

Ricoh Multi-function Devices

Quick Reference Guide

Your Scenario

Next Steps

Lease Payment
Deferral (900 machines,
NOT month to month)

- Lease payments deferred for 3 months (Oct, Nov, Dec)
 - Nominal service fee continues
- 3 months paid at end of lease, lease term automatically extended 3 months
 - For example a 48 month lease will become a 51 month lease

New lease for copiers
(trade in an old machine, or
request a new machine)

- Contact Ricoh Sales Representative
- Rep will provide customized proposals
- Contact local Rutgers IT resource for network connection
- Refer to "Ricoh Step by Step PO Set up and Funding Instructions" document

Ricoh Lease
Renewal/Refinance
(same machine)

- Contact Ricoh Sales Representative
- Rep will provide customized proposals
- Refinance needs to stay on same PO. Use the "PO Line Modification Process"

Converting from Non
Ricoh Machines

- Contact Ricoh Sales Representative
- Rep will provide customized proposals
- Refer to "Ricoh Step by Step PO Set up and Funding Instructions" document

*Grant Funded
Machines Only*
(no longer funded)

- Recommend working w/ Supplier Relationship Manager lead at the time of need.
- May be elevated to Ricoh and are handled on a case by case basis

Ricoh Representatives

- New Brunswick/ Central – Penny Osvai penny.osvai@ricoh-usa.com
- Newark & Camden – Mercer Baines mercer.baines@ricoh-usa.com

Additional Questions? Contact your Campus Liaison