RICOH
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Ricoh MP 2501SP

Multifunction B&W

☑ Copier ☑ Printer ☑ Facsimile ☑ Scanner

MP 2501SP

25 ppm monochrome

Innovation, value and versatility in one integrated design

Choose the RICOH® MP 2501SP for fast, dependable and affordable multifunction performance to streamline document-related workflow and lower your total cost of ownership. This space-saving and innovative MFP combines quality printing and copying on media up to 11" x 17", easy-to-use scanning capabilities, optional faxing and advanced security features. For small offices, use it as your primary system, or deploy it as an integral part of a Ricoh Managed Document Services (MDS) strategy and improve productivity for small workgroups throughout your organization.

Improve speed and efficiency

Enhance productivity and meet every demand with the Ricoh MP 2501SP. With a warm-up time of only 20 seconds or less and first-print times as fast as 6 seconds, it's ready to move as fast as you are. The compact and reliable system produces high-quality output at up to 25 pages per minute. Its full-front-access design allows users to connect to key functions effortlessly for easy operation and maintenance. Plus, with its powerful processing engine, the system can manage multiple copying, printing and scanning projects for continuous workflow.

User-friendly operations

The Ricoh MP 2501SP offers portable and Cloud-based applications to meet the evolving demands of today's mobile workforce and to share information throughout your organization. With a built-in USB/SD card slot on the control panel, workers can print PDF, TIFF and JPEG files right at the device — without additional drivers or software.* Printing of e-mails, photos, web pages and documents can also be initiated from smartphones and tablets without software to download, drivers to install or cables to connect.

*Requires HDD option.

Customize your workflows

The Ricoh MP 2501SP can be configured to accommodate your unique preferences to streamline copying, printing and scanning and minimize time spent navigating between jobs. Take advantage of the easy-to-view, tiltable 4.3-inch color control panel with a customizable home screen and icons for personalized, one-step shortcuts to common tasks. Choose from three available function keys to assign other pre-set tasks for even more convenience. Plus, the control panel includes a home screen button so users can return to the main menu instantly.

Reliable performance, every time, everywhere

Advanced security controls

Protect critical information at every stage of the document lifecycle via state-of-the-art security features. With the optional hard disk drive (HDD) installed, the Ricoh MP 2501SP offers user password-protected and user-specific authentication to ensure only authorized users have access to key documents and system privileges. Print jobs can be stored at the device until users swipe an ID card or enter ID information at the control panel to release them. Unauthorized Copy Control prevents fraudulent duplication of sensitive documents. The DataOverwriteSecurity System (DOSS) ensures latent images stored on the internal HDD are protected. For even greater security, it includes AES 256-bit/SHA-2 enhanced encryption for advanced protection of your most critical data.

Combine capabilities in one compact system

Minimize your investment — not your performance — with the Ricoh MP 2501SP. With standard printing and copying, the versatile system offers 600 dpi image quality output along with advanced scanning features and optional fax capabilities in a compact design, making it ideal for everyday workflow in small offices and workgroups. Use enhanced batch scanning to scan one-sided and two-sided originals in a single job without generating unnecessary blank pages. With the fax option, users can route documents directly to e-mail accounts or shared folders and send faxes using the Internet instead of phone lines to reduce costs and enhance productivity. In addition, with the Remote Fax feature, an organization can designate one MP 2501SP with fax capability as the hub to send and receive documents from other networked Ricoh services-led MFPs without fax capabilities.

Distribution made easy

Minimize hardcopy storage while improving communications. The Ricoh MP 2501SP allows you to scan black-and-white and color documents and save them instantly to shared folders, computers, media cards and more at no additional cost. Unlike black-and-white only scanning of color documents, color scanning preserves the original look of the document, enabling the capture of highlights, annotations and other image details. Users can also look at thumbnail previews of the scanned documents to ensure quality and accuracy before they are distributed. With optional Ricoh GlobalScan NX software, users can create unique scanning workflows that automate distribution and minimize manual errors to streamline the way your office shares information.

