

B&W Multifunction Laser Printer

RICOH SP 325DNw/ SP 325SFNw

✓ Printer ✓ Copier ✓ Facsimile ✓ Scanner

RICOH
imagine. change.



SP 325DNw

30
ppm monochrome

SP 325SFNw

30
ppm monochrome

Value what you can do from the desktop

It's easy to figure out that most of your workday is spent sharing information. So why are you working so hard doing it? Choose the compact and affordable RICOH® SP 325DNw printer for your small office to produce fast, business-class output consistently or opt for the RICOH SP 325SFNw multifunction printer (MFP) to add copy, scan and fax capabilities. With a wide range of connectivity options, including Wi-Fi Direct®, you can move information in the manner you prefer. The compact black-and-white desktop device may be small, but it's chock full of innovative features to simplify the way you work, such as mobile printing, expanded media options and effortless maintenance. Even novice users can set up the device and perform everyday tasks with ease — and avoid unnecessary workflow interruptions that are costly for your business and your budget.

Be productive from the get-go

New jobs won't wait. Neither will your customers. With the SP 325 Series, you can transition between tasks quickly and stay productive throughout your business day. With first print speeds of about eight seconds, the device is ready when you are. Produce up to 30 pages per minute (ppm) with image resolution up to 1200 x 1200 dpi for crisp output and quick turnaround. Take advantage of the powerful 360 MHz controller and 128 MB memory to process jobs and work on multiple projects simultaneously. With the intuitive drivers for both Windows and Macintosh users, you can combine multiple pages onto a single sheet, add watermarks, and even create covers for more professional-looking presentations and reports. For copying, scanning and faxing, the SP 325SFNw includes a 4-line LCD control panel with intuitive hard keys and Quick Dial keys to simplify operation even more.



Connect with convenience

Limited office space doesn't have to limit what you can do. Use Ricoh's printer driver set-up tool to automatically select, download and install the proper driver for every Windows®, Mac® and Linux® user. In fact, you don't even need cables. In addition to standard USB 2.0 and Ethernet interfaces, you can take advantage of wireless LAN or Wi-Fi Direct® connectivity and place the device where it's most convenient for everybody to use, whether that's on a shared table, in the corner of the room, on your desktop or on the shelf. You can connect your mobile iOS® and Android® personal devices for safe, secure printing from smartphones and tablets in moments.



Handle a diverse workload

The SP 325 Series supports a wide range of media types and sizes to handle any job with ease. The front-loading 250-Sheet Paper Tray accepts sizes from 5.5" x 8.5" to 8.5" x 14" to print volumes of reports, contracts and invoices. Expand your flexibility with the 50-Sheet Bypass Tray to print and copy onto stacks of postcards, labels, envelopes and letterhead without disturbing media in the main tray. Both trays handle paper weights up to 43 lb. Bond/90 lb. Index.



Control the flow of information from the desktop

Turn digital into a differentiator

Some of the smallest offices manage the largest workloads. Be ready for anything with the SP 325SFNw MFP. Do you need to get an important multi-page contract to a customer immediately? Use the 35-Sheet Automatic Reversing Document Feeder to feed two-sided originals up to 8.5" x 14" with minimal effort for scanning. Quality stays true from the first black-and-white or full-color scan to the last whether you save them in TIFF, GIF or JPEG formats. Share information instantly and at no cost with networked users through Scan-to-Email/ Folder/FTP. Convert hardcopy pages to digital files and save them to portable media with the built-in front USB port. As an alternative, use paperless faxing with a 200-entry Address Book and auto redialing to share important documents with people outside your data network.



Work where you want

You spend a significant part of your workday on your smartphone, tablet or laptop. The SP 325 Series lets you print from them, too. Download the RICOH Smart Device Connector app and print to the SP 325 Series with just a few taps. Support for Mopria™ gives anytime, anywhere printing capability. Simply place your personal device by the Near Field Communication (NFC) tag on the control panel to authenticate and begin printing.



Save energy while protecting your budget

Simplify maintenance with All-in-One print cartridges you can install yourself on the SP 325 Series. Because the cartridge is easy to replace, there's no need to continuously check usage or worry about who's in charge of ordering supplies. Reduce environmental impact and help lower costs by taking advantage of duplex printing to minimize the amount of paper you use. The SP 325SFNw includes the ID Copy function which saves time and paper by copying both sides of wallet-sized documents and cards onto one side of paper. In addition, both models offer a Sleep Mode, a low Typical Electricity Consumption value, are ENERGY STAR® certified and meet EPEAT® Silver criteria* so you can get your work done with minimal environmental impact.



*EPEAT Silver rating is applicable only in the USA.

