Multifunction B&W

RICOH
MP 402SPF

☑ Copier   ☑ Printer   ☑ Facsimile   ☑ Scanner

RICOH
imagine. change.

MP 402SPF
42 ppm   monochrome

Get closer to all-in-one productivity

Think big — by going small. Use the compact RICOH® MP 402SPF to share information quickly in small- to mid-sized workgroups. Handle everyday document management tasks — including printing, copying, scanning and faxing — with speed and precision right from the desktop. Find information, transition between tasks and complete jobs faster with a single swipe, scroll or tap on the large, 10.1" color touchscreen. Create your own automated workflow shortcuts to reduce manual steps. Personalize security for every user. You can even program the device to power off to conserve energy. Best of all, you can print from the convenience of your smartphone or tablet and stay productive.

Put multifunction performance within reach

There's no shortage of things to do and ideas to share, especially in today's technology-dependent offices. Be ready for every one of them with the MP 402SPF. Print up to 42 black-and-white pages per minute and move critical information quickly. Copy notes, invoices, presentations and more at sizes up to 8.5" x 14" with impressive image resolution up to 1200 dpi. Use the standard Single Pass Document Feeder (SPDF) to convert up to 80 images per minute into an electronic file and share it instantly with multiple Scan-to options. Send contracts and other forms directly to your inbox with the low-cost and convenient Cloud Fax app and eliminate the hassle of checking for received faxes at the device. Expand paper capacity up to 1,600 sheets and use the 100-Sheet Bypass Tray for specialty media, including thicker stocks, unique sizes and even banners.

Give workflows a personal touch

Tap into RICOH Workstyle Innovation Technology from the intuitive 10.1"-wide Super VGA Smart Operation Panel to simplify everyday tasks. Take your pick from three all-digital user interfaces designed to give you fast, easy access to information. With the same finger movements you use on your smartphone or tablet, you can perform primary tasks — such as copying, printing, scanning and faxing — or dig deeper into critical details with the grid-like layout and helpful informational widgets. Create your own iconic shortcuts for frequently used workflows. For example, you can send a weekly report to the same recipients with just a few touches. Download convenient workflow apps, including Scan-to-Folder Helper, Conference Concierge, ID Card Copy and more, and perform specialized tasks just as easily. Add RICOH Streamline NX, RICOH Device Manager NX or other workflow software applications to automate manual tasks for almost any type of job.
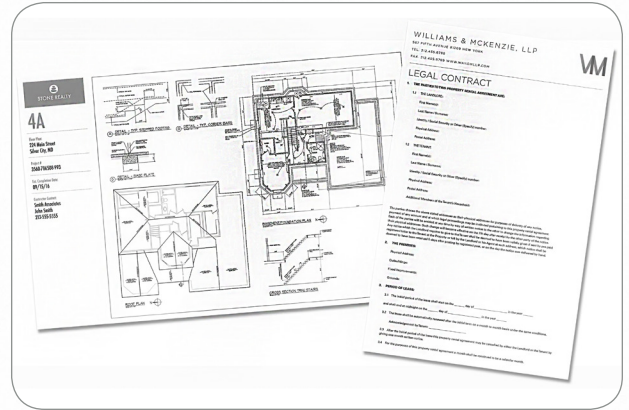
Work at your pace from any place

Great ideas can come from anywhere. Now you can share those ideas with others from practically anywhere too. Download the RICOH Smart Device Connector app to use your Android® or iOS® smartphone or tablet to perform MFP functions on the go without first having to join the office network, search for devices or authenticate. Send files, photos and images from your personal device or favorite Cloud application directly to the MP 402SPF. Use Airprint® or Mopria® to print them on demand. Scan originals at the MFP and send them as PDFs to your personal device, or email the files to contacts in your personal address book. You can even print from or scan to USB Flash Drives or SD Cards.

