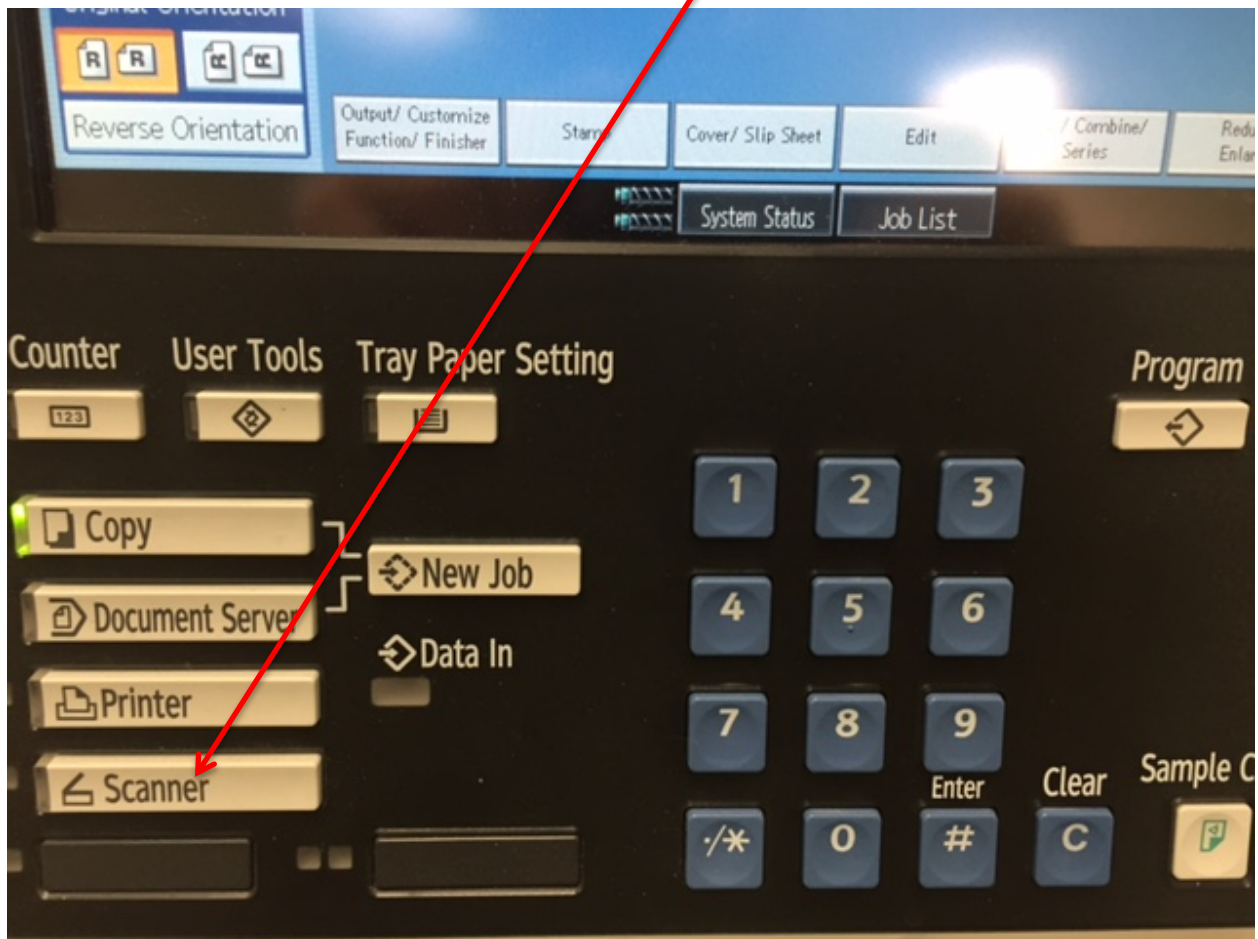


Scan To E-Mail Instructions

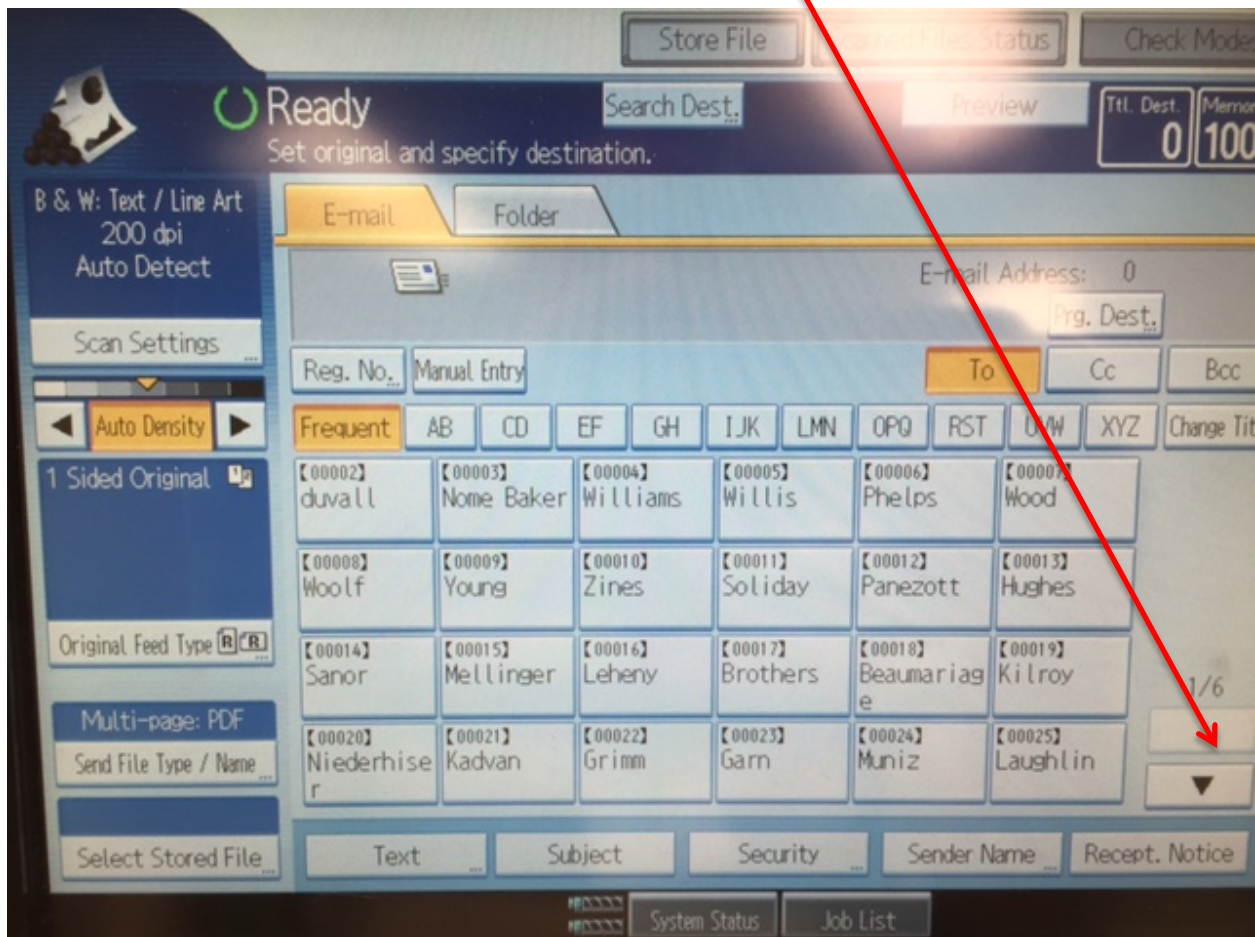
In order to scan a document to your school e-mail account on either of the Ricoh copiers in the teacher work room, please do the following:

- 1) Log into the copier using your four digit passcode as you normally would do.
- 2) Then, from the user panel, touch the yellow scanner button at the lower left-hand corner.

