

8/30/2017

Ricoh Copier/Printer Inquiry Guidelines

Ricoh-USA is Wesleyan's single sourced contract supplier for copiers and printers. For all inquiries regarding purchase, lease, downgrade/upgrade, or relocation of copier, **please contact our Account Manager, Al (Max) Maximino via email at alan.maximino@ricoh-usa.com and copy our Director of Purchasing Olga Bookas at obookas@wesleyan.edu.** Please make your request **at least 6 week in advance** in order to ensure timely delivery of the machine and services of your departmental need.

In your inquiry email, please provide the following information:

For Obtaining a New Copier/Printer

- Full street address and floor #
- Department name
- Existing copier/printer in your department (if any)
- Contact name and phone number
- Hours of operation

** Please note that Ricoh must visit the installation site and discuss with the end-user(s) to determine the appropriate equipment that meets your departmental needs. Additional time may be required if your installation site does not have outlets and Internet wire plug-in capabilities.*

For Downgrading (from Color to B/W) or Upgrading (from B/W to Color) Copier/Printer

- Full street address and floor #
- Department name
- Current machine model number
- Contact name and phone number
- Hours of operation

** Please note that if your copier is on a lease and has a substantial leasing period remaining, you will have to wait until the end of your lease to upgrade or downgrade your machine.*

For Relocating Copier/Printer

- Current full street address and floor #
- Relocation full street address and floor #
- Department name
- Current machine model number
- Contact name and phone number
- Hours of operation
- Date of relocation

** Please note that Ricoh has to visit your current office and relocation site in order to determine the needs for securely transporting your machine.*