Ricoh Aficio MP 2550B/MP 2550 & MP 3350B/MP 3350 Digital Imaging System Document Management for the Next Generation.



Aficio

# create



# manage



## Ricoh Aficio MP 2550B/MP 2550 & MP 3350B/MP 3350

The All-In-One Solution for Office Productivity Every office is unique. Yet all have the same overriding pressures: raise productivity, complete projects faster, improve quality and encourage collaboration. That's why the RICOH® Aficio® MP 2550B/MP 2550 & MP 3350B/MP 3350 is such a compelling office solution. It's engineered with all the speed, quality, finishing capabilities and easy usability you need to help accomplish the universal objectives of your office. These systems also streamline document distribution with the color/black & white scanning capabilities of the Ricoh Aficio MP 2550 & MP 3350, and the black & white scanning capabilities of the MP 2550B & MP 3350B.

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# ExceptionalEfficientResourcefulSecure

## **Powerful Productivity**

Getting your office up to speed in today's global marketplace means stepping up your delivery on a wide range of variables. The Ricoh Aficio MP 2550B/MP 2550 & MP 3350B/MP 3350 is designed to help you get there.

- Boost your productivity with up to 33 prints per minute.
- Scan your documents and enter the world of cost-free electronic document storage and distribution.
- Expand your faxing capabilities while greatly reducing faxing time with up to three Super G3 fax lines.
- Give your documents the right finishing touch with three different finishing options—including a 1,000-Sheet Booklet Finisher—all designed to make you and your work look better than ever.
- The Ricoh Aficio MP 2550B/MP 2550 & MP 3350B/MP 3350 can store up to 3,000 frequently used documents in its Document Server, where they can be instantly accessed for reprinting, re-faxing or re-scanning.
- Special design features provide easy access for every authorized user, such as the simplified color display, easy-access paper tray handles and animated guidance.

## The Intelligent Approach to Networking

## To say the Ricoh Aficio MP 2550B/MP 2550 & MP 3350B/ MP 3350 is an "intelligent" system sounds cliché, until you see just how smart it is at helping you accomplish your objectives.

- Prioritize your job list by automatically moving the most critical jobs to the head of the print queue, making sure they're finished first.
- Choose the capabilities you need—from economical Refined Print Command Stream (RPCS), PCL or sophisticated Adobe® PostScript® 3<sup>™</sup>—to handle exactly the type of documents you have.
- Reduce network traffic with PDF Direct Print by sending PDF files directly to the printer without opening Adobe® Acrobat™ Software.

## **Experience the Benefits of Cost-Free Document Distribution**

## The Ricoh Aficio MP 2550B/MP 2550 & MP 3350B/ MP 3350 gives you the power to capture important documents and distribute them anywhere in the world.

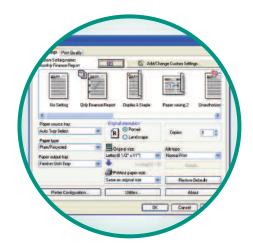
- Scan and capture documents and reports with the color/black & white scanning capabilities of the Ricoh Aficio MP 2550/MP 3350 and the black & white scanning capabilities of the MP 2550B/MP 3350B, and then share them cost-free using the powerful Scan-to-Email/Folder/Hard Disk Drive features.
- Reduce programming time and make more efficient use of company information by accessing up to five LDAP servers.
- Improve productivity and accuracy by viewing full-color thumbnails on the control panel and confirming that scanned documents were captured correctly before you distribute them.
- Use High Compression PDF to dramatically reduce the file sizes on color documents—alleviating the problem of large documents moving over your network—while still producing high quality prints.
- Reduce network traffic with Scan-to-URL, which allows you to store documents on the Hard Disk Drive, where they can be viewed and downloaded with a Web browser.



LAN Fax allows you to fax documents right from your desktop, maximizing convenience and boosting efficiency.



