

Multifunction Color

RICOH MP C306

✓ Copier ✓ Printer ✓ Facsimile ✓ Scanner



MP C306

31 ppm
monochrome
and full-color

RICOH
imagine. change.

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

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

CPU	RM7035C – 533MHz
Memory Capacity	2 GB
Hard Disk Drive	320 GB
Page Description Languages	Standard: PCL5c/6, Genuine Adobe® PostScript®3™, PDF Direct Optional: XPS Direct Print, PictBridge™
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 Wireless LAN IEEE 802.11a/b/g/n and IEEE 1284/ECP
Optional Interfaces	TCP/IP (IPv4, IPv6)
Network Protocols	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
Network Operating Systems	@Remote, SmartDeviceMonitor for Admin and Client, Web SmartDeviceMonitor, Web Image Monitor
Utilities	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
Other Printer Features	

Scanner Specifications

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

Fax Specifications

Type	ITU-T CCITT G3
Circuit	PSTN, PBX
Resolution	200 x 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 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

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/m ²)
Paper Capacity	500 sheets x 1 or 2 trays
Dimension (WxDxH)	19.6" x 21.7" x 5.9" (498 mm x 552 mm x 150 mm)
Weight	23 lbs./10.4 kg.
1 Bin Tray BN1020	
Paper Size	5.5" x 8.5" SEF to 8.5" x 14" SEF
Paper Weight	16 – 43 lb. Bond (60 – 163 g/m ²)
Paper Capacity	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 802.11 a/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 Americas Corporation, 70 Valley Stream Parkway, Malvern, PA 19355, 1-800-63-RICOH
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