Control the flow of information from the desktop

Use know-how to simplify work now

You're always searching for ways to work faster. Use the MP 402SPF to find and move information in moments. Access up to 3,000 frequently used documents from the Document Server for quick, on-demand printing. With optional Optical Character Recognition (OCR), you can place metadata on documents, images and PDF files and search for them in seconds with keywords. Looking for information online? Grab files, documents or images from a website or Cloud-based application via the embedded Web browser and print them immediately from the MFP. As an administrator, you can locate device information just as easily and help optimize device performance by monitoring status, collecting real-time meter reads, updating drivers automatically and more.

Plan to conserve energy, sustain savings

Be more productive while using less energy. The MP 402SPF meets EPEAT® Silver criteria* and is ENERGY STAR® certified with Typical Electricity Consumption (TEC) of 1.8 kWh/week. Take advantage of a fusing unit that recovers faster from sleep. Reduce energy costs even more by scheduling the MFP to power off when you're out of the office. Guide users to do their part. Use duplex printing as the default setting. Establish print quotas to curb unnecessary printing. Use the Eco-Friendly Indicator on the Home Screen to track paper usage and to encourage more responsible printing.

*EPEAT Silver rating is applicable only in the USA.

Secure a safer, more productive way to work

You're responsible for avoiding unnecessary risks. Use the MP 402SPF to hold others accountable, too. Take advantage of User Authentication to track specific projects, monitor user activity and identify bottlenecks. With User Authentication, you're always in control of your most sensitive information. Users can log into the device via passcode or billing code — or by passing an identity card by the optional NFC Card Reader. With Locked Print, documents are held in queue until the authorized user releases them, which prevents sensitive information from falling into the wrong hands. With Unauthorized Copy Control, you can mask confidential information with a watermark when unauthorized users try to copy it. In addition, a standard embedded 320 GB Hard Disk Drive encrypts data on the system's hard drive and the DataOverwriteSecurity System (DOSS) destroys latent digital images on the hard drive.

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

Engine/Copier Specifications

MP 402SPF	Part # 417705
Configuration	Desktop Multifunctional Product (MFP)
Scanning Element	LED array
Printing Process	Electro-photographic printing
Output Speed (Copy/Print)	Up to 42 ppm (Letter)
First Print Time	3.9 seconds
Warm Up Time	21 seconds
Recovery from Sleep Mode	9.4 seconds
Copy Resolution	600 x 600 dpi (Platen), 600 x 300 (SPDF)
Grayscale	256 levels
Exposure Adjustment	Manual and automatic
Multiple Copies	Up to 99
Document Feeder (Standard)	Single Pass Document Feeder (SPDF)
Original Capacity	50 sheets (SPDF)
Paper Sizes	5.5" x 8.5" to 8.5" x 14" (A4/A5/A6/B5/B6/Legal/Letter/HLT/Executive/ Folio) Trays Custom Size: 3.94" x 5.82" to 8.5" x 14.0" (100 x 148 mm to 216 x 356 mm) Bypass Custom Size: 2.37" x 5" to 8.5" x 35.43" (60 x 127 mm to 216 x 900 mm)
Paper Weights	14 – 43 lb. Bond/90 lb. Index (52 – 162 g/m²) Exposure Glass Up to 8.5" x 14" (216 x 356 mm)
Input Capacity	Standard: 500 sheets + 100-Sheet Bypass Tray Optional: 500 sheets x 1 or 2 Trays, 250 sheets x 1 or 2 Trays Maximum capacity: 1,600 sheets
Output Capacity	250 sheets face down (internal tray)
Paper Types	Plain, Recycled, Thick, Preprinted, Letterhead, OHP (Transparency)*, Envelopes*
Auto Duplex	Standard
Zoom	25% to 400% in 1% increments
Preset Reduction and Enlargement Ratios	65%, 78%, 93%, 100%, 129%, 155%
Dimensions (WxDxH)	18.7" x 19.0" x 20.1" (476 x 483 x 510 mm) – includes SPDF
Weight	57.3 lbs. (Less than 26 kg.)
Power Requirements	120V, 60Hz, 15A
Power Consumption (Operating)	566.5 W
Sleep Mode	0.8 W
TEC Value	1.8 kWh/week**
ENERGY STAR®	Certified
EPEAT®	Silver Rated
Standard Features	ID Card Copy, Eco-Friendly Indicator, Auto Tray Switch, Document Server with Password-Protected Folder Management, Image Rotation, Power On/Off Timer, Auto Start, Auto Off Timer, Combine Copy, Energy Saver Timer, Text/Photo Mode, Series Copy, Margin Adjust, Cover/Chapter/Slip Sheets, Job Programs (25), User Codes (8 digits, 1,000 Personal Codes), Unauthorized Copy Control, Simplified Display, Login/Logout Button, NRS Option, Import/Export of Preference Settings, Bates Stamp, Centralized Address Book Management

