

**RICOH Aficio MP 2851/MP 3351**  
Digital Imaging System  
Optimize Your Office

**RICOH**



customized



efficient



workflow



# RICOH Aficio MP 2851/MP 3351

**Designed for innovative workflow.**

**Today's offices understand what it takes to thrive in tough economic times. You have to accomplish more with fewer resources. Find every available way to reduce costs and optimize processes, plus ensure security and support sustainability all without sacrificing ease of use. Introducing the new RICOH® Aficio MP 2851/MP 3351. Engineered for innovation with automated and customized workflow, these systems come equipped with powerful new solutions: the Personal Paperless Document Manager (PPDM™) software and the breakthrough App2Me® portable workflow solution. That's why the Ricoh Aficio MP 2851/MP 3351 is the right choice to empower your office to handle document tasks with extraordinary speed and cost efficiency.**



# Versatile Reliable Secure Innovative

## Highly Productive Performance

The Ricoh Aficio MP 2851/MP 3351 makes it easy to create, output, finish and distribute critical documents wherever they need to go with outstanding speed and efficiency.

- Enhance productivity by printing up to 33 pages-per-minute.
- Scan color and black & white documents and distribute them at no cost with a full slate of "Scan-to" capabilities.
- Make every document look compelling with three professional finishing options, including a 1,000-Sheet Booklet Finisher with hole-punch capabilities.

## Zero-Cost Document Distribution

High-performance scanning turns the Ricoh Aficio MP 2851/MP 3351 into a versatile yet incredibly inexpensive document distribution center.

- Capture reports, plans, analyses and other originals via color or black & white scanning, then share them at no cost with Scan-to-Email/Folder/URL.
- Distribute documents more efficiently by pulling recipients' e-mail addresses directly from up to five LDAP servers.
- Check scan accuracy and avoid time-consuming rescans by previewing full-color thumbnails on the control panel prior to distribution.
- Shrink file sizes on scanned color documents with High Compression PDF, without compromising final output quality.

## Make Documents Work for You

**Personal Paperless Document Manager (PPDM)** enables users to capture, combine, convert and share the three most prominent document types: paper, PDFs and Microsoft® Office files.



- Make document distribution easy, secure and productive. Send paper and electronic files to virtually any destination, including e-mail, FTP sites, Web folders, Microsoft SharePoint and content management systems.
- Create secure, searchable PDFs from text files, spreadsheets and scanned paper.
- Transform paper originals into fully editable Microsoft Office files, PDFs and fillable forms.
- Create custom workflows. When users authenticate to the system, the interface shows only the personalized view they created at their desktop computers.

## Enhance Personal Productivity

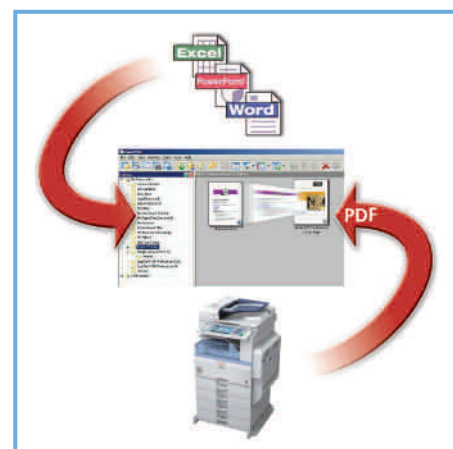
**The App2Me® solution revolutionizes document management, enabling users to create customized workflows and execute them anywhere they go.**



- Download widgets to any client (desktop PC, laptop or Smartphone) and use them on any Ricoh MFP enabled with App2Me.
- Enjoy maximum convenience and a consistent experience at each App2Me-enabled MFP, which remains completely personalized no matter where you go.
- Simplify complex workflows. Widgets can be created to combine, distribute, edit and create documents, as well as perform many other tasks automatically.
- Maximize productivity. App2Me improves efficiency through widgets that control a virtually endless array of MFP, software or Web services-driven workflows.
- Create specialized widgets for virtually any need, in any framework across multiple platforms that App2Me supports, such as Google Desktop™ and more.