To view detailed features of our multifunction products online go to www.ricoh-usa.com/products

RICOH SP 325DNw/SP 325SFNw

SYSTEM SPECIFICATIONS



Engine Specifications

SP 325DNw	Part # 407990
SP 325SFNw	Part # 407991
Configuration	SP 325DNw: Desktop Monochrome Laser Printer with AIO Cartridge Technology SP 325SFNw: Desktop Monochrome Laser Multifunction Printer with AIO Cartridge Technology
Imaging Technology	Laser beam scanning with electrophotographic printing
Development Process	Dry mono-component toner development
Warm-Up Time	SP 325DNw: 26 seconds or less SP 325SFNw: 30 seconds or less
First Print Speed	8 seconds or less
Continuous Print Speed	30 pages per minute (Letter)
Operation Panel	SP 325DNw: Start/Stop & Job Reset hard keys + LED alert indicators SP 325SFNw: 4-line LCD + alphanumeric keypad + LED alert indicators
Platen Scanning (SP 325SFNw only)	Supported, up to 8.5" x 11.7" (216 x 297 mm)
Document Feeding (SP 325SFNw only)	Automatic Reversing Document Feeder (Standard)
Original Capacity (SP 325SFNw only)	35 sheets
Original Size (SP 325SFNw only)	5.5" x 5.5" to 8.5" x 14"
Original Weight (SP 325SFNw only)	(140 x 140 mm to 216 x 356 mm)
Paper Capacity	14 – 43 lb. Bond/90 lb. Index (52 – 162 g/m ²)
Auto Duplexing	250-Sheet Tray x 1 + 50-Sheet Bypass = 300 sheets
Output Capacity	Standard (@ less than 50% productivity) SP 325DNw: 125 sheets (face down) SP 325SFNw: 50 sheets (face down)
Paper Sizes	Standard Tray: 5.5" x 8.5" to 8.5" x 14", A6 – B5 Custom Sizes: 3.94" x 5.82" to 8.5" x 14" (100 x 148 mm to 216 x 356 mm) Bypass Tray: 5.5" x 8.5" to 8.5" x 14", A6 – B5, Envelopes Custom Sizes: 3.5" x 5.5" to 8.5" x 14" (90 x 140 mm to 216 x 356 mm)
Paper Weights	Duplexing: 8.5" x 11", 8.5" x 14", A4 14 – 43 lb. Bond/90 lb. Index (52 – 162 g/m ²) Duplexing: 16 – 28 lb. Bond (60 – 105 g/m ²)
Paper Types	Thin, Thick, Plain, Recycled, Color, Preprinted, Pre-punched, Letterhead, Bond, Cardstock, Labels, OHP*, Envelopes*
Dimensions (WxDxH)	SP 325DNw: 14.8" x 15.5" x 10.4" (376 x 392 x 262 mm) SP 325SFNw: 15.9" x 15.5" x 15.9" (405 x 392 x 405 mm)
Weight	SP 325DNw: 28.6 lb. (13 kg) (including Starter AIO) SP 325SFNw: 37.5 lb. (17 kg) (including Starter AIO)
Power Requirements	120V, 60Hz, 7A
Power Consumption	Maximum: 800 W Sleep Mode: 1 W or less 1.4 kWh/week
Typical Electricity Consumption** (TEC)	
ENERGY STAR	Certified
EPEAT	Silver Rated

*From Bypass Tray only.
**Typical Electricity Consumption by ENERGY STAR program.

Copier Specifications – SP 325SFNw only

Multi-Copy Speed	Single-page document via ARDF or platen: 30 copies-per-minute Multi-page document via ARDF: 13 copies-per-minute
First Copy Speed	Platen: 8 seconds or less ARDF: 16 seconds or less
Maximum Original Size	Platen: Up to 8.5" x 11.7"/A4 (210 x 297 mm) ARDF: Up to 8.5" x 14" (216 x 356 mm)
Original Type	Platen: Sheets/Books/3D objects/ Wallet-size ID Cards ARDF: 35 Sheets
Copier Resolution	Scanning: 600 x 600 dpi via Platen, 600 x 300 dpi via ARDF Printing: Up to 1200 x 1200 dpi
Grayscale Quantity Indicator	256 levels
Zoom Range	1 – 99
Preset Reduction Ratios	25 – 400% in 1% increments via ARDF or platen
Preset Enlargement Ratios	50%, 65%, 78%, 93%
Copier Features	129%, 155%, 200%, 400%
Copier Features	Duplex Copy, Combine Copy (2 in 1, 4 in 1), ID Card Copy, Image Density Adjustment, Image Quality Mode (Text/Photo/Mixed)

