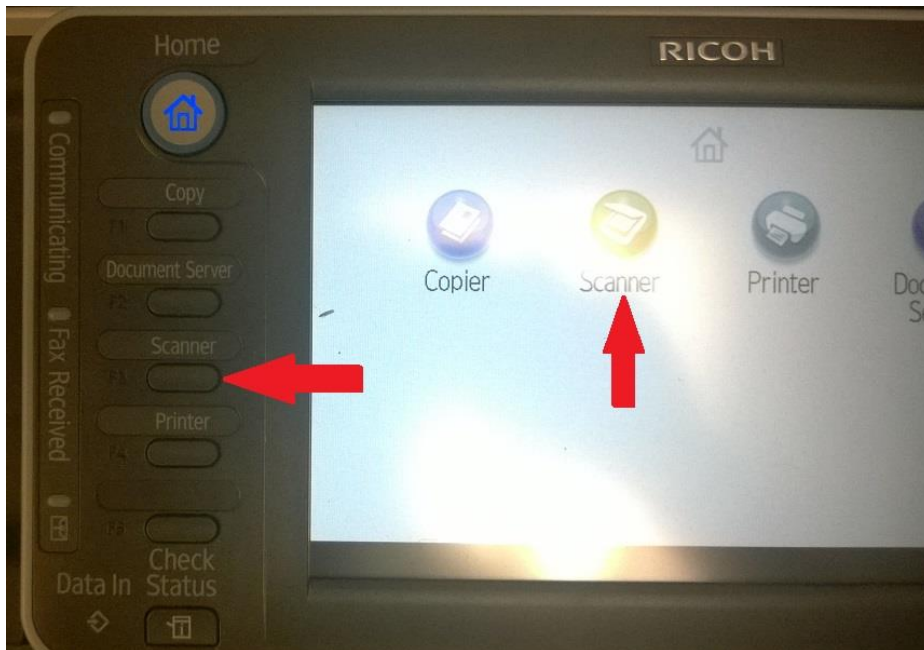


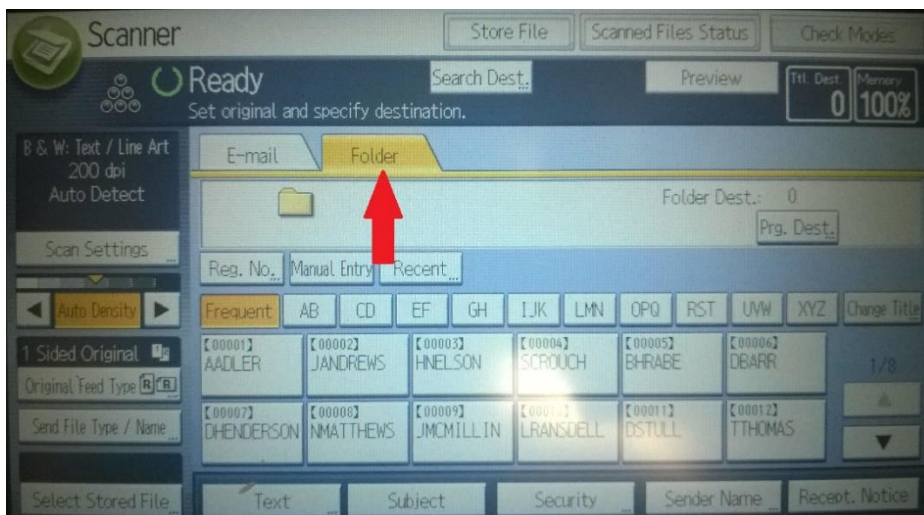
Ricoh Copy Machine - Scan to Folder

The Ricoh copiers are capable of scanning a document and placing it on a network. We have all district copiers set up so that the document will be placed directly inside your "My Documents" or "Documents" folder. Please use the instructions below as a guide.