Color scanning combined with Scan-to-URL improves project collaboration and reduces network traffic.



Personal Paperless Document Manager (PPDM) lets users create unique workflows, combine multiple files in one PDF and convert scanned files into editable Microsoft® Office documents.



Utilize time-saving and workflow-enhancing widgets with any App2Me enabled Ricoh MFP.

# QualityEfficiencySpeedPower

## Engineered for Efficiency

**Depend on the Ricoh Aficio MP 2851/MP 3351 for the capabilities you need to complete document-driven tasks quickly, easily and cost-effectively.**

- Control usage by setting print or copy quotas for up to 500 users. If the quota is exceeded, users can no longer access the device.
- Prioritize print and copy jobs with the Job Function List. Move time-sensitive jobs to the top of the queue for immediate output.
- Handle documents efficiently with support for PCL (standard) or Adobe® PostScript®3™ (optional).
- Reduce network traffic with PDF Direct Print. Send PDF files directly to the printer without opening additional software.

## Sophisticated Fax Capabilities

**Choose the Ricoh Aficio MP 2851/MP 3351 for fast, user-friendly and innovative faxing.**

- Send and receive faxes on up to three analog lines with the Super G3 modem, boosting fax capacity and significantly reducing delivery time.
- Deliver scanned documents directly to e-mail addresses with Internet Fax, which eliminates phone charges and wasted paper.
- Go completely paperless by automatically forwarding inbound faxes to e-mail addresses, network folders or the system's Hard Disk Drive (HDD).

## Maintain Absolute Security

**The Ricoh Aficio MP 2851/MP 3351 protects documents no matter where they are in your workflow, using a complete array of advanced security technologies.**

- Restrict access to the system with password protection. Or restrict usage rights by function, reserving certain capabilities for authorized personnel only.
- Protect confidential documents from unauthorized viewing with Locked Print, which eliminates the need for costly mail boxes.
- Use the DataOverwriteSecurity System (DOSS) to secure latent images remaining on the system's HDD.

## Simple, Easy Management

**The Ricoh Aficio MP 2851/MP 3351 is designed to simplify a wide range of administrative tasks, including system management, device monitoring and troubleshooting.**

- Access system settings, address books and more from your Web browser.
- Configure, monitor and manage your whole fleet of connected Ricoh devices right from your desktop.
- Generate alerts for low supplies or error detection with Auto E-Mail Notification.
- Automate meter submission, critical service event notification, low toner alerts and enable remote firmware updates with embedded @Remote™.



## The Total Green Office Solution



**Ricoh continues its long-standing commitment to developing office solutions with environmentally friendly and superior energy- and supply-saving features, without compromising productivity.**

# Equip Your Office for High Productivity

**50-Sheet Automatic Reversing Document Feeder (ARDF) (optional)** Efficiently handles multi-page originals, even mixed sizes up to 11" x 17".

**1,000-Sheet Booklet Finisher (optional)** Provides three destinations for output, including the ability to produce paginated, saddle-stitched, punched and folded booklets, greatly expanding your in-house capabilities.

**1,000-Sheet or 500-Sheet 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 capacity to hold up to five different sizes and orientations of paper, reducing user intervention.

**2,000-Sheet Tandem Large Capacity Tray also available.**

**Color Control Panel** Large, full-color VGA display with a simplified display feature makes using the system easy to use and accessible for everyone.

**Duplex Unit (standard)** Provides stackless, two-sided printing — cutting paper, filing and postage costs.

**100-Sheet Bypass Tray (standard)** Holds a variety of paper types and sizes for printing envelopes, labels and transparencies.

**One-Bin Tray (optional)** Provides a cost-effective way to separate output generated from two different system functions, such as faxes and prints.

