

Ricoh 2016/2020/2020D Series  
Digital Imaging Systems  
Connect Your Office and Work Smarter

**RICOH**



connected



versatile



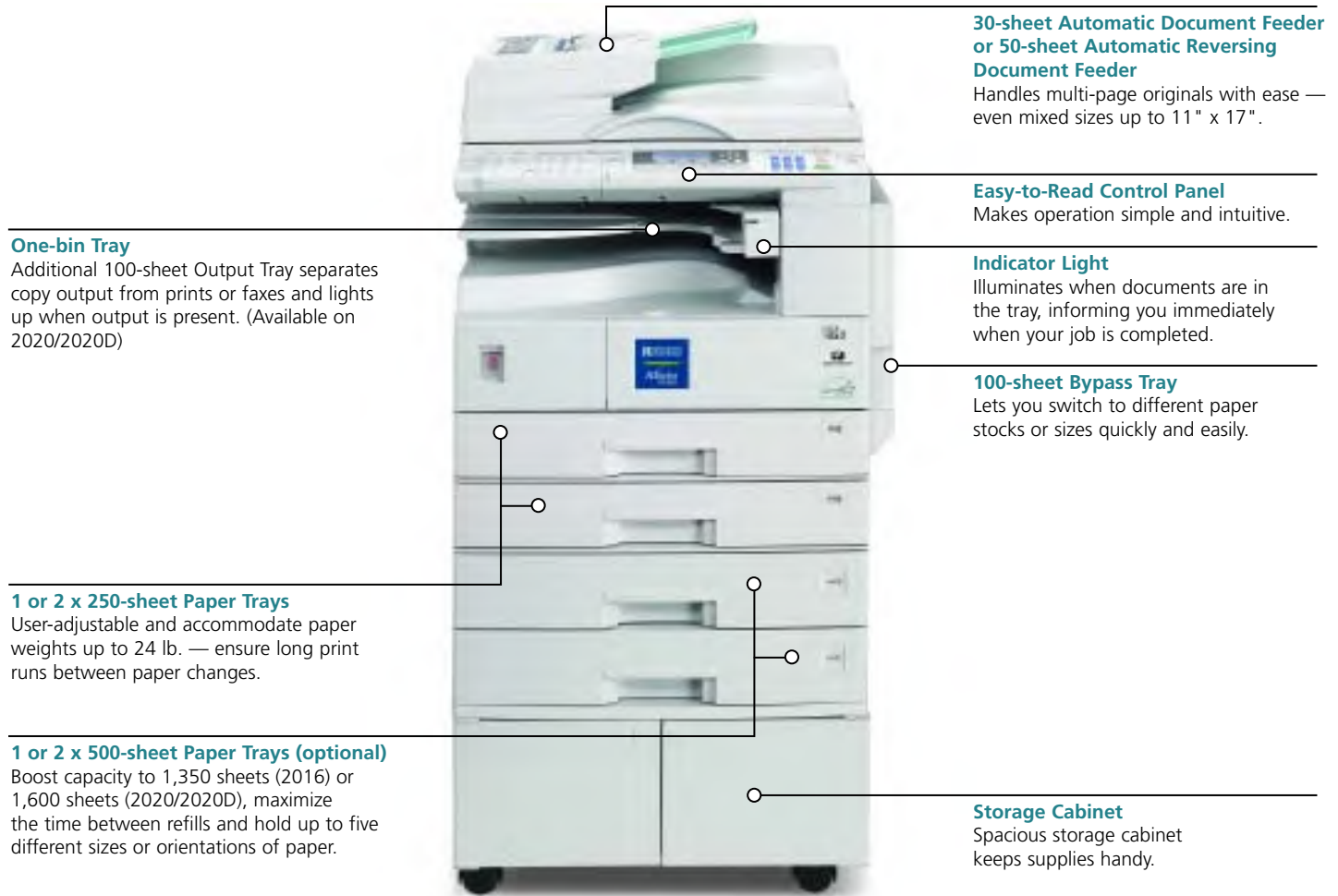
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reliable



# Get Connected, Work Smarter

Enhance productivity with output speeds of 16, 20, and 21 PPM, a first-copy speed of 6.5 seconds, and a wealth of capability-expanding tools.



Select the configuration that meets the needs of your office.



