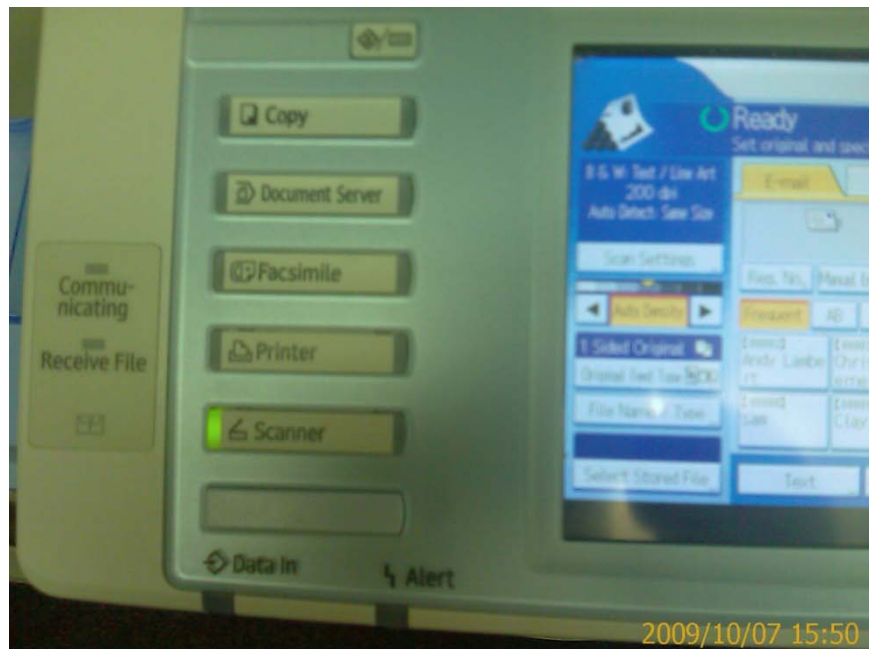


How to use Scanner Feature on Ricoh Device

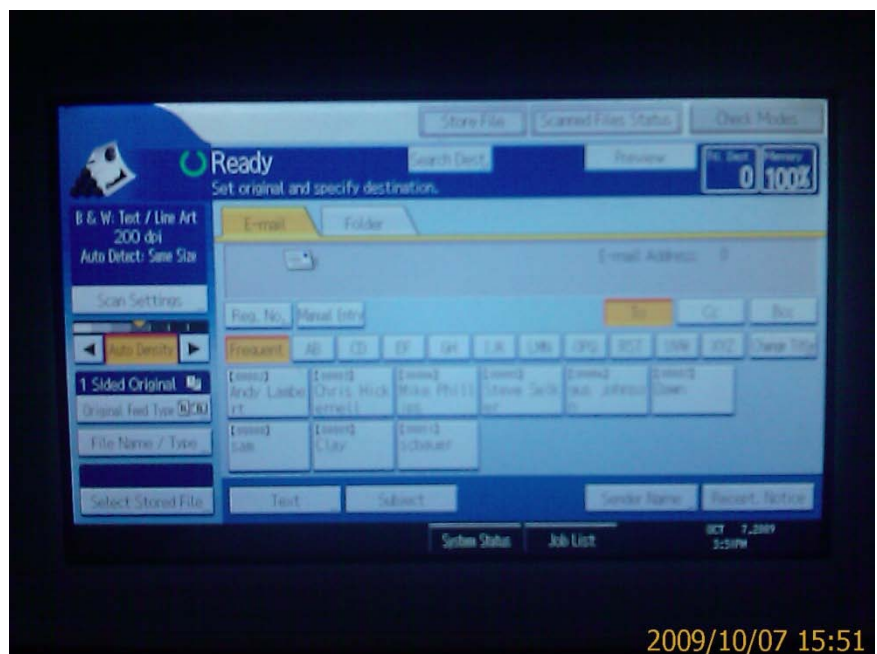
1. Place document in top feeder tray or under glass.

2. Make sure the “Scanner” button is selected from function button list on left of control panel.

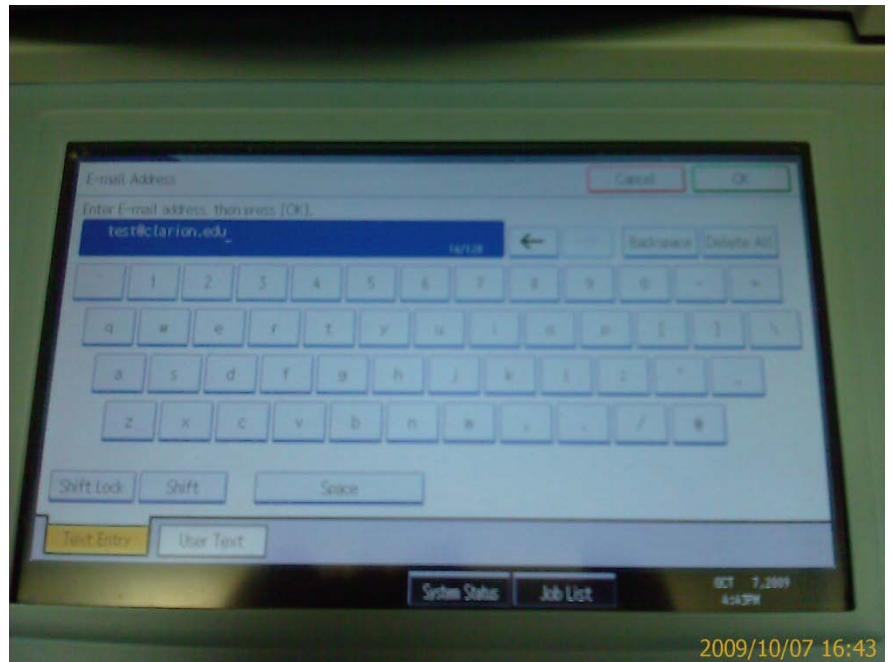


3. Select “**Manual Entry**” button on control panel screen. (*Special note: if you already created shortcuts you can simply select one of them).*

If you don't know how to create a commonly used e-mail “shortcut” button on the control panel see “[How to create a commonly used e-mail shortcut](#)” below.



4. Enter e-mail address of user who you want to receive this scanned information
(*note:* the @ symbol is on the bottom right of virtual keyboard).
5. Press the big green “Start” button.



What happens next: If you are wondering where did my scanned information go you don't have to look any further than your personal e-mail. The above scanned information is e-mailed to the user's e-mail address you just put in under step 4 above. The document scanned is put in a .pdf extension type as an attachment. We ask that no more than 4-6 pages are scanned at any single time. Scans are done in 200dpi and at black and white mixed format type (i.e. pictures, graphs, print, etc. all on same page you going to scan). For information on how to make some customized option changes to your scanned documents before you hit [START] and send it see subsequent "How To's" listed under the Scanner sections on our website.