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

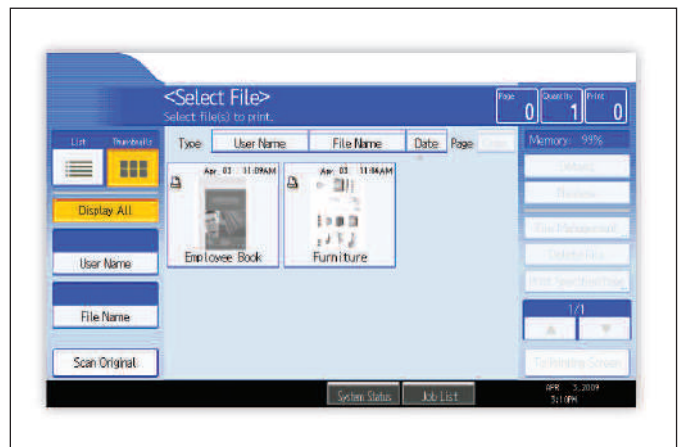


## External Keyboard (option)



The optional keyboard provides an alternate way to enter data at the device.\*

## Document Server



Store up to 3,000 frequently used documents in the Document Server for instant reprinting, refaxing or scanning.

\*Does not work with all applications and functions.

# RICOH Aficio MP 2851/MP 3351

## Specifications

### Engine/Copier Specifications

|  |   |
|--|---|
| <b>Scanning Element</b>                | Flatbed with Moving CCD Array Image Sensor  |
| <b>Printing Process</b>                | Single Laser Beam Scanning & Electrophotographic Printing Dry, Dual Component   |
| <b>Toner System Memory (std./max.)</b> | 768/768 MB RAM  |
| <b>Hard Disk Drive</b>                 | 40 GB standard  |
| <b>Copy Resolution</b>                 | 600 x 600 dpi   |
| <b>Grayscale</b>                       | 256 levels  |
| <b>Exposure Adjustment</b>             | Manual & Automatic  |
| <b>Quantity Indicator</b>              | Up to 999   |
| <b>Original Type</b>                   | Book/Sheet/Object   |
| <b>Maximum Original Size</b>           | Up to 11" x 17"   |
| <b>Copy Size</b>                       | 5.5" x 8.5" to 11" x 17"  |
| <b>Copy Type</b>                       | Plain Paper, Transparencies, Letterhead, Pre-Punched Paper, Envelopes, Cardstock, Recycled  |
| <b>Warm-Up Time</b>                    | 22 seconds  |
| <b>First Copy Speed</b>                | 4.5 seconds   |
| <b>Continuous Copying Speed</b>        | MP 2851: 28 copies/minute (LTR)<br>MP 3351: 33 copies/minute (LTR)  |
| <b>Power Source</b>                    | 120V/60Hz/12A   |
| <b>Dimensions</b>                      | 24.8" (W) x 25.7" (D) x 27.9" (H)   |
| <b>Weight</b>                          | 143 lbs.  |
| <b>Standard Paper Capacity</b>         | 500 sheets x 2 trays, and 100-Sheet Bypass Tray   |
| <b>Optional Paper Capacity</b>         | 500 sheets x 2 trays or 2,000-Sheet Large Capacity Tray   |
| <b>Paper Size</b>                      | 5.5" x 8.5" to 11" x 17" A5 to A3   |
| <b>Paper Weight</b>                    | 16 – 28 lb. Bond/60 – 105g/m <sup>2</sup> (Tray 1 and Duplex)<br>14 – 42 lb. Bond/52 – 157g/m <sup>2</sup> (Tray 2 and Bypass)  |
| <b>Standard Output Tray Capacity</b>   | 500 sheets (Letter)   |
| <b>Reduction Ratios</b>                | 25%, 50%, 65%, 73%, 78%, 85%, 93%, 100%   |
| <b>Enlargement Ratios</b>              | 121%, 129%, 155%, 200%, 400%  |
| <b>Zoom</b>                            | 25% to 400% in 1% increments  |
| <b>Standard Features</b>               | Auto Magnification, Auto Paper Select, Auto Tray Switch, Background Numbering, Booklet/Magazine Copy, Center/Border Erase, Chapters, Combine Mode, Cover Insertion, Date Stamp, Directional Magnification, Document Server (3,000 file capacity), Duplex, Electronic/Rotate Sorting, Full-Color VGA Touch Screen Control Panel, Negative/Positive, OHP Slip Sheet, Page Number Stamp, Pre-Set Stamps, 10 Job Programs, 500 User Codes, 8 Job Presets, Sample Copy, Series Copy, User Stamps |