**2016spf:** For efficient document management in a space-saving design.



**2020spf:** For productive document management, including a One-Bin Tray.



**2020Dspf:** For total document management, including a One-Bin Tray and Duplexing capability.

# Ricoh 2016/2020/2020D Series

**Intelligent and hardworking, the RICOH® 2016/2020/2020D Digital Imaging Systems put greater productivity at your fingertips while improving your bottom line.**

**In today's evolving business climate, selecting the right technology can be key. With the Ricoh 2016/2020/2020D, you'll gain a fully networked document management solution that will help you work smarter, faster and more economically.**

**Featuring output speeds of 16, 20, and 21 PPM and a wealth of productivity-enhancing digital capabilities, the Ricoh 2016/2020/2020D simplify your daily information management processes. With just one system, you can scan documents and integrate them into your network...print files and reproduce existing hardcopy documents...send and receive faxes — directly from the system or workstation.**

**Plus, the 2016/2020/2020D's multifunctional design eliminates the expense of separate standalone systems, while producing print and fax output at copier-level costs.**



# FastFlexibleIntuitiveUnmatched

## The Networked Office Becomes Reality for Your Workgroup

Add greater value to your network investment when you add the Ricoh 2016/2020/2020D to your workgroup environment.

- Connect to your network or directly to a PC using one of two standard interfaces: 10/100BaseT Ethernet or USB 2.0.
- Select one of two Wireless LAN Options and place your Ricoh 2016/2020/2020D digital imaging system at the point of need while eliminating unsightly cables.

## Works the Way You Work

The Ricoh 2016/2020/2020D digital imaging systems streamline all aspects of the document workflow — from input, to management, to output and distribution. And the large, intuitive Control Panel makes every job — for every user — an easy one.

## Flexible Document Input

With the Ricoh 2016/2020/2020D digital imaging systems, valuable information arrives from a variety of sources...

- Quickly process up to 30, single-sided originals (2016/2020) or up to 50, two-sided originals (2020D) at once for scanning, copying, e-mail transmissions and outbound fax transmissions.
- Send electronic files from the workstation to the 2016/2020/2020D via your network and then print them for immediate use.
- Scan documents — such as photos, 11" x 17", or spreadsheets — using the Network TWAIN Scanning function, directly to an image editing application like Adobe® PhotoShop® or send them to a client utilizing Scan-to-Email, which eliminates the need for multiple desktop scanners.
- Automatically receive incoming faxes — either printed at the 2016/2020/2020D or routed to the desktop via your network.

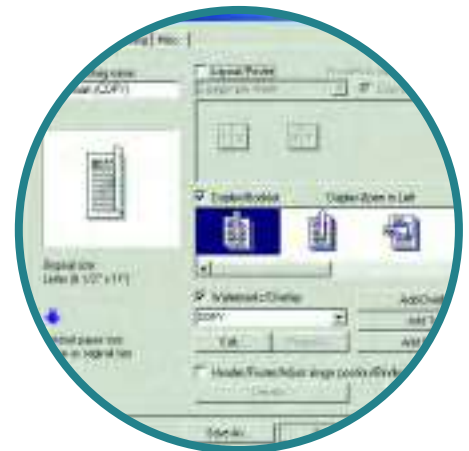
## Smart Document Management

However data reaches the Ricoh 2016/2020/2020D digital imaging systems, once there, you'll have an array of software that will help you efficiently organize and manage that data.

- **ScanRouter Pro** — Ideal for environments with more robust scanning requirements, ScanRouter Pro offers enhancements to ScanRouter Lite and provides Scan-to-Folder/File and OCR capabilities.
- **DeskTopBinder Lite** — Stay at your desk and manage electronic files with DeskTopBinder Lite software. For example, you can use DeskTopBinder Lite to merge Word and Excel files to create a commanding sales report.
- **Web SmartDevice Monitor and Web Image Monitor** — The Ricoh 2016/2020/2020D digital imaging systems include complimentary device management utilities that enable busy IT professionals — and users — to monitor and manage all functions of the 2016/2020/2020D — copy, print, scan and fax — from the workstation. Additionally, users can add e-mail addresses and fax numbers, view system status and configuration, check toner and paper levels, and receive e-mail error notification using a standard Web Browser.



Quickly connect to your PC or the network via standard Ethernet or USB 2.0 interfaces.



Ricoh's Refined Print Command Stream (RPCS™) is an easy-to-use, icon-based print driver that enables you to apply and save special settings, including duplexing, for one-click job processing.



