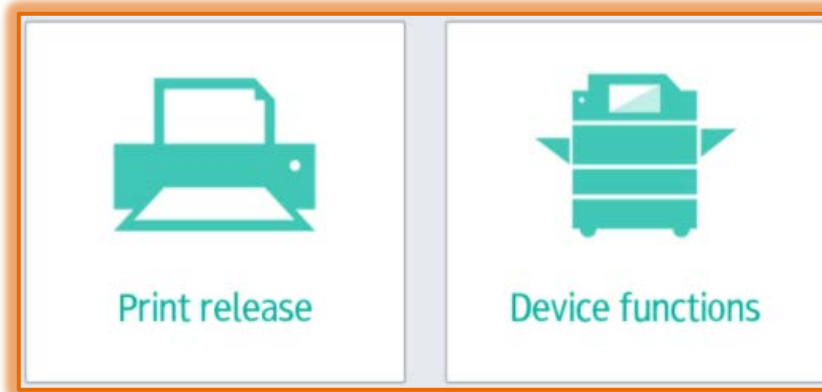


## Scan

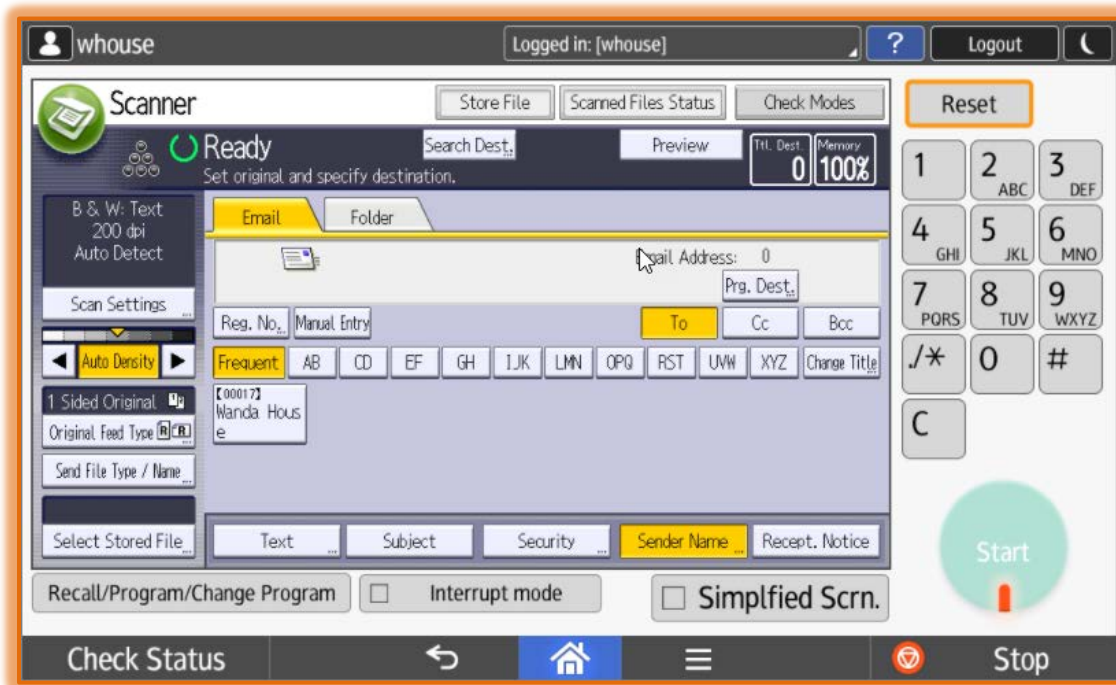
Documents may be scanned and sent directly to your email. The email addresses come directly from the Active Directory and are accessible from the Scan Menus. Email addresses of people who are not in the Active Directory can be entered manually. Your name can be added to the Scanner Panel so that you don't have to search for it each time. If you log into the machine with your own username and password or access the machine with your own ID card, your name will automatically be added to the panel. If you use the generic card, please send a message to [helpdesk@sienaheights.edu](mailto:helpdesk@sienaheights.edu) with the names of people in your area who would like to have this done. On the new machines, the user must sign in before a scan can be completed.

### Send File by Email

- Log into the Ricoh Machine using your ID card or inputting your User Information.
- Press the **Device Functions** button.