Color scanning combined with Scan-to-URL improves project collaboration and reduces network traffic. (Color scanning is not available on the MP 2550B/ MP 3350B models.)



With Ricoh RPCS, you can simplify complex jobs to one-click operations. For example, you can program the driver to automatically duplex, three-hole punch, and insert a front and back cover on a document —and then print the program with a single button.

# **CopyPrintScanFaxFinish**

## **Powerful, Next-Generation Faxing**

## Sending and receiving faxes have never been easier, faster or more convenient than with the Ricoh Aficio MP 2550B/MP 2550 & MP 3350B/MP 3350.

- The Super G3 modem allows you to send out documents on up to three analog lines, boosting your fax capabilities and reducing faxing time significantly.
- Internet Fax lets you send scanned documents directly to e-mail addresses, eliminating both phone charges and wasted paper.
- Go completely paperless by automatically forwarding inbound faxes to e-mail addresses, network folders or for storage on the systems' Hard Disk Drive.

## **Keep Your Work Secure**

The Ricoh Aficio MP 2550B/MP 2550 & MP 3350B/ MP 3350 is designed to be an integral part of a total system of document security.

- Restrict access to the system only to people who are authorized and have a password. You can also restrict usage rights by application; for example, you can restrict scanning or faxing to authorized personnel only.
- Using Locked Print, you can protect your confidential documents from being seen or accidentally picked up in the output tray by unauthorized users—eliminating costly mail boxes.
- For the highest security requirements, you can use the DataOverwriteSecurity System (DOSS) to prevent the possibility of reconstructing data from "latent images" of documents left in the internal hard drive.
- Use Unauthorized Copy Control to deter copying of sensitive documents a necessity for workgroups creating and distributing confidential information.

## **Simplified Management**

The Ricoh Aficio MP 2550B/MP 2550 & MP 3350B/MP 3350 can turn your computer into a control center for everything from system management and device monitoring to troubleshooting.

- Get instant access to system settings, program address books, and much more with Web Image Monitor.
- Efficiently configure, monitor and manage multiple connected Ricoh devices with Web SmartDeviceMonitor.
- Rely on Auto E-mail Notification to generate an alert when the system is low on toner or otherwise not functioning at optimum performance levels.

## **Technology to Empower Your Business**

## At Ricoh, we're committed to helping you achieve your goals for reducing overall Total Cost of Ownership, optimizing fleet management and @Remote ultimately increasing employee productivity.

- Automating service call procedures, eliminating the need for end-users to initiate service calls. If a service call is required, the @Remote network appliance automatically places a request for service—including detailed and accurate diagnostic information.
- Upgrading and adjusting your devices via remote firmware applications, which means that your devices will always be functioning within the most current and productive operational parameters.
- To ensure that your devices are constantly up and running, alerts can be sent, such as a low toner warning.





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Ricoh continues its long-standing commitment to developing office solutions with environmentally friendly and superior energyand supply-saving features, including:

- Quick Start-Up (QSU) Technology
- Power-Saving Sleep Mode
- Duplex and Combine Copy Modes
- Internal Toner Recycling Mechanism
- Low Noise Levels
- Minimal Ozone Emissions
- Restriction of Hazardous Substances (RoHS) Compliant

# **Reach New Levels of Office Productivity**

## **One-Bin Tray (Optional)**

Provides a cost-effective option to separate output generated from two different system functions, such as faxes and prints.

## 1,000-Sheet Booklet Finisher (Optional)

Provides three destinations for output, including the ability to produce paginated, saddlestitched, punched and folded booklets, greatly expanding your in-house capabilities. **1,000-Sheet or 500-Sheet** 

1,000-Sheet or 500-Shee Finisher also available

## 2 x 500-Sheet Paper Trays (Standard)

User-adjustable paper trays hold envelopes, plus a range of paper sizes up to 11" x 17" and weights up to 42 lb. Bond.

