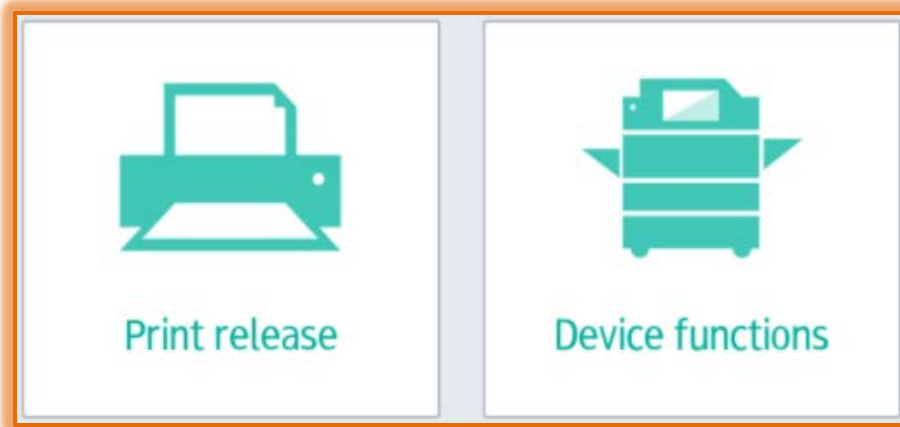


## INTEGRATED CLOUD ENVIRONMENT (ICE)

This feature will only be available on five of the Ricoh Machines on campus. With this feature, documents can be converted from PDF to Word. In addition, you can scan documents to Your Email, Dropbox, Google Drive, OneDrive, and other areas. All the apps, such as Canvas are not available at this time, but will be soon.

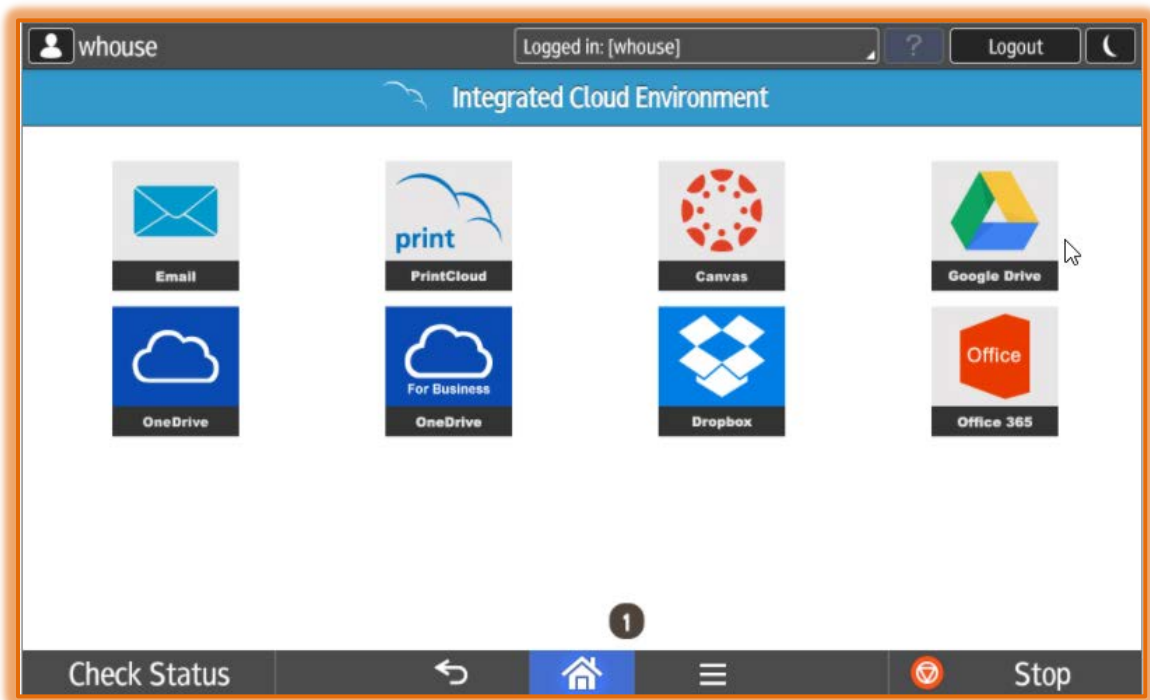
- Log into the Ricoh Machine or scan your Siena ID card.
- Click the **Device Functions** button.