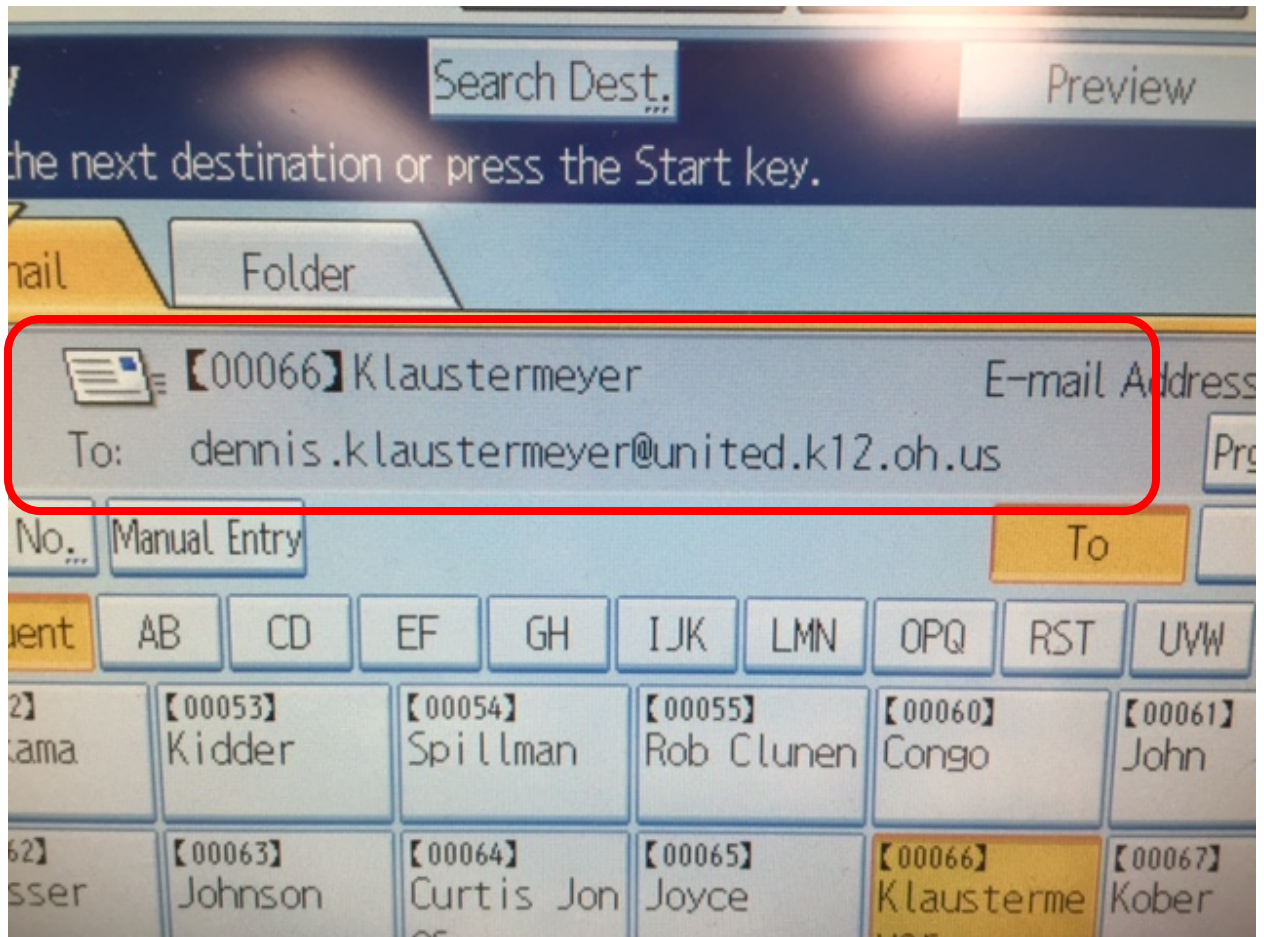


- 3) Then, back on the LCD screen you are going to need to enter two items in order for the scan to e-mail to work properly. Those items are the person you are going to send the item to and the sender. If you are going to send something to a parent, etc. we would recommend sending to your e-mail first, and then you can forward it on to the parent, etc.

4) First, you select who the e-mail is going to go to. On the LCD screen, you'll see buttons for every one of whom an e-mail account is registered in the copier. You'll have to use the up/down arrows in the lower right-hand corner of the screen to find the person you are sending to. [NOTE: The names are not in alphabetic order nor are they in order on both of the Ricoh machines. They are showing up in the order that the buttons were created.] Find the button corresponding to the person you want to send to and tap it.