**2 x 500-Sheet Paper Trays (Optional)** Adjustable paper bank increases paper capacity to hold up to five different sizes and orientations of paper, reducing maintenance requirements.

2,000-Sheet Large Capacity Tray also available

50-Sheet Automatic Reversing Document Feeder (ARDF) (Optional)

Efficiently processes multi-page originals, even mixed sizes up to 11" x 17".

## **Color Control Panel**

Full-color VGA display with the simplified display feature makes using the system easy and accessible for everyone.

#### **100-Sheet Bypass Tray** Holds a variety of paper t

Holds a variety of paper types and sizes for printing envelopes, labels and transparencies.

## **Duplex Unit**

Provides stackless, two-sided printing—cutting paper, filing and postage costs in half.

**Easy-Access Tray Handles** Unique design makes accessing trays fast and simple for everyone.

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

MP 2550SP/MP 3350SP

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### MP 2550B/MP 3350B



**Copy** For robust copying and a flexible upgrade path to black & white scanning, printing and faxing.



**Copy/Scan/Print** For exceptional black & white printing and color and black & white scanning.

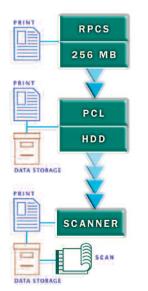
MP 2550SPF/MP 3350SPF

Aticia



Copy/Scan/Print/Fax For a complete document management system with printing, faxing, color and black & white scanning in a single, compact device.

## Flexible Upgrade Path (MP 2550B/MP 3350B)



For an all-inclusive solution, a Printer/Scanner Kit is also available.

For a low-cost network printer, where a specific printer language is not required, start with Ricoh's RPCS printer unit.

For the next step up, add the Printer Enhance and get PCL Printing and document storage capabilities.

For a device that can send cost-free documents electronically anywhere in the world, simply add the Scanner Enhance for black & white scanning.

## More user manuals on ManualsBase.com

## Ricoh Aficio MP 2550B/MP 2550 & MP 3350B/MP 3350 Series **Specifications**



## **Engine/Copier Specifications**

Configuration Scanning Element Printing Process Document Feeding Toner System Memory

(std./max.)

Hard Disk Drive Copy Resolution Grayscale Exposure Adjustment Quantity Indicator Original Type Maximum Original Size Up to 11" x 17" Copy Size Сору Туре

Warm-Up Time First Copy Speed **Continuous** Copying Speed

Recovery Time Power Source Dimensions Weight Standard Paper Capacity Optional Paper Capacity Paper Size

Paper Weight

Standard Output Tray Capacity Reduction Ratios **Enlargement Ratios** 

Zoom Standard Features

Requires Hard Disk

Drive

#### Printer Specifications (Standard)\*

| Print Speed         | MP 2550B/MP 2550: 25 ppm<br>MP 3350B/MP 3350: 33 ppm |
|---------------------|--|
| CPU                 | RM7035C 533 MHz                                      |
| Standard Interfaces | 10/100BaseTX Ethernet, USB 2.0                       |
| Optional Interfaces | IEEE 802.11a/b/g Wireless LAN,                       |
|                     | Bluetooth, IEEE 1284, Gigabit Ethernet               |
| Memory Capacity     | Shared with Copier                                   |
| Network Protocol    | TCP/IP, IPX/SPX, AppleTalk                           |
| Network Operating   | Windows Vista/2000/ME/XP/Server 2003,                |
| Systems             | Netware 3.12, 3.2, 4.1, 4.11, 5.0, 5.1, 6.0,         |
|                     | 6.5, Unix; Sun Solaris, HP-UX, SCO                   |
|                     | OpenServer, Red Hat Linux, IBM AIX,                  |
|                     | Mac OS 8.6 - 9.2x, OS X 10.1 or later,               |
|                     | SAP R/3, NDPS Gateway, IBM iSeries/AS/               |
|                     | 400° using OS/400 Host Print Transform,              |
|                     | Citrix Metaframe                                     |

