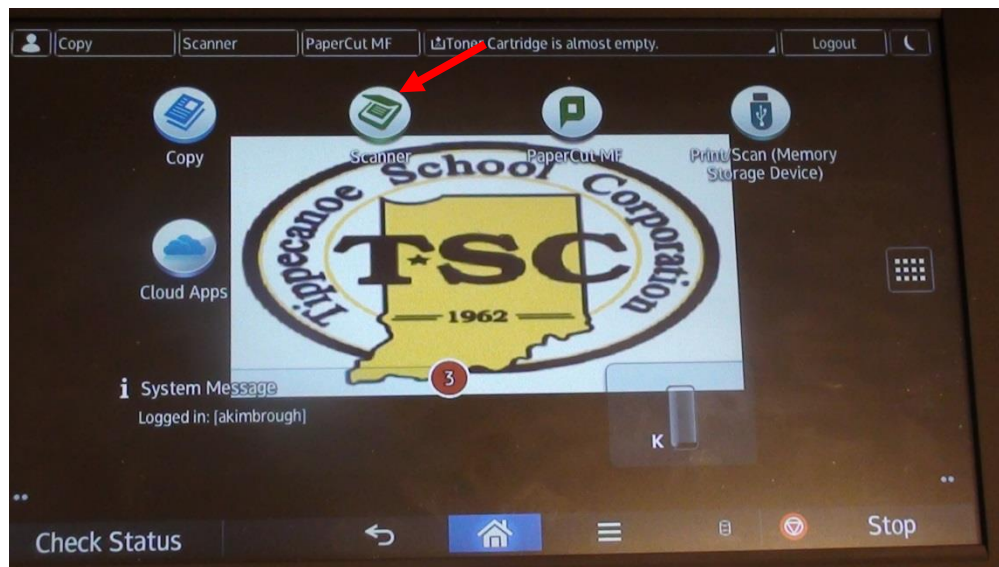




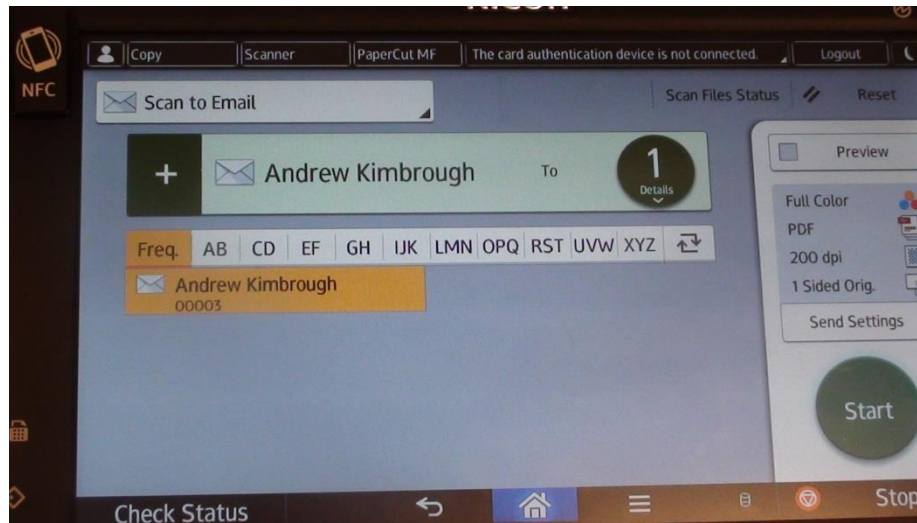
Ricoh MFP

Scan to Email

- ✓ Once you have signed in to the device using your ID badge (or entered your username and password), select the 'Device Functions' option, then 'Use Device Functions.'
- ✓ Press the home icon/button at the bottom middle of the screen. From here you can select the 'Scanner' function on the home screen.



- ✓ Once in scan mode you will see the following screen:



- ✓ Your name will already be on the screen since you signed in with your badge. If you want to scan to yourself, select your name, then select from the options to the right, such as color scanning, file type or resolution, or two-sided original
 - ✓ If you would like to scan to someone else within the TSC, press the plus sign, then select 'Search Address Book,' then select 'TSC LDAP.'
 - ✓ From there you will be able to search by name for the individual to which you want to scan. Select that person or persons (you can scan to multiple people at one time) then press 'OK.'
1. Once you have selected the individuals you want to scan to and set the choices for quality and file type to the right, press the Start button in the bottom right of the screen to scan your documents.