### Printer Specifications (Standard)

|                                  |   |
|----------------------------------|---|
| <b>Print Speed</b>               | MP 2851: 28 ppm (LTR)<br>MP 3351: 33 ppm (LTR)  |
| <b>CPU</b>                       | RM7035C 533 MHz   |
| <b>Standard Interfaces</b>       | 10Base-T/100BaseTX Ethernet, USB 2.0  |
| <b>Optional Interfaces</b>       | IEEE 802.11a/b/g Wireless LAN, Bluetooth, IEEE 1284 Parallel, Gigabit Ethernet  |
| <b>Memory Capacity</b>           | Shared with Copier  |
| <b>Network Protocol</b>          | TCP/IP, IPX/SPX, AppleTalk  |
| <b>Network Operating Systems</b> | Windows Vista/2000/XP/Server 2003/Server 2008, 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, |

|                                   |   |
|-----------------------------------|---|
| <b>Utilities</b>                  | Citrix Metaframe<br>SmartDeviceMonitor,<br>Web SmartDeviceMonitor,<br>Web Image Monitor<br>PCL5e/6 (standard), Adobe<br>PostScript 3 (optional) |
| <b>Page Description Languages</b> | Up to 600 dpi   |
| <b>Print Resolution</b>           | 256 levels  |
| <b>Grayscale</b>                  | 35 Intellifonts, 10 TrueType<br>and 13 International Fonts  |
| <b>Fonts for PCL5e/6</b>          | 136 PostScript Fonts  |
| <b>Fonts for PS3</b>              | Sample/Locked/Hold/Stored Print   |
| <b>Standard Features</b>          |   |

### Scanner Specifications (Standard)

|                            |   |
|----------------------------|---|
| <b>Scanning Speed</b>      | Embedded Scanning: 50/29 ipm<br>(@ 200 dpi)                               |
| <b>B&amp;W/Color</b>       | 600 dpi   |
| <b>Scanning Resolution</b> | 256 levels  |
| <b>Grayscale</b>           | Up to 11" x 17"   |
| <b>Scan Area</b>           | 10Base-T/100BaseTX Ethernet   |
| <b>Standard Interfaces</b> | IEEE 802.11a/b/g Wireless LAN,<br>Gigabit Ethernet                        |
| <b>Optional Interfaces</b> | TCP/IP, NCP, SMB, SMTP, POP 3,<br>LDAP, FTP                               |
| <b>Protocol</b>            | Shared with Copier  |
| <b>Memory Capacity</b>     | Single and Multi-Page TIFF/PDF, High<br>Compression PDF, Single-Page JPEG |
| <b>File Types</b>          | Embedded Scan-to-Email/HDD/Folder/<br>URL and TWAIN, Color Scan           |
| <b>Standard Features</b>   |   |

### Fax Specifications (Option)

|                            |  |
|----------------------------|--|
| <b>Circuit</b>             | PSTN, PBX  |
| <b>Compatibility</b>       | ITU-T G3   |
| <b>Resolution</b>          | 200 x 200/100 dpi<br>400 x 400 dpi (optional)  |
| <b>Compression Method</b>  | MH, MR, MMR, JBIG  |
| <b>Scanning Speed</b>      | 0.40 seconds (LEF)   |
| <b>Modem Speed</b>         | 33.6 Kbps with Auto Fallback   |
| <b>Transmission Speed</b>  | G3: 3 seconds per page<br>(MMR Compression)<br>G3: 2 seconds per page<br>(JBIG Compression)  |
| <b>Memory</b>              | 4 MB standard/28 MB maximum<br>320 pages/2,240 pages   |
| <b>Std/Max Auto Dials</b>  | 2,000  |
| <b>Group Dials</b>         | 100 (max. 500 numbers per group)   |
| <b>ID Code Programming</b> | 4 digits   |
| <b>User Function Key</b>   | 3 keys   |
| <b>Standard Features</b>   | Book Transmission, Dual Access,<br>Duplex Reception, Image Rotation,<br>1 Hour Backup, LAN-Fax Capability,<br>Internet Faxing (T.37), IP Faxing (T.38),<br>Fax Forwarding to E-Mail/HDD/Folder |
| <b>Optional Features</b>   | Simultaneous Operation of up to<br>3 lines (G3 x 3)  |