Discover how convenient value can be

Handle any task — big or small

The Ricoh MP 2501SP is designed to deliver a wide range of documents on media up to 11" x 17". It comes standard with a 100-sheet capacity automatic reversing document feeder (ARDF) to handle multi-page originals for single- or two-sided copying and scanning. Optional paper banks expand the standard 600-sheet paper capacity to 1,600 sheets for longer print runs. The system includes a Document Server* to store up to 3,000 electronic documents at the device for convenient access and retrieval. Plus, an Auto Job Promotion* feature can skip specific error jobs and proceed to subsequent print jobs for uninterrupted throughput.

*Requires HDD option.

Impact your office — and the environment

Maximize energy efficiency while minimizing operating costs. The Ricoh MP 2501SP can save more electricity by shortening the time it takes to recover from its "1W" Sleep Mode to only 10 seconds. The system offers automatic duplexing for copying, faxing and printing to reduce paper consumption. An Eco-friendly Indicator is prominently displayed on the control panel to encourage users to be more environmentally responsible. It displays the print history for each user as well as the subsequent impact on the environment. With the Quota Setting* feature, administrators can take control of excessive print costs and set print quotas for individual users as well.

*Requires HDD option.

Integrate seamlessly

Connectivity is easy in any shared-use office environment with a standard Gigabit Ethernet or USB 2.0 interface. Take advantage of Ricoh's Embedded Software Architecture and incorporate customized applications and software solutions to boost productivity and reduce operating costs. Incorporate innovative print driver deployment, automated meter collection, Cloud-based fleet reports and more. In addition, Web Image Monitor allows users or administrators to check status or configure settings of the device through any web browser.

Ricoh MP 2501SP shown with optional 1 Bin Tray BN2010, Paper Feed Unit PB2010 and Short Cabinet Type E.

1. **Full-Color LCD Control Panel**: Adjust for optimal viewing and navigate from job to job easily via the intuitive, 4.3" tiltable control panel featuring a customizable home screen, a Home key, programmable shortcut icons, access to Cloud solutions and more.
2. **USB/SD Card Slots and External Keyboard Support**: Print directly from or scan to USB/SD cards and preview files before printing. An optional keyboard is also available for easier data entry.
3. **100-Sheet Automatic Reversing Document Feeder**: Handles multi-page and double-sided originals up to 11" x 17".
4. **Bypass Tray**: Print on envelopes, labels and other unique paper stock through the 100-Sheet Bypass Tray.
5. **Duplexing**: Minimize paper use and storage costs with automatic duplexing.
6. **ID Copying**: Save time and paper by copying both sides of an ID card or other small document onto a single sheet.
7. **Paper Trays (Standard)**: 250 sheets x 2 Trays + 100-Sheet Bypass Tray for a 600 sheet total capacity.
8. **Paper Banks (Optional)**: 500 sheets x 1 or 2 Trays plus standard Paper Trays for a 1,600 sheet maximum capacity.
9. **Hard Disk Drive (Optional)**: Take advantage of Ricoh MP 2501SP enhanced features and protect critical information at every stage of the document lifecycle. Enhanced features include Document Server, DOSS, Sample Print, Locked Print, Hold Print, Quota Setting/ Account Limits and more.
10. **Short Cabinet Type E**: Required with installation of either the Paper Feed Unit PB2010 or PB2000 to bring the device up to the optimal height.

