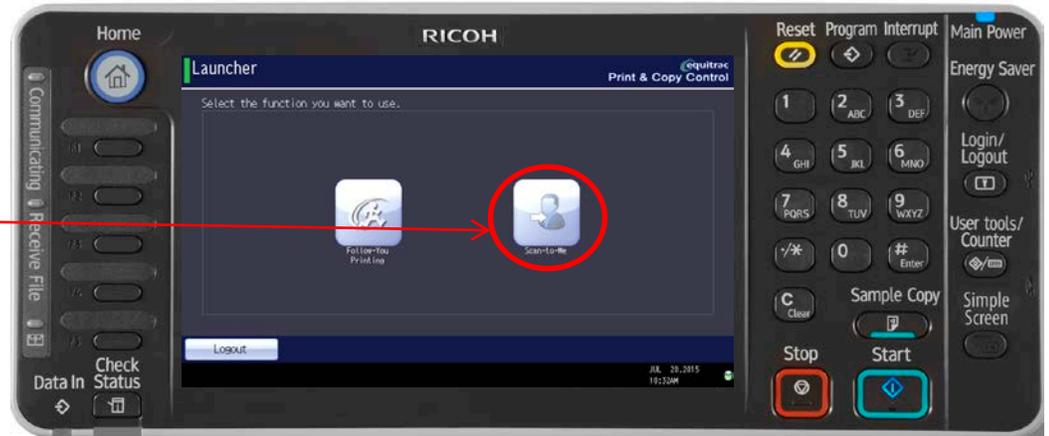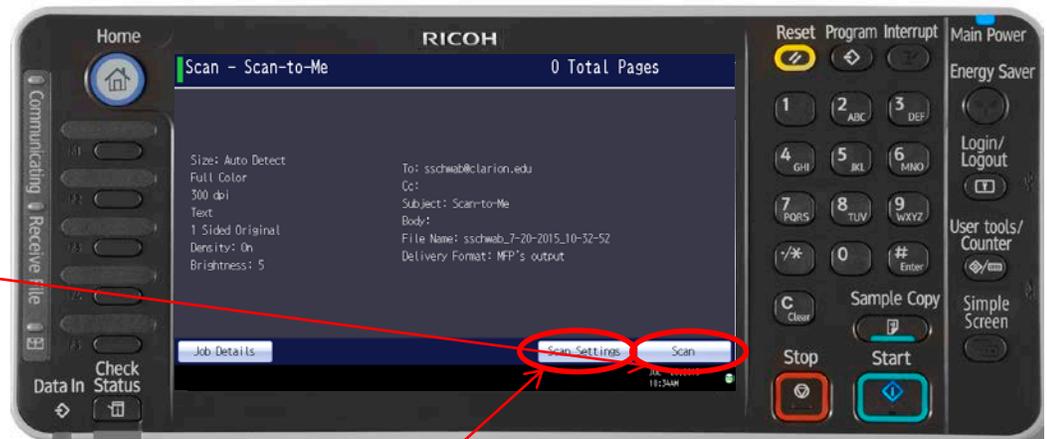# Accessing Ricoh
Multifunction Device - Scanning

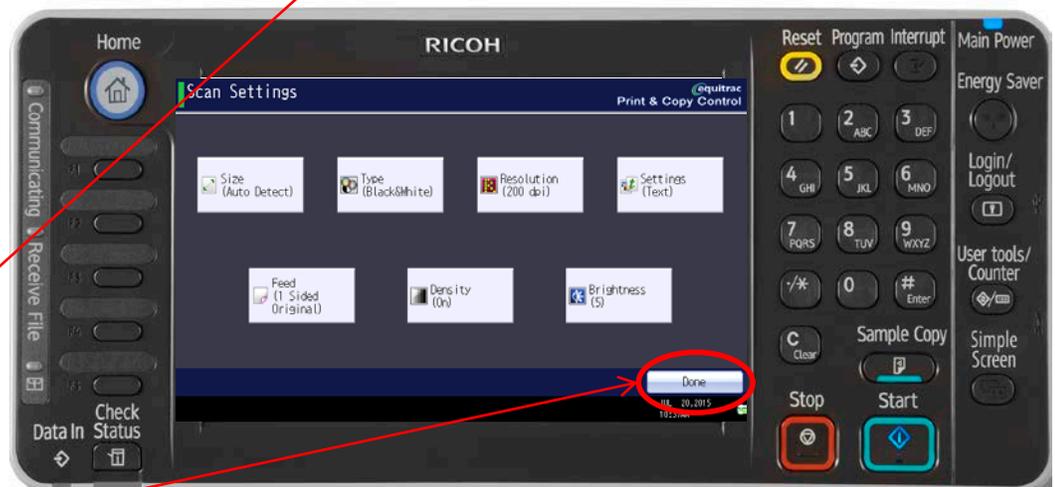1. For "Scan to Me" user select the following.

2. 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.

4. You can then click on the setting, make the modification needed and click Done.

RICOH
imagine. change.

4. When finished, click the "Logout" button