" x 14" SEF                  |
| <b>Paper Weight</b>           | 16 – 43 lb. Bond (60 – 163 g/m <sup>2</sup> )      |
| <b>Paper Capacity</b>         | 200 sheets (total output with standard tray)       |

### Additional Options

Counter Interface Unit M12, Low Cabinet, Medium Cabinet, High Cabinet, Camera Direct Print Card Type M13, Fax Connection Unit Type M13, XPS Direct Print Option Type 13, IEEE 1284 Interface Board Type A, IEEE 802.11a/b/g/n Interface Unit Type M2, USB Device Server Option Type M12, Copy Data Security Unit Type G, DataOverwriteSecurity Unit Type I, 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, HDD Data Overwrite, HDD 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 802.11/w, IPv6, Transport Layer Security

Specifications are subject to change without notice. Some features may require additional options.

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

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RICOH Remote

