

Using the Scanning Feature on the Ricoh Copier

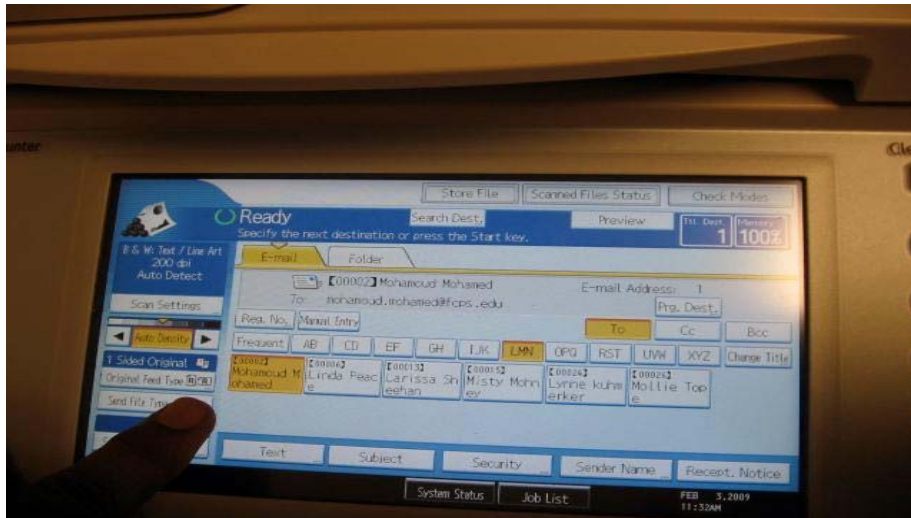
This Ricoh copier can either send scans directly to your e-mail as a PDF attachment or put the scan into your network folder. Here's how:

IF YOU WANT TO SEND THE SCAN TO YOUR E-MAIL:

1. Press the **Scanner button** on the left side of the copier's control panel.



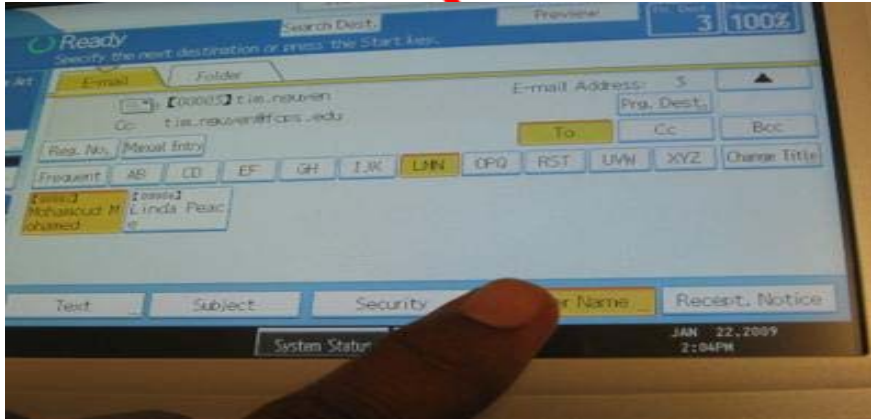
2. Find **your name** on the screen by clicking on the first letter of your FIRST NAME...



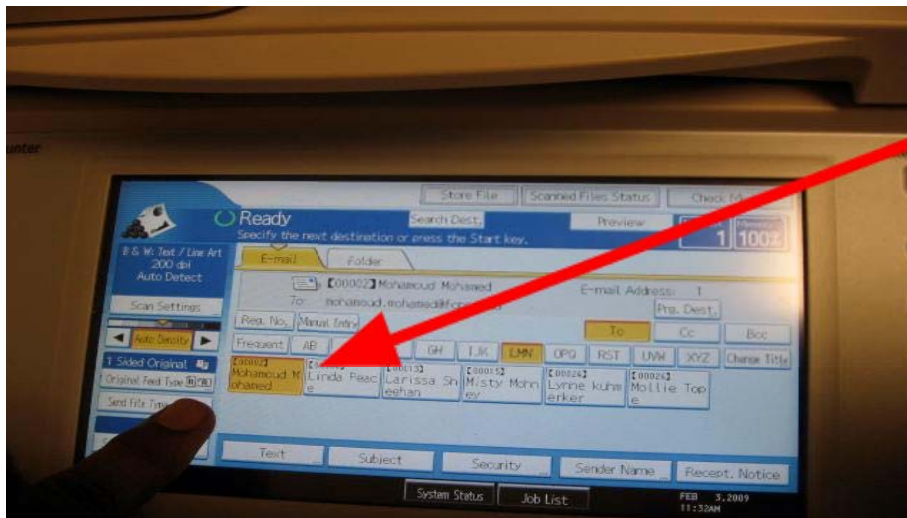
...and then press your name's button to highlight it. (Note: you need to click on the **File Name/Type** button on the lower-left of the touch screen. Then choose the format you want. PDF for Text and JPEG for Images. Then press the **OK** button.

** If you want to send the scan to other people, you can click on the **Cc button** and search for their names in the same way as you did for your own.

