

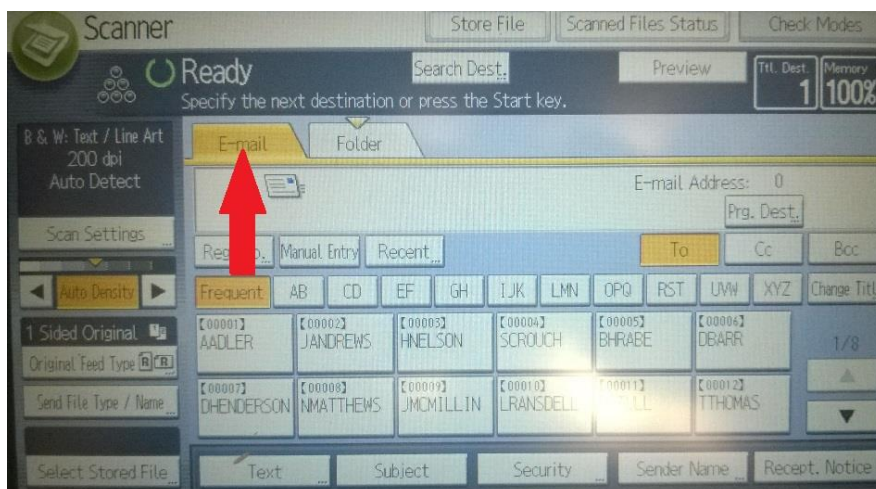
Ricoh Copy Machine - Scan to Email

The Ricoh copiers are capable of scanning a document and sending it to you as a .pdf attachment on an email. Due to restrictions on email sizes, it is recommended that you NOT scan more than 10 pages to email to yourself at one time in one file. Follow these steps to easily send yourself an email with a scanned document.

- 1.) Place the items to be scanned in the automatic feeder of the copy machine
- 2.) Press one of the "Scanner" buttons on the copier's control panel

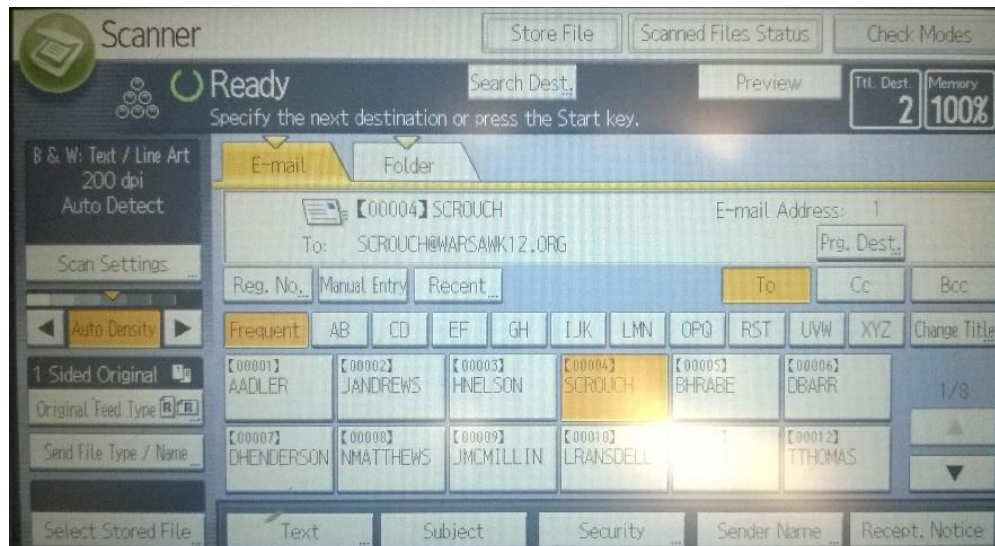


- 3.) Press the "E-Mail" tab on the display panel

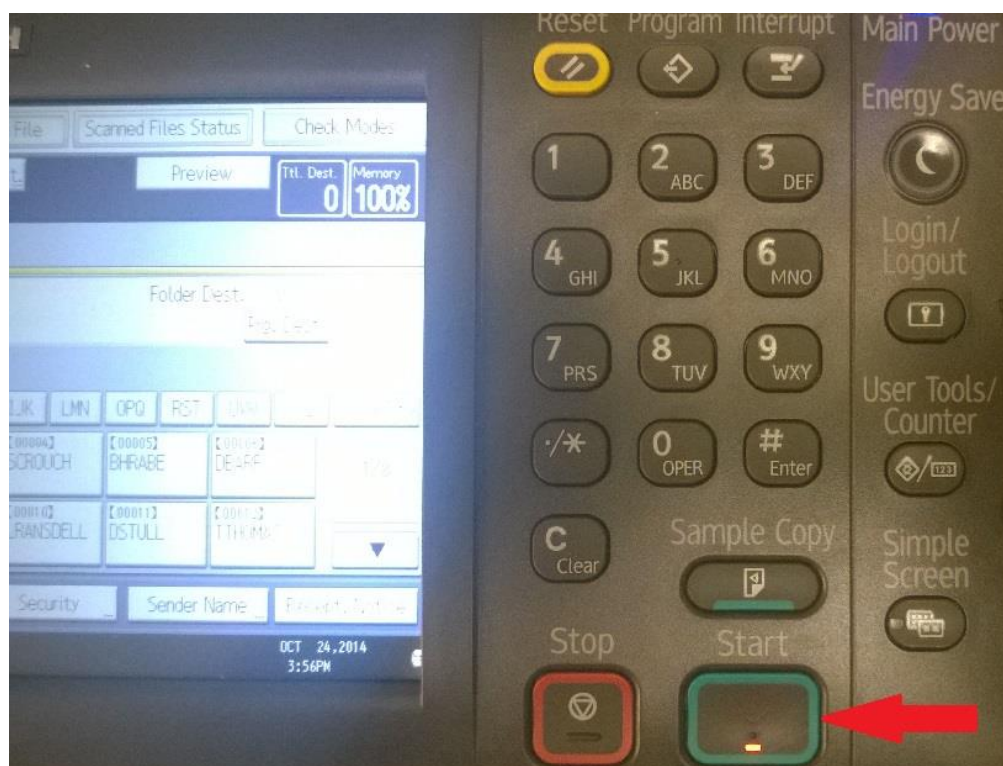


4.) Scroll through the list of names and press your name to highlight it

-Note: These buttons are labeled the same as the first part of your email address



5.) Press the "Start" button on the right-hand side of the copier's control panel



6.) The copier will begin the scan process, and you will soon have an email in your inbox from the copy machine!