



Legal Information and Resource Network

All-In-One (MFP) Copier Catalogue



Why This Catalogue?

- ❖ Why did we create this catalogue? A centrally-sourced catalogue saves you:
 - Time. We have researched the market for appropriate models and pricing.
 - Effort. There's no need for each library to replicate the acquisition process and, if you use this catalogue when planning to replace your equipment in your budget process, there's no need for a business case.
 - Money. We negotiated advantageous pricing on four all-in-one models from Ricoh, combining our purchasing power across the network.
- ❖ We chose Ricoh because:
 - They have reputable products that meet needs across the network;
 - We were able to negotiate good pricing; and
 - They have sales and support people in every county/district in Ontario.

Available Models and Pricing

Ricoh MFP Model	Category	Indicative Price (average configuration)	CPC BW	CPC COL	36-Month Lease	48-Month Lease	60-Month Lease
Ricoh IM C300F	A4 Color	\$ 4,400.00	\$ 0.0212	\$ 0.1080	\$ 139.70	\$ 110.44	\$ 92.84
Ricoh IM C3510SD	A3 Color	\$ 10,600.00	\$ 0.0120	\$ 0.0851	\$ 332.95	\$ 262.35	\$ 219.74
Ricoh IM 370F	A4 B&W	\$ 3,900.00	\$ 0.0221	-	\$ 123.83	\$ 97.89	\$ 82.29
Ricoh IM 3500A	A3 B&W	\$ 8,100.00	\$ 0.0132	-	\$ 257.18	\$ 203.31	\$ 170.91

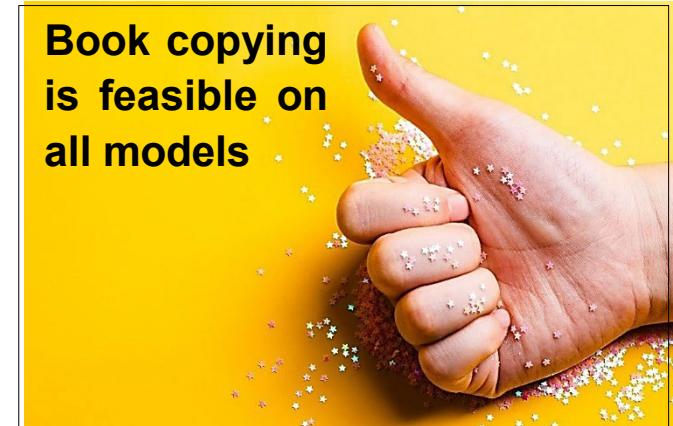
*Multi-Function Printer

**Average configuration

**CPC = Cost per copy

Pricing as of January 2026

**Book copying
is feasible on
all models**



Additional Specifications

IM C300F – A4 Colour

- ✓ Output Speed (Letter): **31-ppm**
- ✓ Average Monthly Volume:
2,000 impressions/month
- ✓ Weight: 103.6 lbs.
- ✓ W × D × H (inches): 19.6 × 22.1 × 20.1
- ✓ Book copying available



IM C3510SD – A3 Colour

- ✓ Output Speed (Letter): 35-ppm
- ✓ Average Monthly Volume: 7,000 impressions/month
- ✓ Weight: 219.1 lbs.
- ✓ W x D x H (inches): 23.1 x 27 x 37.9
- ✓ Book copying available



IM 370F – A4 Black & White

- ✓ Output Speed (Letter): 37-ppm
- ✓ Average Monthly Volume:
2,500 impressions/month
- ✓ Weight: 67.24 lbs.
- ✓ W × D × H (inches): 18.74 × 17.4 × 20.08
- ✓ Book copying available



IM 3500A – A3 Black & White

- ✓ Output Speed (Letter): 35-ppm
- ✓ Average Monthly Volume:
7,000 impressions/month
- ✓ Weight: 168.3 lbs.
- ✓ W × D × H (inches): 23.1 × 25.7 × 37.9
- ✓ Book copying available



More About Ricoh



Ricoh Service



Quick incident **resolution** is essential to minimize downtime



FAST RESOLUTION NEEDS:

- **Coverage** (all 48 *LiRN libraries* in Ontario are covered by Ricoh Service directly or through a dealer)
- **Specialized skills**
- **Parts on hand**

- High **First Call Resolution (FCR)** rate requires skilled technicians with immediate parts access
- Ricoh tracks **First Call Resolution** rate and Callback frequency for all our technicians and service partners
 - National **FCR** > 90%
 - Callback rate < 10%

How To Order

Plan ahead and include in your annual budget.

If your equipment is on its last legs, include replacement costs in your budget for the upcoming year. If you are planning to acquire from this catalogue, no business case is required. Simply include in the budget notes which model you will acquire. If you plan to acquire a different model from Ricoh or a different vendor, a business case setting out the cost and why the catalogue models do not meet your needs is required.

Urgent and unanticipated replacement needs.

Sometimes, your equipment will fail sooner than you expected. If you have an urgent need to replace your copier:

- Contact Theresa (tleitch@lirn.ca) for approval.
- If you are requesting funds for one of the models in this catalogue, simply let us know why you need an urgent replacement (usually because your current machine has broken down).
- If you are requesting funds for a different model from Ricoh or a different vendor, a business case setting out the cost and why the catalogue models do not meet your needs is required.

How to order from Ricoh:

- After obtaining any required approval as outlined above:
 - Contact Ricoh Rep.: Ilias Kapodistrias ilias.kapodistrias@ricoh.ca to place your order.
 - Please cc admin@lirn.ca so we can track the usage and performance of our Ricoh contract.