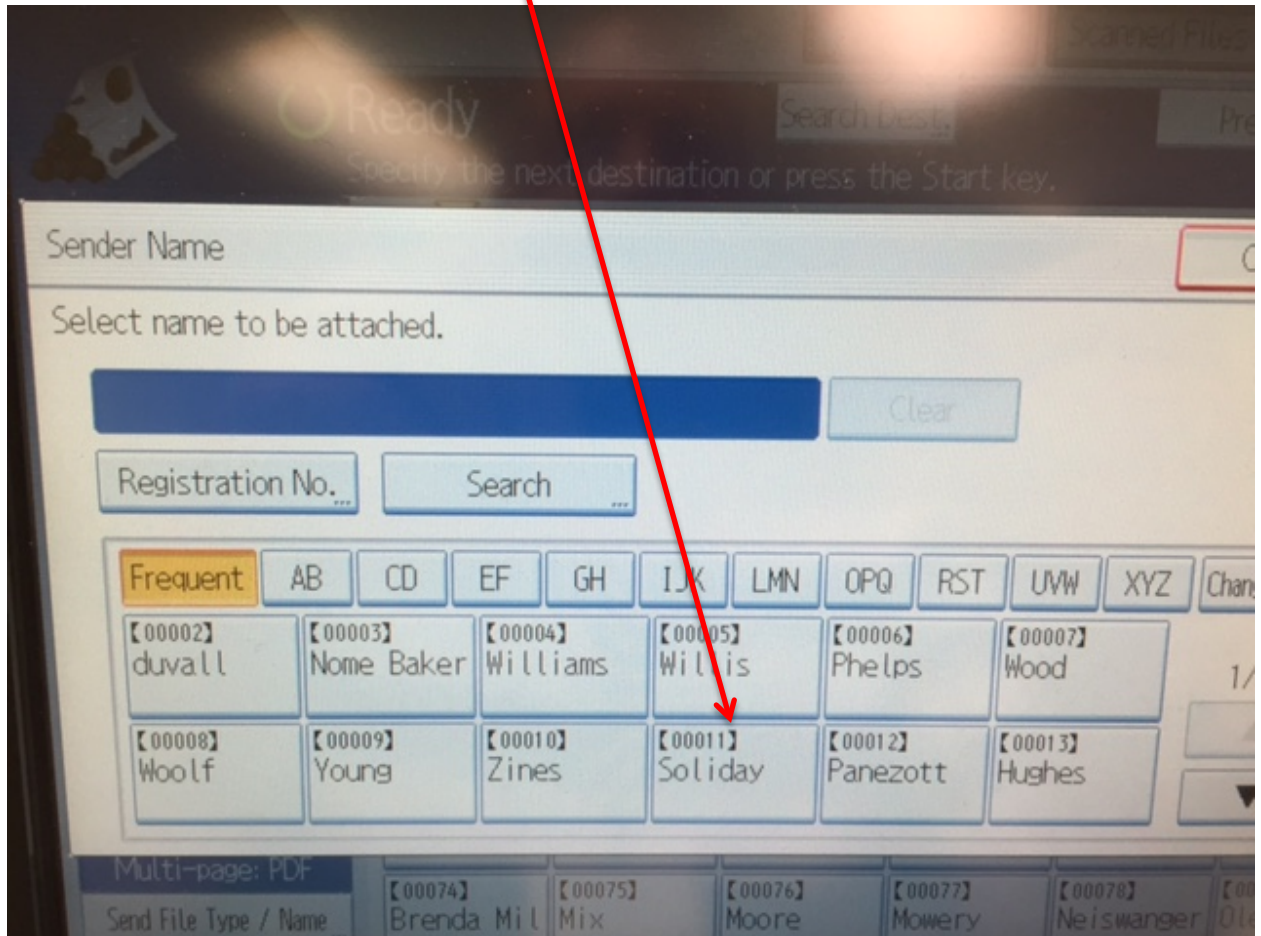
- 5) Once you tap it, you'll see that person's e-mail address show up next to the 'To:' box on the screen. If you make a mistake, just select another button as you did in step 4.



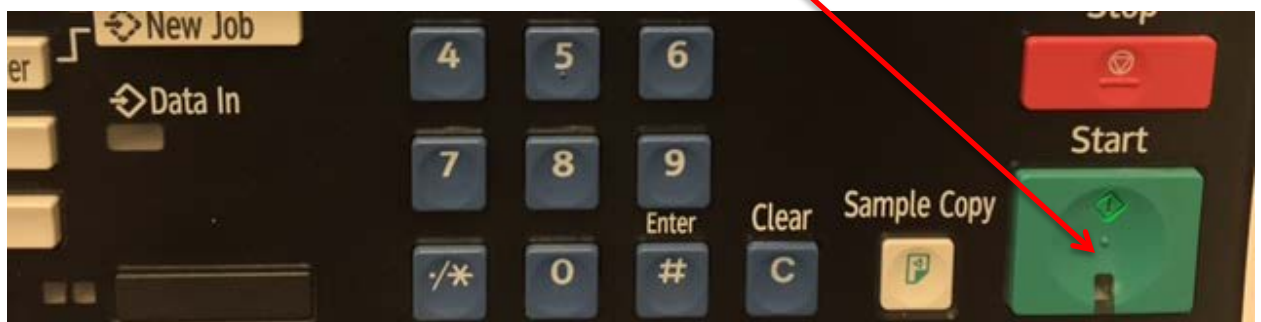
- 6) Then, at the bottom of the LCD screen, hit the 'Sender Name' button. This is when you will program the person that the e-mail is coming from (which would probably be you.)



