How to Order Supplies for Your Ricoh Multi-Function Device (MFD)

1. Access myricoh.com
2. Login using your email address and password
3. Click on the “Equipment Service & Supplies” tab
4. Find your device on the list below or search your Equipment ID number
5. Click on “Order Supplies”
6. Select the quantity of the supply you are requesting and click “Add to Cart”
7. To order supplies for another device click “Continue Shopping”
8. If this completes your order click “Checkout”
9. Confirm the Shipping Address and “Continue to Billing Details”
10. Confirm Billing Details and “Review and Place Order”
11. Click on “Place Your Order”
12. You should get a confirmation number and eventually a UPS tracking number via email.