Utilize Inbound Fax Routing of documents directly to a PC to reduce paper costs.



# NetworkPrintScanFaxE-mail

## Versatile Document Output

Communicating your business message has never been easier. With the Ricoh 2016/2020/2020D digital imaging systems' impressive distribution and output capabilities — from printing professional hardcopy documents to Scan-to-Email to LAN-Fax and Internet Fax.

- **Digital Copying** — Take care of other business while the Ricoh 2016/2020/2020D takes care of all your copying needs.
  - Cruise through long jobs without interruption thanks to a generous paper supply of up to 1,350 Sheets (2016) or 1,600 Sheets (2020/2020D). Plus, a 100-Sheet Bypass Tray further increases output versatility, enabling users to produce jobs on colored stock, transparencies and envelopes.
  - Automatically rotate scanned images to match the orientation of the paper in the paper trays and eliminate costly — and frustrating — output errors.
  - Combine multiple images onto a single page, enabling you to efficiently manage documents that you must keep, but rarely refer to.
  - Produce collated sets from memory with the 2016/2020/2020D's Electronic/Rotate Sorting feature — eliminating time-consuming, manual sorting.
- **Network Printing** — Featuring high-performance network printing capabilities, the 2016/2020/2020D digital imaging systems offer support for all popular network platforms. And our intuitive RPCS™ icon-based print driver, which enables users to apply job settings and then output those jobs via a single mouse click, combines with standard PCL5e/6 and optional Adobe PostScript 3™ to provide easy accessibility for all users.
- **Scan-to-Email** — Scan hardcopy documents and then send them to multiple e-mail addresses as TIFF or PDF files. With scan resolutions up to 600 dpi, it's the perfect way to communicate large, multi-page documents — such as legal briefs or technical manuals — while eliminating costly overnight delivery charges.
- **Outbound Hardcopy Faxing** — Environments with demanding hardcopy fax requirements will appreciate the 2016/2020/2020D's high-end fax functionality. A Super G3 Modem combines with JBIG Compression to transmit faxes in as little as 3 seconds per page. And power through peak fax periods with a wealth of advanced fax capabilities, including Serial Broadcasting, Batch Transmission and Two-sided Transmission (2020D only).
- **LAN-Fax** — Stay at your desk and fax from your workstation using the 2016/2020/2020D LAN-Fax driver. Faxing becomes as easy as clicking "print," which eliminates the need to print documents and then walk to another location to fax them.
- **Internet Fax** — Eliminate long distance and/or international phone charges when you fax for free over the Internet (T.37). Convert outbound faxes to e-mail format and then transmit them to another Internet Fax or PC via the Internet. You'll even receive a return receipt back to your workstation so you'll be sure your transmission was successful.



## Your Partner in Environmental Solutions



The Energy Star® compliant 2016/2020/2020D continues the longstanding commitment of Ricoh to developing office solutions with superior energy and supply-saving features, including:

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

# Ricoh 2016/2020/2020D Series Specifications

## Engine Specifications

|                             |                                                                                                        |
|-----------------------------|--------------------------------------------------------------------------------------------------------|
| <b>Imaging Process</b>      | Dry Process (dual component)                                                                           |
| <b>Reading Element</b>      | Solid State Scanner                                                                                    |
| <b>Configuration</b>        | Console                                                                                                |
| <b>Resolution</b>           | 600 x 600 dpi                                                                                          |
| <b>Grayscale</b>            | 256 Gradation Levels                                                                                   |
| <b>Paper Supply</b>         | 250-Sheet Tray (2016)<br>250 Sheets x 2 Trays (2020/2020D)                                             |
| <b>Bypass</b>               | 100 Sheets, #10 Envelopes                                                                              |
| <b>Paper Weight</b>         | 16 to 24 lb. Bond (Paper Trays)<br>16 to 42 lb. Bond (Bypass Tray)                                     |
| <b>Output Tray Capacity</b> | 250 Sheets                                                                                             |
| <b>Power Source</b>         | 120V/60Hz/15A                                                                                          |
| <b>Dimensions (WxDxH)</b>   | 21.65" x 22.36" x 16.54" (2016)<br>21.65" x 22.36" x 21.97" (2020)<br>23.11" x 22.36" x 21.97" (2020D) |
| <b>Weight</b>               | 78 lbs. (2016)<br>96 lbs. (2020)<br>103 lbs. (2020D)                                                   |