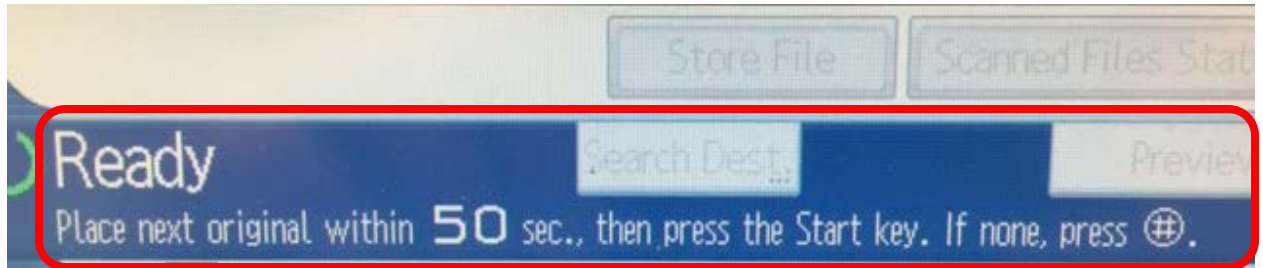
- 7) Once, you've hit the 'Sender Name' button, you'll be taken to the screen which has all of the names of the individuals who are registered to be able to send e-mails on the copier. Select the sender (again note the fact that the names are not in alphabetical order) and then tap the green 'OK' button in the upper right hand corner of that window on the LCD screen.



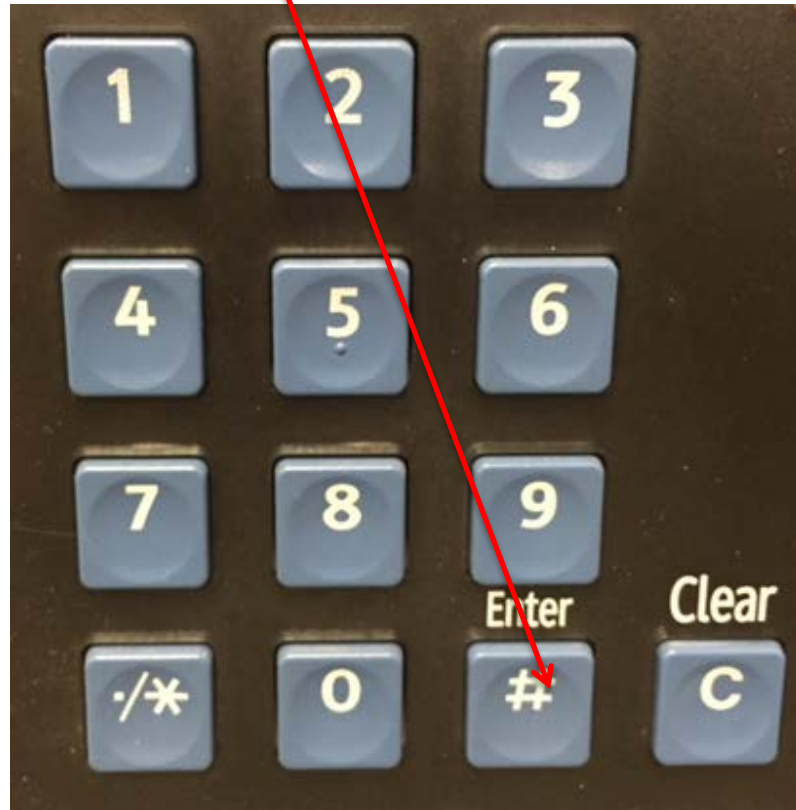
- 8) Then, make sure that you have the item you want to scan in either on the platen or in the document feeder and hit the green start button.



- 9) If you placed your items in the document feeder, you can skip to step 11. If you placed your items on the platen, you'll need to look at the LCD screen and heed the following message.



- 10) If you have more items, place them on the platen and press the green Start key again. Continue this process until everything you want to scan in has been placed on the platen and you pressed the green Start key. When done, finally hit the blue # key on the number pad.



- 11) Almost instantaneously, you'll receive an e-mail with a PDF attached to it. That will be the information that you scanned in. You can then save the PDF, rename it, forward it on in e-mail, etc.
- 12) Finally, make sure that you log out of the machine like you do when you make copies.