User Stamps

Utilities Console Flatbed with Moving CCD Array Image Sensor Single Laser Beam Scanning & Electrophotographic Printing Optional 50-Sheet ARDF Dry, Dual Component MP 2550B/MP 3350B: 256/512 MB RAM MP 2550/MP 3350: 768/768 MB RAM MP 2550/MP 3350: 40 GB standard MP 2550B/MP 3350B: 40 GB optional 600 x 600 dpi 256 levels Manual & Automatic Up to 999 Sc В Book/Sheet Sca 5.5" x 8.5" to 11" x 17" Gr Plain Paper, Transparencies, Envelopes, Sca Cardstock, Recycled Sta Op 14 seconds 4.5 seconds MP 2550B/MP 2550: 25 copies/ Pr minute (LTR) MP 3350B/MP 3350: 33 copies/ M minute (LTR) File 10 seconds (from Auto Off) Sta 120V/60Hz 24.8"(W) x 25.7"(D) x 27.9"(H) 143 lbs. 500 sheets x 2 trays, and 100-Sheet Bypass Tray 500 sheets x 2 trays or 2,000-Sheet Large Capacity Tray 5.5" x 8.5" to 11" x 17" C A5 to A3 Re 16 - 28 lb. Bond/60 - 105g/m2 (Tray 1 and Duplex) C 14 - 42 lb. Bond/52 - 157g/m2 (Tray 2 S and Bypass) N 500 sheets (Letter) Tr 250 sheets (Legal, Ledger) 25%, 50%, 65%, 73%, 78%, 85%, 93%, 100% 121%, 129%, 155%, 200%, 400% М 25% to 400% in 1% increments Auto Magnification, Auto Paper Select, St Auto Tray Switch, Center/Border Erase, G Chapters, Full-Color VGA Touch Screen ID Control Panel, Combine Mode, Cover U Insertion, Date Stamp, Directional

Magnification, Electronic/Rotate Sorting,

English Pre-Set Stamps, Negative/ Positive, OHP Slip Sheet, Page Number

Stamp, 10 Job Programs, 500 User Codes

8 Job Presets, Background Numbering,

Server (3,000 file capacity), Series Copy,

Booklet/Magazine Copy, Document

Web SmartDeviceMonitor, DeskTopBinder, Web Image Monitor Page Description PCL 5e/6 emulation, Ricoh RPCS, Languages Adobe PostScript 3 (optional) Print Resolution Up to 600 dpi (2400 x 600 dpi with smoothing) Gravscale 256 levels Fonts for PCL 5e/6 35 Intellifonts, 10 TrueType, 1 Bitmap and 13 International Fonts Fonts for PS3 136 PostScript Fonts Standard Features Sample/Locked/Hold/Stored Print (Hard Drive Required)

SmartDeviceMonitor.

#### Scanner Specifications (Standard)\*

| anning Speed           | Embedded Scanning: 50/29 ipm         |
|------------------------|--------------------------------------|
| B&W/Color              | (@ 200 dpi)                          |
| anning Resolution      | 600 dpi                              |
| rayscale               | 256 levels                           |
| an Area                | Up to 11" x 17"                      |
| andard Interfaces      | 10/100BaseTX Ethernet                |
| ptional Interfaces     | IEEE 802.11a/b/g Wireless LAN,       |
|                        | Gigabit Ethernet                     |
| otocol                 | TCP/IP, NCP, SMB, SMTP, POP 3,       |
|                        | LDAP, FTP                            |
| emory Capacity         | Shared with Copier                   |
| le Types               | Single and multi-page TIFF/PDF, High |
|                        | Compression PDF, Single-page JPEG    |
| andard Features        | Embedded Scan-to-Email/HDD/Folder/   |
|                        | URL and TWAIN                        |
| ote: Color Scanning, ( | Color Dropout and High Compression   |

