Process for Ordering Toner for Ricoh's

Have a spare toner on hand for all Ricoh units, complete a SchoolDude, including your serial number, using “copier” or “printer” as your problem type.

When the unit displays “Toner Warning Out of Toner” add toner to the unit.

Complete a SchoolDude immediately so your spare toner is replaced, for fastest response time you must include your serial number.

Spare toner will be placed in inter-office mail to you within 7 – 9 days.