MEMORANDUM

Date: August 1, 2019

To: The University Community

From: Jean Ressler, Administrative Assistant
Accounting and Budget Office

Re: Ricoh Copiers

Good Morning

There have been many changes and moves these past few months in staffing and department locations. We are asking those who have a Ricoh machine to please send me the following information via email jressler@millersville.edu to make sure our files are current and up to date:

Serial#: This is located on the back of the copier (11 digits-letters & numbers – not the Ricoh EID# on tag on front of machine)
Model: (MP or MPC with numbers)
IT Tag#: (white bar code tag on front of machine)
Location of the machine: Department – Building – Room #
Contact person & phone#:

VERY IMPORTANT INFORMATION!!
PLEASE DO NOT MOVE MACHINES ON YOUR OWN. Put in a Help Desk request to move the machine, as there are parts on these machines that may need to be removed in order to not break them. IT can determine if they can do it or we need to contact Ricoh. Again, please do not move these machines on your own.

Toner and maintenance requests are to be completed online at myricoh.com. If you have not previously done so, you will need to create an account for yourself and your machine. DO NOT attempt to order toner from another supplier as it is part of the lease contract with Ricoh.

Thank you for your cooperation.

Please contact Jean Ressler x4181 with any questions