Ricoh MP 2501SP

SYSTEM SPECIFICATIONS

General Specifications

Scanning Element	One-dimensional solid scanning through CCD
Printing Process	Laser beam scanning/marking & electro-photographic printing
System Memory	Standard: 1 GB RAM (shared); Optional: 1.5 GB RAM maximum (shared), 250 GB HDD (shared)
Output Speed (Copy/Print)	Up to 25 ppm (Letter), 17 ppm (Legal), 14 ppm (Ledger)
First Copy Time	6 seconds or less
Recovery Time to Print Ready Mode	Less than 10 seconds
Warm-Up Time	Less than 20 seconds
Copy Resolution	600 dpi
Grayscale	256 levels
Exposure Adjustment	Manual and automatic
Multiple Copies	Up to 999
Document Feeder (Standard)	Automatic Reversing Document Feeder (ARDF), Capacity: 100 sheets
Paper Sizes	Standard Trays: 5.5" x 8.5" to 11" x 17" (A5 – A3) Bypass Tray: 5.5" x 8.5" to 11" x 17" (A6 – A3) Duplex Unit: 5.5" x 8.5" to 11" x 17" (A5 – A3) ARDF: 5.5" x 8.5" to 11" x 17" (A5 – A3)
Paper Weights	Standard Trays: 16 – 28 lb. Bond (60 – 105 g/m²) Bypass Tray: 16 Bond – 90 lb. Index (60 – 162 g/m²) Duplex Unit: 17 – 24 lb. Bond (64 – 90 g/m²) ARDF: 11 – 34 lb. Bond Simplex (40 – 128 g/m²), 14 – 28 lb. Bond Duplex (53 – 105 g/m²)
Exposure Glass	Up to 11" x 17" (A3)
Input Capacity	Standard: 250 sheets x 2 Trays + 100-Sheet Bypass Tray Optional: 500 sheets x 1 or 2 Trays
Output Capacity	250 sheets (internal tray), 100 sheets (1 Bin Tray Option)
Maximum Input Capacity	1,600 sheets
Paper Types	Plain, Recycled, Colored, Letterhead, Preprinted, Bond, Card Stock, Prepunched, Special, Thick*, OHP (Transparency)* Envelopes*, Label Stock*
Zoom	25% to 400% in 1% increments
Preset Reduction and Enlargement Ratios	50%, 65%, 78%, 93%,121%, 129%, 155%
Dimensions (WxDxH)	23.1" x 22.4" x 26.9" (587 mm x 568 mm x 683 mm) – includes ARDF
Weight	114.0 lbs./51.7 kg
Power Requirements	120V, 60Hz, 12A
Power Consumption	Less than 1.55 kW (max.)
Sleep Mode	0.5W
TEC	1.126 kWh/Week**
Standard Features	Auto Duplex, Auto Off Timer, Auto Paper Selection, Auto Start, Combine Copy, Electronic Sort, Image Rotation, Job Programs (25), Photo Mode, Series Copy, Simple Screen, User Codes (8 digits, 1,000 Personal Codes)
Optional Features	Document Server[1]

*Bypass Tray only

**Typical electricity consumption by ENERGY STAR program

Printer (Standard)

CPU	RM7035C – 533 MHz
Page Description Languages	Standard: PCL5e/6; Optional: Genuine Adobe® PostScript®3, Universal Driver
Maximum Print Resolution	600 x 600 dpi
Standard Interfaces	Ethernet (RJ-45 network port: 10BASE-T/100BASE-TX/1000BASE-T), USB 2.0 Type A and B
Optional Interfaces	IEEE1284, Wireless LAN (IEEE802.11a/b/g)
Network Protocols	TCP/IP (IPv4, IPv6), IPX/SPX[2]
Fonts for PCL 5e/6	45 Roman fonts and 13 International fonts
Fonts for PS3	136 Roman fonts
Network Operating Systems	Windows XP/Server 2003/Vista/Server 2008/7; Novell Netware 6.5 and later; UNIX Filters for Sun Solaris 2.6/7/8/9/10; HP-UX 10.x/11.x/11iv2/11iv3; Red Hat Linux Enterprise V4, V5, V6; SCO OpenServer 5.0.6/5.0.7/6.0; IBM AIX Version 5.3, 6.1, 7.1; SAP R/3, 3.x or later, mySAP ERP2004 or later; Mac OSX 10.5 or later; Citrix Metaframe XP/ Presentation Server 4/4.5/XenApp 5.0, 6.0, 6.5
Utilities	SmartDeviceMonitor for Admin and Client, Web SmartDeviceMonitor, Web Image Monitor
Standard Features	Mobile Driver, Bonjour Support, Classification Code, PDF Direct Print, Windows Active Directory Support, DDNS Support, WS Printer, PCL Resident Font Adoption, Tray-Parameter Change from WebImageMonitor, XPS Support
Optional Features	Media Direct Print (Print from USB/SD)[1], Mail to Print[1], Sample/Hold/Stored/Locked Print[1], Store and Print[1], Auto Job Promotion[1]

Scanner (Standard)

