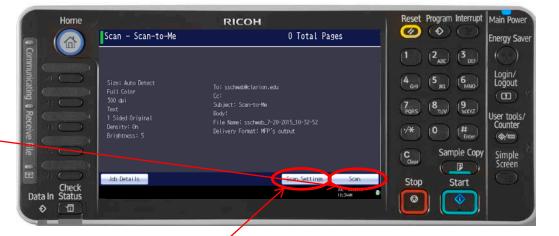


## Accessing Ricoh Multifunction Device - Scanning

1. For "Scan to Me" user select the following.



 At this point you can load your document in the feeder and hot the "Scan" button.





- 3. Should you need change scan settings, click here.
- You can then click on the setting, make the modification needed and click Done.

RICOH imagine. change.



## Accessing Ricoh MultiFunction Device - Scanning

4. When finished, click the "Logout" button

Home RICE	
Done Document	0 Total Pages
	4 GHI (5 KG) (6 Login/ Logout
Communicating Receive File	r Document
	·/* 0 (# Counter (%)
File	C Sample Copy Simple
Check Data In Status	JUL 20.2015
Data III Status	