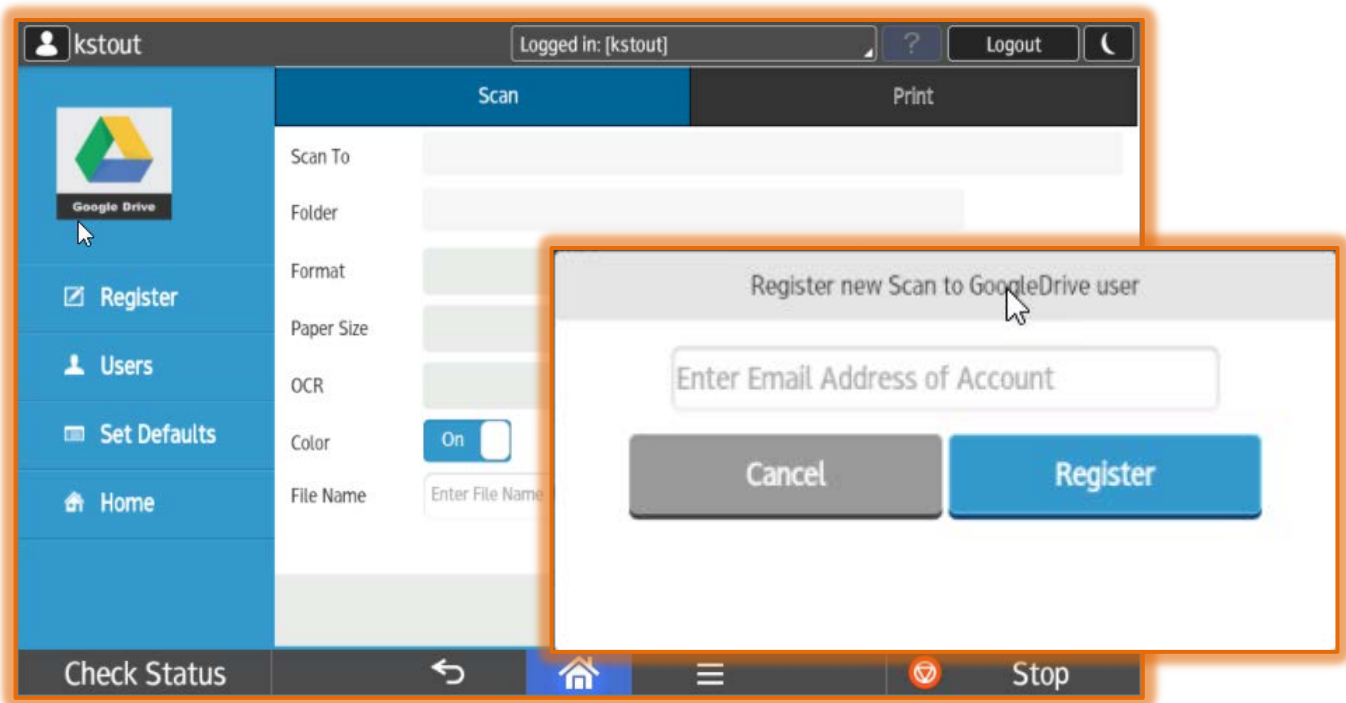
- When the **Home Screen** displays, press the **Cloud Apps** button.



- The **Integrated Cloud Environment Panel** will display with tiles for each of the apps that are currently available or will be available soon.
- Press one of the buttons to access the panel for that app.



- 📄 When using this feature for the first time, you will be required to register.
  - ★ Press the **Register** button on the left side of the window.
  - ★ The **Register New User Panel** will display.
  - ★ Input the **Email Address** for the **App Account**.
  - ★ Press the **Register** button.



- 📄 Complete the **Registration Form**.

- 📄 A message will be sent to your email account for that application. For example, for Google Drive, a message will be sent to your Google Email Account.
- 📄 Access the Message and follow the instructions.

**NOTE:**

- 📄 Some features, such as Print require an access code.
- 📄 That code will be sent through email.