Scanning Speed	50 ipm @ 300 dpi B&W (Letter/A4) 25 ipm @ 300 dpi Full-Color (Letter/A4)
Scanning Resolution	Up to 600 dpi
Scan Area	Main: 11" (297 mm) Sub: 17" (432 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, ACS
Standard Interfaces	Ethernet 10Base-T/100Base-TX, Gigabit Ethernet (1000Base-T)
Optional Interfaces	Wireless LAN (IEEE 802.11a/b/g)
File Formats	Single/Multi Page TIFF, Single/Multi Page PDF, Single/Multi Page High Compression PDF and Single/Multi Page PDF/A; Single Page JPEG
Scan Modes Supported	Scan-to-USB/SD; Scan-to-Email (POP, SMTP, IMAP4); Scan-to-Folder (SMB/FTP/NCP[2]); Scan-to-URL[1]; Network TWAIN Scanning; WSD Scanner
Standard Features	PDF Encryption, Drop Out Color Send, Scan-to-Email/SMB/FTP, LDAP Support, TWAIN Scanning
Optional Features	Preview Before Transmission (TX Preview)[1], Scan to URL[1]

Fax (Optional)

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 seconds (Letter)
Transmission Speed	Approx. 2 seconds/page (JBIG)
Memory	4 MB (approx. 320 pages)
Memory Backup	1 hour
Quick/Speed Dials	1,000 (2,000 with HDD Option)
Group Dials	100 groups (max. 500 numbers per group)
User Function Key	3 keys
Standard Features	Detection of Misplaced Documents, Double Check Destination Address, Direct SMTP, Fax Forward to Email/Folder, LDAP Support, Internet Fax (T.37), IP Fax (T.38), LAN Fax
Optional Features	Paperless Fax[1], Remote Fax[1]

Paper Feed Unit PB2000 (Optional)

Paper Size	5.5" x 8.5" to 11" x 17" (A5 – A3)
Paper Weight	16 – 28 lb. Bond (60 – 105 g/m²)
Paper Capacity	500 sheets x 1 Tray
Dimensions (WxDxH)	21.8" x 21.6" x 5.4" (553 x 548 x 137 mm)
Weight	26.5 lbs. (12 kg)

Paper Feed Unit PB2010 (Optional)

Paper Size	5.5" x 8.5" to 11" x 17" (A5 – A3)
Paper Weight	16 – 28 lb. Bond (60 – 105 g/m²)
Paper Capacity	500 sheets x 2 Trays
Dimensions (WxDxH)	21.8" x 21.6" x 10.7" (553 x 548 x 271 mm)
Weight	55.1 lbs. (25 kg)

FAC59 Tall Cabinet

(Required for installation with base model to bring the device up to the optimal height)

Dimensions (WxDxH)	29.7" x 27.2" x 16" (755 x 692 x 406 mm)
Weight	26.0 lbs. (11.8 kg)

Short Cabinet Type E

(Required with installation of Paper Feed Unit PB2010 or PB2000 to bring the device up to the optimal height)

Dimensions (WxDxH)	21.8" x 20.7" x 8.5" (553 x 525 x 215 mm)
Weight	24.0 lbs. (10.9 kg)

Additional Options

1 Bin Tray BN2010, HDD Option Type M1, IEEE 1284 Interface Board Type A, IEEE802.11a/g Interface Unit Type J, VM Card Type U, File Format Converter Type E, Browser Unit Type M1, SD Card for NetWare Printing Type M1, Optional Counter Interface Unit Type A, Copy Data Security Unit Type G, PostScript 3 Unit Type M1, Memory Unit Type M1 1.5 GB, Fax Connection Unit Type M1, FM8006 Bracket MP 2501 and External USB Keyboard

Security

Standard Features: SMTP over SSL; Authentication (Windows/LDAP/Kerberos/Basic/User Code/802.1.x Wired); Encryption (Address Book/Authentication Password/SSL Communication/IPsec; Network Protocol (Port) On/Off; IP Filtering; RAM Based Security when HDD is not installed

Optional Features: Quota Setting/Account Limit[1], DataOverwrite Security[1], Locked Print[1], HDD Encryption[1], Copy Data Security Unit, S/MIME[1]

[1] HDD option required

[2] Netware option required

Some features may require additional options.

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

Specifications are subject to change without notice.

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