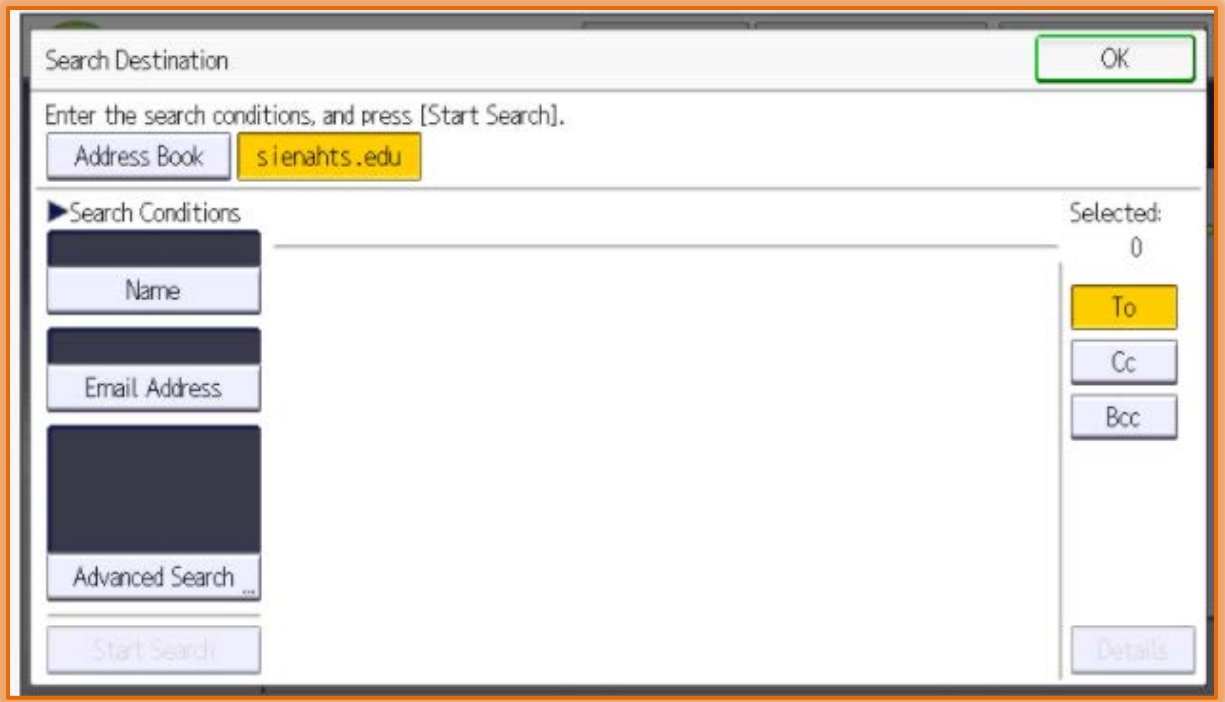


- Place the **Originals** on the **Document Feeder** or the **Exposure Glass**.
- Press the **Scanner Icon** on the **Home Screen**.
- The **Scan** window will display.



- Press the **Reset** button to make sure that previous settings are removed.

- ☞ Press the **Search Dest** button at the top of the **Scan** window.
- ☞ The **Search Destination** window will display.



- ★ Make sure the **sienahts.edu** tab is selected.
- ★ Use the keypad to input your **Username**.
- ★ Press **OK**. This button appears in the upper right corner of the screen.
- ★ Press the **Start Search** button in the bottom left corner of the screen.
- ★ When the **Search** process is complete, press your **Email Address**.
- ★ Press **OK**.

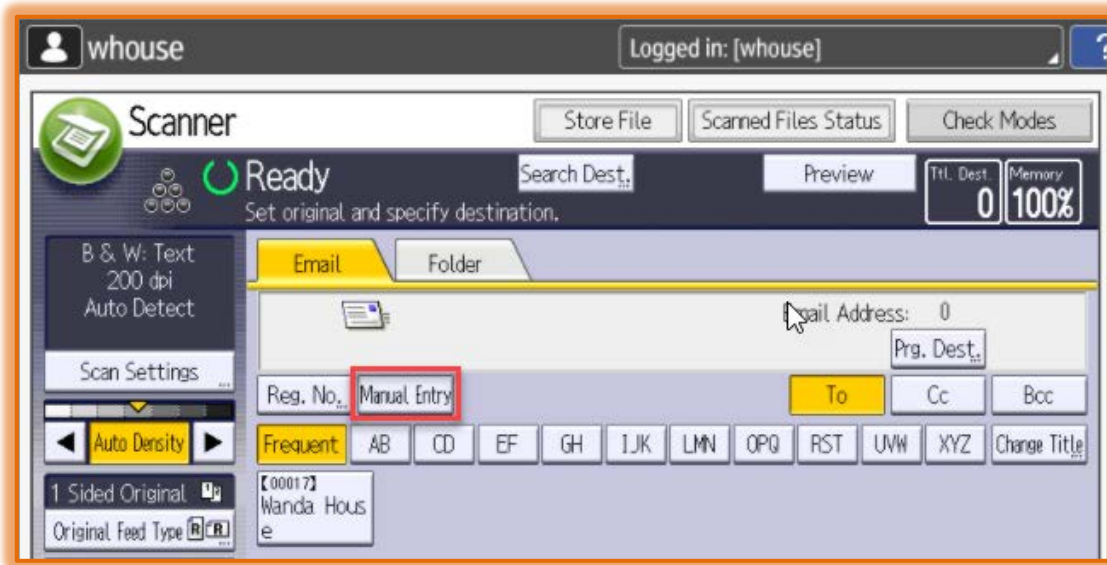
**NOTE:** If you are logging in using your **personal ID card**, an icon will appear on the screen as shown in the illustration on the previous page. Press that icon to scan your documents.

### Specify Scan Settings

- ☞ Specify the **Scan Settings** according to the **Original** document that is being scanned.
  - ★ **Scan Settings** – Use this menu to select the resolution, scan size, and other settings of the original document.
  - ★ **Original Feed Type** – This area allows you to select the **Original Orientation** and **Original Settings** for the document.
  - ★ **Send File Type/Name** – To select the type of document that is to be sent, select this option. You can select whether to send the document as a single page or multi-page document.
    - ▲ **Single Page** – Each page of the document is sent as a single file to your email. Documents can be sent in PDF, TIFF or JPEG format. The default is PDF.
    - ▲ **Multi-Page** – The document, whether it is one page or several pages in length, is sent as one file. The document can be sent in TIFF or PDF format. PDF is the default.
- ☞ When all the options have been specified, press the **Start Key**. This is the **Green** key on the right side of the **Control Panel**.

## Enter Email Address Manually

- Press **Manual Entry** on the **Scan Screen**.



- Enter the **Email Address**.
- Press the **OK** button in the upper right corner of the screen.