## Copier Specifications

|                                 |                                                                                |
|---------------------------------|--------------------------------------------------------------------------------|
| <b>Warm Up Time (Basic/spf)</b> | 15 Seconds/30 Seconds                                                          |
| <b>First-Copy Speed</b>         | 6.5 Seconds                                                                    |
| <b>Multi-Copy Speed</b>         | 16 copies/minute (2016)<br>20 copies/minute (2020)<br>21 copies/minute (2020D) |
| <b>Quantity Indicator</b>       | 1-99                                                                           |
| <b>Original Type</b>            | Sheet/Book                                                                     |
| <b>Original Size</b>            | Up to 11" x 17"                                                                |
| <b>Copy Size</b>                | 5.5" x 8.5" to 11" x 17"                                                       |
| <b>Reproduction Ratios</b>      | 50%; 65%; 78%; 93%; 121%;<br>129%; 155%                                        |
| <b>Zoom</b>                     | 50% to 200% in 1% increments                                                   |
| <b>Memory Capacity</b>          | 16 MB                                                                          |

## Copier Features

|                         |                       |
|-------------------------|-----------------------|
| Auto Image Density      | Image Rotation        |
| Auto Paper Select       | Photo Mode            |
| Auto Reduce/Enlarge     | Rotate Sorting*       |
| Auto Start              | Scan Once, Print Many |
| Auto Tray Switching*    | Series Copying        |
| Combine Originals (2/4) | User Codes (50)       |
| Electronic Sorting      | User Tools            |
| Energy Saver Mode       |                       |

\*Requires optional Paper Bank on the 2016.

## Network Printer Specifications (option)

|                                 |                                                                                                                                                                |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Print Speed</b>              | 16 PPM (2016)<br>20 PPM (2020)<br>21 PPM (2020D)                                                                                                               |
| <b>Interface</b>                | Standard Ethernet10/100BaseT<br>Standard USB 2.0<br>Optional IEEE1394<br>Optional IEEE802.11b Wireless LAN<br>Optional Bluetooth<br>Optional IEEE1284 Parallel |
| <b>Resolution</b>               | 600 x 600 dpi                                                                                                                                                  |
| <b>Network Protocol</b>         | TCP/IP; IPX/SPX; AppleTalk (Auto switching); NetBEUI*                                                                                                          |
| <b>CPU Speed</b>                | 240 MHz                                                                                                                                                        |
| <b>Memory Capacity</b>          | 192 MB shared with copier, scanner and fax                                                                                                                     |
| <b>PDL</b>                      | Standard RPCS, PCL 5e/6<br>Optional Adobe PostScript 3                                                                                                         |
| <b>Network Operating System</b> | Windows 9x, Me, NT4.0, 2000, 2003, XP, Macintosh 8.6 to OSX 10.1 or later, UNIX                                                                                |

\*SmartDeviceMonitor for client is required.

## Printer Features

|                          |                     |
|--------------------------|---------------------|
| Automatic Tray Selection | Layout              |
| Auto Tray Switching      | Paper Size Settings |
| Envelope Printing        | Watermarks          |

## Network Scanner Specifications (option)

|                              |                                                                                         |
|------------------------------|-----------------------------------------------------------------------------------------|
| <b>Scan Speed</b>            | ScanRouter: 43 ipm (@ 200 dpi)<br>TWAIN Driver: 25 ipm (@ 200 dpi)                      |
| <b>Interface</b>             | Standard Ethernet 10/100BaseT<br>Optional IEEE1394<br>Optional IEEE802.11b Wireless LAN |
| <b>Optical Resolution</b>    | 600 dpi                                                                                 |
| <b>Compression</b>           | Binary: MH (default), MR, MMR                                                           |
| <b>Maximum Original Size</b> | 11" x 17"                                                                               |
| <b>Network Protocol</b>      | TCP/IP                                                                                  |
| <b>Memory Capacity</b>       | 192 MB shared with copier, printer and fax                                              |
| <b>Original Size</b>         | Up to 11" x 17"                                                                         |
| <b>File Formats</b>          | TIFF; PDF                                                                               |

## Scanner Features

|                          |                        |
|--------------------------|------------------------|
| Black-and-White Scanning | Image Rotation         |
| Duplex Scanning (2020D)  | Network TWAIN Scanning |
| Embedded Scan-to-Email   | ScanRouter Lite        |

