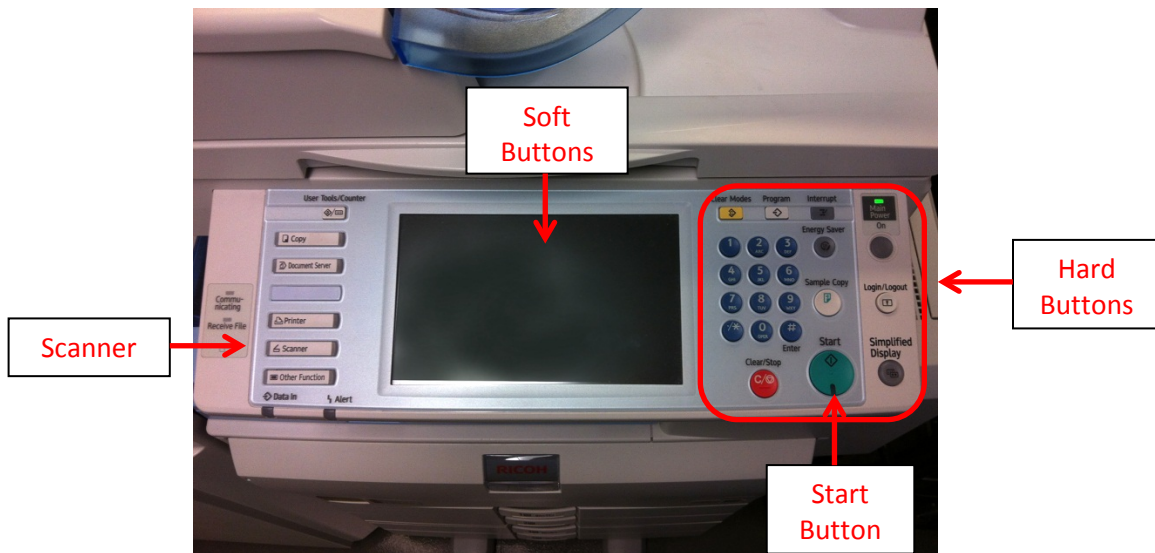


Scanning a Document from a Ricoh Copier/Printer to an Email

These instructions are only for Ricoh Copiers that have network capabilities and are setup with this function.

In the following directions “Hard Buttons” are located on the copier’s faceplate. “Soft Buttons” are on the touchscreen in the middle of the faceplate.



1. Press the hard button labeled “**Scanner**”
2. Tap the **Manual Entry** soft button
3. Using the soft button keyboard, type in the destination email address for the scanned document.
4. Tap the **OK** soft button
5. Tap the **Subject** soft button
 - a. Enter a subject with the soft button keyboard
 - b. Tap the **OK** soft button
6. To add text to the message
 - a. Tap the **Text** soft button
 - b. Tap the **Manual Entry** soft button
 - c. Enter the text with the soft button keyboard
 - d. Tap the **OK** soft button twice
7. Place the document on the copier glass or top feed tray
8. Press the green **Start** hard button

The copy machine will scan and email the document/s as a single PDF.