- 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

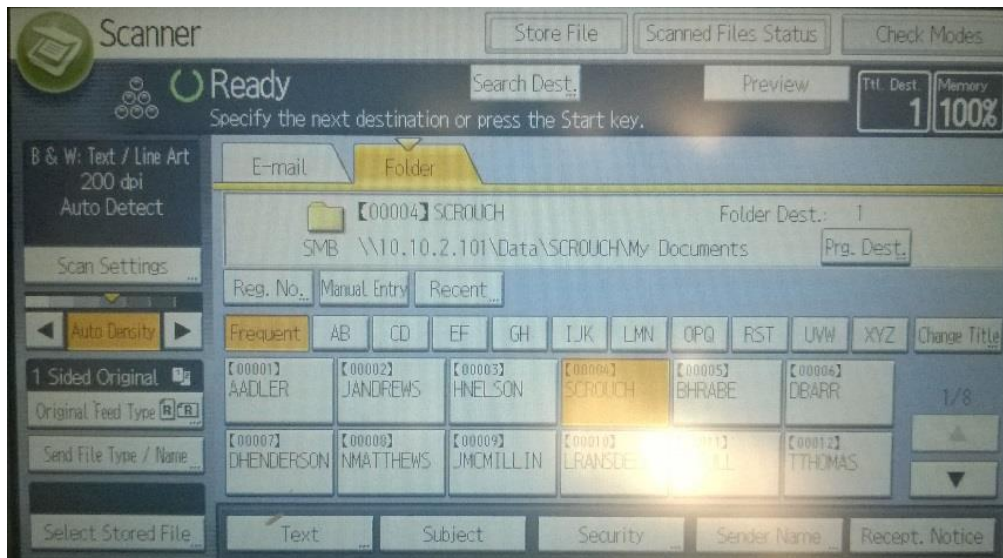


- 3.) Press the "Folder" tab on the display panel

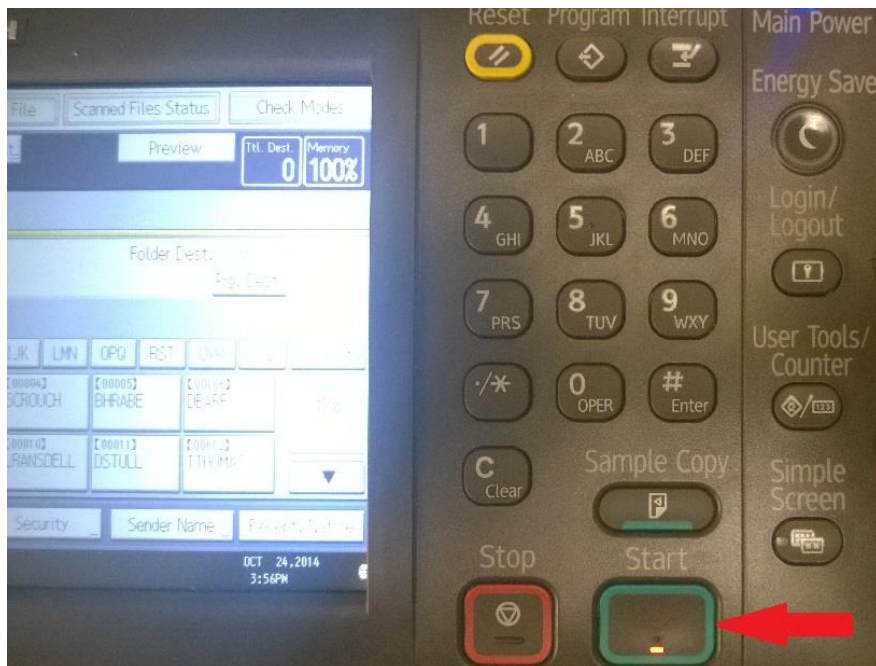


4.) Scroll through the list of names and press your name to highlight it

-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 a scanned document from the copy machine placed directly inside your "My Documents" or "Documents" folder. The file will be named according to the date and time it was scanned in the following format: YYYYMMDDTTTTTTTT (i.e., 20141024121005091.pdf).