



RICOH AMERICAS CORPORATION
5 Dedrick Place
West Caldwell, NJ 07006

Glen Mandernacht
Vice President, Technology Services, Ricoh U.S.

June 2010

Important Notice to Our Direct and Major Account Customers

Re: Ricoh Paper Bank Drawer Accessories and Storage Cabinets (“Equipment”)

Dear Valued Customer,

The enclosed label should be applied to your Equipment (see Figure A below).

Ricoh recently learned that certain models of paper bank drawer accessories and some fully assembled paper storage cabinets may have been installed without paper bank stabilizers. Equipment without stabilizers may pose a tipping hazard when more than one paper storage drawer is opened at the same time.

Although Ricoh has not received a reported incident of product tipping in the United States, to address this situation, we are contacting customers with these product models and arranging to have paper bank stabilizers installed, where necessary, at no cost to the customer.

Pending installation of the stabilizers, **we request that you promptly affix the enclosed label as described in Figure A below.**

If you have any questions, or require additional labels, please call 1-800-772-6799 or visit http://www.ricoh-usa.com/support/product_advisory.asp for further information.

Thank you for choosing Ricoh.

Sincerely,

Glen Mandernacht
Vice President, Technology Services, Ricoh U.S.

FIGURE A:

Install caution label on upper right corner of the front cover as depicted in the red circle



LABEL (enclosed)