#### PDF are not available on the MP 2550B/MP 3350B models.

#### **Fax Specifications (Option)**

| Circuit                  | PSTN, PBX                              |
|--------------------------|--|
| Compatibility            | ITU-T G3                               |
| Resolution               | 200 x 200/100 dpi                      |
|                          | 400 x 400 dpi (Optional)               |
| Compression Method       | MH, MR, MMR, JBIG                      |
| Scanning Speed           | 0.40 seconds (LEF)                     |
| Modem Speed              | 33.6 Kbps with Auto Fallback           |
| Transmission Speed       | G3: 3 seconds per page                 |
|                          | (MMR Compression)                      |
|                          | G3: 2 seconds per page                 |
|                          | (JBIG Compression)                     |
| Memory                   | 4 MB standard/28 MB maximum            |
|                          | 320 pages/2,240 pages                  |
| Std/Max Auto Dials       | 2,000 (with HDD)                       |
| Group Dials              | 100 (max. 500 numbers per group)       |
| ID Code Programming      |  |
| User Function Key        | 3 keys                                 |
| Standard Features        | Book Transmission, 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*      |
| Optional Features        | Simultaneous Operation of up to        |
|                          | 3 lines (G3 x 3)                       |
| Note: Fax is standard or | the MP 2550SPE/MP 3350SPE models.      |

Security Features (Standard)\*

#### S/MIME, IPsec Communication, Locked Print Password Encryption, Encrypt Address Book, SSL Secure Socket Layer, User Authentication, SNMP v3, Encryption of Password PDF, Encrypted PDF

#### PB3030 Paper Bank Unit (Option)

| i bbobb i aper | bank onic (option)                          |
|----------------|---|
| Paper Size     | 5.5" x 8.5" to 11" x 17"                    |
|                | A5 to A3                                    |
| Paper Weight   | 16 to 28 lb. Bond/60 to 105g/m <sup>2</sup> |
| Paper Capacity | 2 x 500 sheets                              |
| Dimensions     | 21.7"(W) x 20.5"(D) x 10.7"(H)              |
|                |   |

### PS500 Large Capacity Tray (Option)

| aper Size     | 8.5" x 11"/A4                               |
|---------------|---|
| aper Weight   | 16 to 28 lb. Bond/60 to 105g/m <sup>2</sup> |
| aper Capacity | 2,000 sheets x 1                            |
| Dimensions    | 21.7"(W) x 20.5"(D) x 10.7"(H)              |
|               |   |

### One-Bin Tray BN3030 (Option)

| Paper Size     | 5.5" x 8.5" to 11" x 17"/A5 to A            |
|----------------|---|
| Paper Weight   | 16 to 28 lb. Bond/60 to 105g/m <sup>2</sup> |
| Paper Capacity | 125 sheets                                  |
|                |   |

Paper Size

sheets SR3050 500-Sheet Finisher (Option) 5.5" x 8.5" to 11" x 17"/A6 to A3 14 to 42 lb. Bond/52 to 157g/m<sup>2</sup>

| raper size      | 5.5 X 6.5 LUTT X T7 7AU LUAS                |
|-----------------|---|
| Paper Weight    | 14 to 42 lb. Bond/52 to 157g/m <sup>2</sup> |
| Stack Capacity  | Shift Tray: 500 sheets                      |
|                 | (8.5 " x 11" or smaller)                    |
|                 | 250 sheets (8.5 " x 14" or larger)          |
| Staple Capacity | 50 sheets (8.5" x 11")                      |
|                 | 30 sheets (8.5" x 14" or larger)            |
| Staple Position | 1 staple/4 positions;                       |
|                 | 2 staples/1 position                        |
| Dimensions      | 15.6"(W) x 21.7"(D) x 10.9"(H)              |
|                 |   |
| CD700 1 000 Cho | at Einichar (Ontion)                        |