## Fax Specifications (option)

|                           |                                                       |
|---------------------------|-------------------------------------------------------|
| <b>Circuit</b>            | PSTN, PBX                                             |
| <b>Compatibility</b>      | ITU-T G3                                              |
| <b>Modem Speed</b>        | 33.6 Kbps V.34 w/Auto Shift Down G3; 3.0 Seconds*, ** |
| <b>Transmission Speed</b> | 1.0 Second                                            |
| <b>Scanning Speed</b>     | MH, MR, MMR, JBIG                                     |
| <b>Data Compression</b>   | 200 x 100/200/400 dpi                                 |
| <b>Resolution</b>         | 3 MB (240 Sheets*)                                    |
| <b>Page Memory</b>        | 1 Hour                                                |
| <b>Memory Backup</b>      | 32                                                    |
| <b>Quick Dials</b>        | 150                                                   |
| <b>Speed Dials</b>        | 10 (max. 100 per group)                               |
| <b>Group Dials</b>        |                                                       |

\*\*Based on ITU-Test Chart #1 in standard mode

\*\*Approximately 3 seconds per page at 33.6 Kbps is dependent on optimal line quality. Customer performance may vary by location.

## Fax Features

|                                 |                              |
|---------------------------------|------------------------------|
| A1 Short Protocol               | LAN-Fax***                   |
| Authorized Reception            | Manual Reception             |
| Auto Reduction                  | Page Retransmission          |
| Battery Backup                  | Parallel Memory Transmission |
| Dual Access                     | Reception Time Printing      |
| Duplex Fax Transmission (2020D) | Send Later                   |
| Error Correction Mode           | Serial Broadcasting          |
| Inbound Fax Routing***          | Substitute Reception         |
| Inbound Fax (T.37)***           | User Function Keys (3)       |

\*\*\*Requires optional all-in-one kit

## Accessories

|                                                         |                                                                            |
|---------------------------------------------------------|----------------------------------------------------------------------------|
| <b>DF78 Automatic Document Feeder</b>                   |                                                                            |
| Original Size                                           | 5.5" x 8.5" to 11" x 17"                                                   |
| Original Weight                                         | 14 to 28 lb. Bond                                                          |
| Original Capacity                                       | 30 Sheets                                                                  |
| Dimensions (WxDxH)                                      | 21.6" x 18.5" x 3.55"                                                      |
| Weight                                                  | 15.4 lbs.                                                                  |
| <b>DF79 Automatic Reversing Document Feeder (2020D)</b> |                                                                            |
| Original Size                                           | 5.5" x 8.5" to 11" x 17"                                                   |
| Original Weight                                         | Simplex Original: 10 to 34 lb. Bond;<br>Duplex Original: 14 to 28 lb. Bond |
| Original Capacity                                       | 50 Sheets                                                                  |
| Dimensions (WxDxH)                                      | 21.6" x 18.5" x 5.1"                                                       |
| Weight                                                  | 22.1 lbs.                                                                  |
| <b>PS450 Paper Bank*</b>                                |                                                                            |
| Paper Capacity                                          | 500 Sheets x 2 Trays                                                       |
| Paper Size                                              | 5.5" x 8.5" to 11" x 17"                                                   |
| Paper Weight                                            | 16 to 28 lb. Bond                                                          |
| Dimensions (WxDxH)                                      | 21.6" x 20.5" x 10.6"                                                      |
| Weight                                                  | 55.1 lbs.                                                                  |
| <b>PS460 Paper Bank*</b>                                |                                                                            |
| Paper Capacity                                          | 500 Sheets x 1 Tray                                                        |
| Paper Size                                              | 5.5" x 8.5" to 11" x 17"                                                   |
| Paper Weight                                            | 16 to 28 lb. Bond                                                          |
| Dimensions (WxDxH)                                      | 21.6" x 20.5" x 5.3"                                                       |
| Weight                                                  | 26.1 lbs.                                                                  |
| <b>Type PT340 One-Bin Tray</b>                          |                                                                            |
| Paper Size                                              | 5.5" x 8.5" to 11" x 17"                                                   |
| Paper Weight                                            | 16 to 28 lb. Bond                                                          |
| Paper Capacity                                          | 100 Sheets                                                                 |
| Dimensions (WxDxH)                                      | Unit: 8.5" x 18.9" x 4.1"<br>Tray: 13.2" x 15.4" x 1.7"                    |
| Weight                                                  | 3.5 lbs.                                                                   |

\*Cabinets Available



# RICOH