Registering for MyRicoh.com

- Access www.myricoh.com
- Click on “Register New User”
- Complete the required fields: Your email address will be your username
- Create a Password (at least 8 characters, at least one number and letter)
- Enter the equipment ID (Located on the silver sticker on the front of the device)
- Click “Continue”
- Confirm the information and “Continue to User Details”
- Enter your contact information, then “Continue and Review”
- Confirm all information and then “Finish Registration”
- Login to your account
- To add additional devices click the “Equipment Service & Supplies” tab
- Search your next Equipment ID then click “Add”
- Once all the devices are added they should show up in your Equipment Tab.