*Bypass Tray only.

**Typical Electricity Consumption by ENERGY STAR® program.

Printer Specifications

CPU	Intel Atom Processor BayTrail-I -1.46 GHz
Memory Capacity	Standard: 2 GB
Hard Disk Drive	320 GB HDD
Page Description Languages	Standard: PCL5e/6, Genuine Adobe® PostScript®3™, XPS (option)
Maximum Print Resolution	1200 x 1200 dpi
Standard Interfaces	Ethernet (RJ-45 network port: 10BASE-T/100BASE-TX/1000BASE-T), USB 2.0, SD Card Slot, Bluetooth
Optional Interfaces	IEEE 1284, Wireless LAN (IEEE 802.11 a/b/g/n)
Network Protocols	TCP/IP (IPv4, IPv6)
Fonts for PCL 5e/6	45 Roman fonts and 13 International fonts
Fonts for PS3	136 Roman fonts
Network Operating Systems	Windows Vista/7/8/8.1/10/Server 2008/Server 2008R2/Server 2012/Server 2012R2; UNIX Filters for Sun Solaris 9/10; HP-UX 11.x/11iv2/11iv3; 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.x or later, mySAP ERP2004 or later; Mac OSX 10.2 or later; Citrix Metaframe XP/Presentation Server 4/5/XenApp 5.0, 6.0
Utilities	Web Image Monitor, @Remote, Device Manager NX
Other Printer Features	Sample/Locked/Hold/Scheduled/Stored Print, Store and Print, Black Over Print, PDF Direct Print, Mail to Print, Classification Code, Bonjour Support, Windows Active Directory Support, DDNS Support, PCL Resident Font Adoption, Tray Parameter Change from Web Image Monitor, 1200 dpi Support, Universal Driver, XPS Support, WS Printer, Wireless LAN Interface Option, Media Direct Print (Print from USB/SD), Banner Page Print, Auto Job Promotion, AirPrint®, Poster Print, WPS Support

Controller Options

Extended USB Board Type M19	Part # 417566
IEEE 1284 Interface Board Type M19	Part # 417596
Wireless LAN Card Type M24 (IEEE802.11a/b/g/n)	Part # 407863
XPS Direct Print Option Type M27	Part # 417709
DataOverwriteSecurity Unit Type M19	Part # 417499
File Format Converter Type M19	Part # 417508
NFC Card Reader Type M27	Part # 417727
OCR Unit Type M13	Part # 417428
Optional Counter Interface Unit Type M12	Part # 417111
Fax Connection Unit Type M27	Part # 417710

Document Server Specifications

Max. Stored Documents	3,000
Max. Pages/Document	1,000
Max. Page Capacity	9,000
Max. Number of Folders	200