### Security Features (Standard)

S/MIME, IPsec Communication, Locked Print Password Encryption, Encrypt Address Book, SSL, User Authentication, SNMP v3 and PDF encryption

### PB3030 Paper Bank Unit (Option)

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

### PS500 Large Capacity Tray (Option)

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

### One-Bin Tray BN3030 (Option)

|                       |   |
|-----------------------|---|
| <b>Paper Size</b>     | 5.5" x 8.5" to 11" x 17"/A5 to A3           |
| <b>Paper Weight</b>   | 16 to 28 lb. Bond/60 to 105g/m <sup>2</sup> |
| <b>Paper Capacity</b> | 125 sheets                                  |

### SR3050 500-Sheet Finisher (Option)

|                        |  |
|------------------------|--|
| <b>Paper Size</b>      | 5.5" x 8.5" to 11" x 17"/A6 to A3  |
| <b>Paper Weight</b>    | 14 to 42 lb. Bond/52 to 157g/m <sup>2</sup>  |
| <b>Stack Capacity</b>  | Shift Tray: 500 sheets<br>(8.5" x 11" or smaller)<br>250 sheets (8.5" x 14" or larger)<br>50 sheets (8.5" x 11")<br>30 sheets (8.5" x 14" or larger) |
| <b>Staple Capacity</b> | 1 staple/4 positions;<br>2 staples/1 position  |
| <b>Staple Position</b> | 15.6" (W) x 21.7" (D) x 10.9" (H)  |
| <b>Dimensions</b>      |  |

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

|                        |   |
|------------------------|---|
| <b>Paper Size</b>      | 5.5" x 8.5" to 11" x 17"/A6 to A3   |
| <b>Paper Weight</b>    | 14 to 42 lb. Bond/52 to 157g/m <sup>2</sup>   |
| <b>Stack Capacity</b>  | Proof Tray: 250 sheets<br>(8.5" x 11" or smaller)<br>50 sheets (8.5" x 14" or larger)<br>Shift Tray: 1,000 sheets<br>(8.5" x 11" or smaller)<br>500 sheets (8.5" x 14" or larger) |
| <b>Staple Capacity</b> | 50 sheets (8.5" x 11")<br>30 sheets (8.5" x 14" or larger)  |
| <b>Staple Position</b> | 1 staple/2 positions;<br>2 staples/1 position   |
| <b>Dimensions</b>      | 10.7" (W) x 20.5" (D) x 31.2" (H)   |

### SR3000 Booklet Finisher (Option)

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

### ARDF DF3030 (Option)

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

### Additional Options

Platen Cover Type 3800C, FAC38 Cabinet, Fax Type 3351, G3 Interface Type 3350, 32 MB Fax Memory Unit Type B, Handset Type 1018, IEEE 1284 Parallel Interface Board Type A, IEEE 802.11a/b/g Wireless 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, Bluetooth Interface Unit Type A, 3L68-19 USB External Keyboard, HDD Encryption Type A, Hardware 4 Pack Bundle of PPD/M, Gigabit Ethernet Board Type A

**Note:** Some accessories require additional equipment or may be prerequisites for other options.

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RicoH technology offers a diverse portfolio of solutions to help your organization stay competitive and move ahead. Let Ricoh show you how to empower your business to improve critical processes, keep information secure, ensure compliance and promote environmental sustainability while reducing the total cost of ownership.

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