Printer/Controller Specifications

CPU	360 MHz
Memory	128 MB RAM standard/maximum
Printer Languages/Drivers	PCL6, PCL5e
FonTS	PCL: 45 + 13 International
Print Resolutions	1200 x 1200, 1200 x 600 dpi, 600 x 600 dpi
Interfaces	Wi-Fi Direct IEEE 802.11 b/g/n Wireless LAN (Ad Hoc & Infrastructure modes) Near Field Communications (NFC) 10Base-T/100Base-TX Ethernet USB 2.0 Hi Speed Type B TCP/IP (IPv4, IPv6), IPP
Network Protocols	Windows Vista, 7, 8, 10, Server 2003/R2, Server 2008/R2, Server 2012/R2
Network/OS Support	Mac OS v10.8 or later Linux Ubuntu 14.04LTS/14.10, Open SUSE 13.1/13.2, Red Hat Linux Enterprise 6/7 and Mopria™ support
Utilities	Web Image Monitor, @Remote ¹ (limited support, requires optional @Remote Office Appliance)
Advanced Printer Features	Collate, Dithering, Duplex, Do Not Print Blank Pages, Cover Sheets, Layout/N-up, Reduce/Enlarge, Rotate Print, Toner Saving, Watermarks

¹ Counter information only.

Scanner Specifications – SP 325SFNw only

Scanning Device	Flatbed scanner with full-color CCD array and Contact Image Sensor (CIS)
Scanning Capabilities	Windows: TWAIN/AVIA driver Mac: TWAIN/ICA driver Linux: SANE driver Scan-to-Email (1 recipient per TX) Scan-to-Folder (1 destination per TX) Scan-to-FTP (1 destination per TX) Scan-to-USB 1200 x 1200 dpi
Optical Resolution	

TWAIN/WIA Scan Resolution	Platen: 75 to 19200 dpi ARDF: Up to 600 x 600 dpi
Scan-to-Resolutions	100/150/200/300/400/600 dpi
Grayscale	256 levels
Scan Modes/Speeds	B&W: 13 ipm at 600 x 300 dpi Color: 4.5 ipm at 600 x 300 dpi
Scanner Interface	USB 2.0, 10Base-T/100Base-TX Ethernet, IEEE 802.11 b/g/n Wireless LAN
Address Book Capacity	Up to 100 Scan destinations including 8 Quick Dial entries
Supported File Formats	TIFF, JPEG, PDF
Software Utilities	TWAIN Scanner Driver, WIA Scanner Driver

Facsimile Specifications – SP 325SFNw only

Circuit	PTSN/PBX
Compatibility	ITU-T G3, Super G3 Transceiver
Maximum Number of Lines	1
Modem Speed	33.6 Kbps with Auto Fallback to 2,400 bps
Transmission Speed	Approx. 3 seconds/page*
Resolution	Standard: 200 x 100 dpi (8 x 3.85 lines/mm) Detail: 200 x 200 dpi (8 x 7.7 lines/mm)
Maximum Scan Width	8.5"
Maximum Scan Length	Platen: 11.7" (297 mm) ARDF: 14" (356 mm)
Compression	MH, MR, MMR
Scanning Speed	B&W: FB: 145 mm/s (300 x 300 dpi), 36 mm/s (600 x 600 dpi), ARDF: 64 mm/s (13 ipm (600 x 300 dpi)) Color: FB: 48 mm/s (300 x 300 dpi), 12 mm/s (600 x 600 dpi), ARDF: 22 mm/s (4.5 ipm (600 x 300 dpi))
Dialing Modes	Direct Fax Number Entry, 8 Quick Dials, 100 Speed Dials
SAF Memory	100 pages
Address Book Capacity	Up to 200 Fax destinations
LAN Fax	Outbound TX only
Software Utilities	TWAIN Scanner Driver, WIA Scanner Driver
Fax Features	PC Fax Send/Receive, Auto Answer, Auto Redial, Auto/Manual Reception, Book Fax, Broadcasting (100 stations), Contrast Control, Error Correction Mode, Image Reduction, Immediate/Memory Transmission, Monitor Speaker, On Hook Dial, Page Retransmission, Pulse/Tone Selection, Smoothing, Telephone Answering Machine Interface, Time Indicator

*ITU No.1 chart, Compression: MMR, Resolution: Standard speed: 33.6 Kbps.

Consumables and Yields

All-In-One Print Cartridge SP 311HS	3,500 pages* Part # 407245
*Declared yield values in accordance with ISO/IEC 19752. Actual yields may vary based on images printed and other factors.	
Ships with a starter All-In-One print cartridge yielding approximately 1,000 pages. All other consumables ship at full yield.	
For maximum performance and yield we recommend using genuine Ricoh parts and supplies.	
Specifications subject to change without notice.	

Warranty

The RICOH SP 325DNw B&W Laser Printer and SP 325SFNw B&W Multifunction Laser Printer are under warranty against defects for a period of one year from the date of purchase. Consumables are under warranty for a period of 90 days from the date of purchase or until depleted, whichever comes first. Please refer to warranty documents shipped with the product for more details.



www.ricoh-usa.com

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