Scanner Specifications

Scanning Speed	40 simplex/80 duplex ipm @ 200/300 dpi Full-Color or B&W (LT)
Scanning Resolution	100 to 600 dpi
Scan Area	Main: 8.5" (216 mm) Sub (Document Feeder/Platen): 23.6"/14" (600/356 mm)
Compression Method	B&W: MH (default), MR, MMR, JBIG2 Full-Color: JPEG
Scan Mode	B&W: Text, Text/Line Art, Text/Photo, Photo, Grayscale Full-Color: Text/Photo, Glossy Photo, Grayscale
Standard Interfaces	Ethernet 10BASE-T/100BASE-TX/1000BASE-T
Optional Interfaces	Wireless LAN (IEEE 802.11a/b/g/n)
File Formats	TIFF (Single-Page/Multi-Page), JPEG (Single-Page), PDF (Single-Page/Multi-Page), High Compression PDF (Single-Page/Multi-Page), PDF/A (Single-Page/Multi-Page), OCR*
Standard Features	Scan to USB/SD/Folder/Email/SMB/FTP/URL/NCP, LDAP Support, Preview Before Transmission, PDF Encryption, Drop Out Color Send, Network TWAIN Scan, WS Scanner, Scan to PDF/A and Digitally Signed PDF, Scan to Searchable PDF, Distributed Scan Management

*Optional OCR Unit Type M13 required.

Fax Specifications

Type	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	Up to 40 Simplex/80 Duplex SPM (LT)
Transmission Speed	Approx. 2 seconds/page (200 x 100, JBIG, memory transmission)
Memory	4 MB (approx. 320 pages)
Memory Backup	1 hour
Quick/Speed Dials	2,000
Group Dials	100 groups
User Function Key	3 keys
Standard Features	Detection of Misplaced Documents, Double Check Destination Address, Direct SMTP, Universal Send (Simultaneous Fax and Scan), Fax Forward to Email/Folder, Internet Fax (T.37), IP Fax (T.38), LAN Fax, Paperless Fax, LDAP Support, Document Server Stored Data Sending, Fax Line Assignment, Remote Fax, Fax Output Timer

Hardware Options

Paper Feed Unit PB1060

Paper Size	3.94" x 5.82" SEF to 8.5" x 14" SEF (A4/LT/HLT/LG)
Paper Weight	14 – 43 lb. Bond (52 – 162 g/m²)
Paper Capacity	250 sheets x 1 or 2 Trays

Paper Feed Unit PB1070

Paper Size	3.94" x 5.82" SEF to 8.5" x 14" SEF (A4/LT/HLT/LG)
Paper Weight	14 – 43 lb. Bond (52 – 162 g/m²)
Paper Capacity	500 sheets x 1 or 2 Trays

Adjustable Height Cabinet Type G Part # 161200

Supports all configurations

Dimensions (WxDxH)	17.8" x 19.3" x (12.9" – 25.7") (453 x 491.5 x (327 – 653) mm)
Weight	41 lbs.

Tall Cabinet Type L Part # 52511

Configure with main unit only or with one optional Paper Feed Unit.

Dimensions (WxDxH)	14.6" x 15.4" x 20.5" (371 x 391 x 520 mm)
Weight:	30.8 lbs. (14 kg)

Medium Cabinet Type M Part # 52501

Configure only with main unit plus any two optional Paper Feed Units.

Dimensions (WxDxH):	14.6" x 15.4" x 14.6" (371 x 391 x 371 mm)
Weight	24.2 lbs. (11 kg)

Security Features

HDD Data Overwrite Security, Authentication (Windows/ LDAP/ Kerberos/Basic/User Code/802.1.x Wired); Encryption (Address Book/ Authentication Password/SSL Communication/S/MIME/IPsec/HDD/SMTP over SSL/TLS/SSH/Wireless LAN (WEP/WPA/11i), Network Protocol On/Off, IP Filtering, Copy Data Security Unit Option, Unauthorized Copy/Print Prevention, Quota Setting/Account Limit, SMTP over SSL, Compulsory Security Stamp, FIPS140-2 HDD Option

Consumables and Yields

Print Cartridge MP 401 10,400 yield* Part # 841886

*6% coverage, 3 pages/job. Actual yields may vary based on types of images printed and other factors.

Ships with starter toner bottle that yield approximately 10,400 pages. All other consumables ship at full yield.

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

Some features may require additional options.

Specifications are subject to change without notice.