Changing the Address on MyRicoh.com for Ordering Supplies

- Login to myricoh.com
- In the top-right corner, click “Customer Service”
- In the “Question Regarding” drop-down menu below your contact information in the main part of the page, select “Address Updates.”

The following will appear:

- Enter your equipment ID in the corresponding box. (You can find your 8-digit Equipment ID number on the sticker on the front of your MFD.)

- Enter Western Illinois University in “Company Name.” Enter 1 University Circle in “Address Line 1.” Enter your Building and Room Number in “Address Line 2.” Enter Macomb, Illinois, and 61455 for “City, State, and Zip.”

- Select “Shipping” under the Address Type pull-down menu. Select “Supplies” under the Apply To pull-down menu.

- Click NEXT

- Review the information on the screen that follows, then click SUBMIT.