## SR790 1,000-Sheet Finisher (Option)

| Paper Size        | 5.5" x 8.5" to 11" x 17"/A6 to A3           |
|-------------------|---|
| Paper Weight      | 14 to 42 lb. Bond/52 to 260g/m <sup>2</sup> |
| Stack Capacity    | Proof Tray: 250 sheets                      |
|                   | (8.5" x 11" or smaller)                     |
|                   | 50 sheets (8.5" x 14" or larger)            |
|                   | Shift Tray: 1,000 sheets                    |
|                   | (8.5" x 11" or smaller)                     |
|                   | 500 sheets (8.5" x 14" or larger)           |
| Staple Capacity   | 50 sheets (8.5" x 11")                      |
|                   | 30 sheets (8.5" x 14" or larger)            |
| Staple Position   | 1 staple/2 positions;                       |
|                   | 2 staples/1 position                        |
| Dimensions        | 10.7"(W) x 20.5"(D) x 31.2"(H)              |
|                   |   |
| SR3000 Booklet Fi | inisher (Option)                            |
| Paper Size        | 5.5" x 8.5" to 11" x 17"/A6 to A3           |

| SR3000 Booklet Finisher (Option) |   |
|----------------------------------|---|
| Paper Size                       | 5.5" x 8.5" to 11" x 17"/A6 to A3           |
| Paper Weight                     | 14 to 28 lb. Bond/52 to 105g/m <sup>2</sup> |
|                                  | (Proof Tray); 14 to 68 lb. Bond/            |
|                                  | 52 to 256g/m <sup>2</sup> (Shift Tray)      |
| Stack Capacity                   | Proof Tray: 100 sheets                      |
|                                  | (8.5" x 11" or smaller)                     |
|                                  | 50 sheets (8.5" x 14" or larger)            |
|                                  | Shift Tray: 1,000 sheets                    |
|                                  | (8.5" x 11" or smaller)                     |
|                                  | 500 sheets (8.5" x 14" or larger)           |
| Staple Capacity                  | 50 sheets (8.5" x 11")                      |
|                                  | 30 sheets (8.5" x 14" or larger)            |
| Staple Position                  | 1 staple/2 positions;                       |
|                                  | 2 staples/1 position                        |
| Dimensions                       | 21.1"(W) x 23.7"(D) x 36.7"(H)              |
| Punch Unit (Option)              | 2 or 3 hole punch                           |
|                                  |   |

#### ARDF DF3030 (Option)

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| aper Size    | 5.5" x 8.5" to 11" x 17"                    |
|--------------|---|
| aper Weight  | 11 to 34 lb. Bond/40 to 128g/m <sup>2</sup> |
| ack Capacity | 50 sheets                                   |
| imensions    | 21.7"(W) x 19.3"(D) x 4.7"(H)               |
|              |   |

#### Additional Options for MP 2550B/MP 2550/ MP 3350B/MP 3350

Platen Cover Type 3800C, FAC38 Cabinet, Fax Type 3350, G3 Interface Type 3350, 32 MB Fax Memory, Handset Type 1018, IEEE 1284 Interface Board Type A, IEEE 802.11a/b/g Interface Unit Type J, Adobe PostScript 3 Type 3350, Bridge Unit Type BU3020, Internal Shift Sort Tray Type SH3010, Key Counter Bracket Type H, File Format Converter Type E, DataOverwriteSecurity Unit Type I, Copy Data Security Unit Type F, Bluetooth Interface Type 3245, Java VM Card Type F, Punch Kit PU3000, HDD Encryption Type A, Gigabit Ethernet Type A

#### Additional Options for MP 2550B/MP 3350B **Models Only**

Hard Disk Drive Type 5000, Printer Enhance Type 3350, Printer/Scanner Unit Type 3350, RPCS Printer Unit Type 3350, Scanner Enhance Type 3350

\*Options for Ricoh Aficio MP 2550B/MP 3350B

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