3. Next, press the **Sender Name button** in the lower-right of the touchscreen.



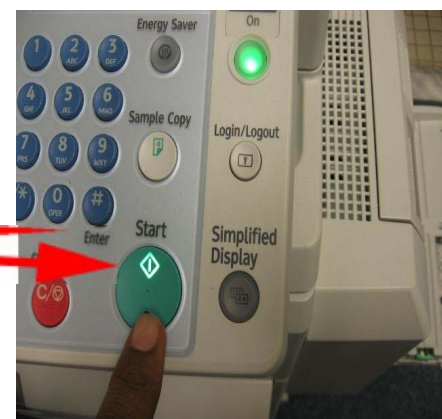
4. On the next screen, you will again find and highlight **your name** again.



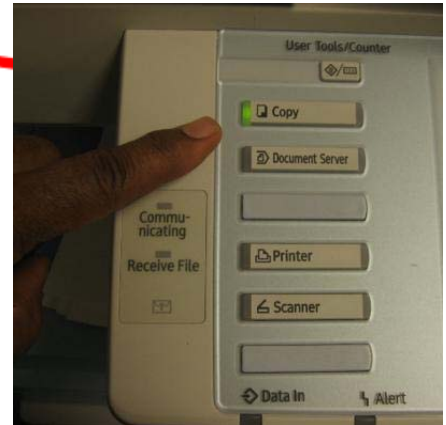
5. Then press the **OK button** in the upper-right of the touchscreen.

6. Press the green **Start button** on the lower-right of the copier control panel.

7. If you are only scanning a single page, Press the **# (Enter button)** to send your scan.

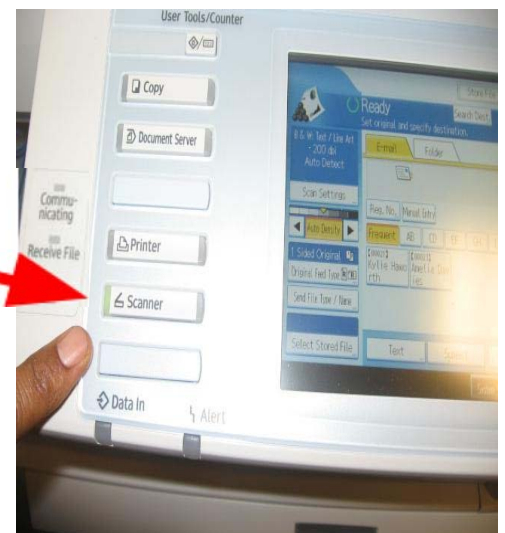


8. Finally, press the **Copy button** on the top-left of the copier control panel to reset it for the next user.

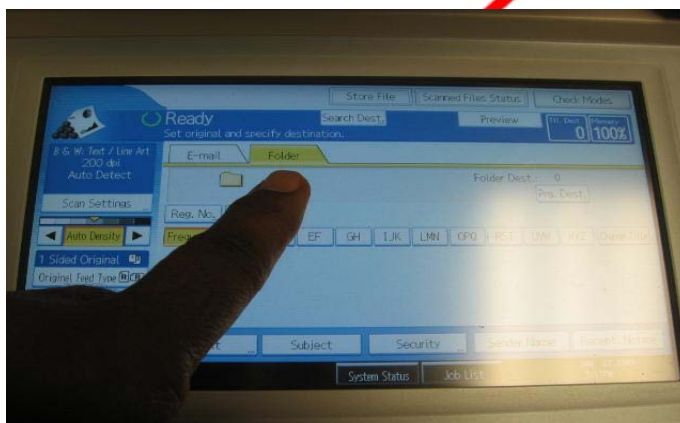


IF YOU WANT TO SCAN TO YOUR NETWORK FOLDER:

1. First, Press the **Scanner button** on the left side of the copier's control panel.



2. On the scanning screen, click on the **Folder tab**:



3. Find **your name** on the screen by clicking on the first letter of your FIRST NAME...



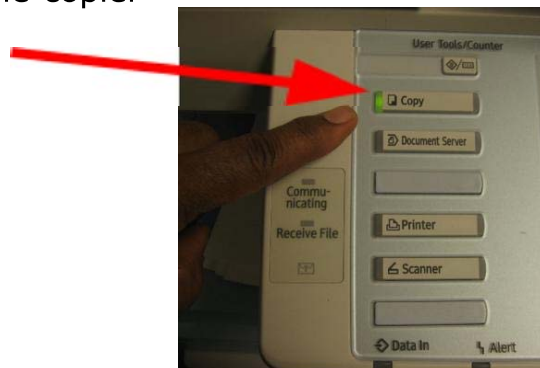


...and then press your name's button to highlight it. (Note: you need to click on the **File Name/Type** button on the lower-left of the touch screen. Then choose the format you want, PDF for Text and JPEG for Images. Then press the **OK** button.

4. Then press the green **Start button** on the lower-right of the copier control panel.



5. If you're only scanning a single page, press the **# (Enter) button** to send your scan.
6. Finally, press the **Copy button** on the top-left of the copier control panel to reset it for the next user.



NOTE: When you scan to your network folder, the scanned PDF file will be named with a long string of numbers. You can rename it to whatever you wish.