

Scan to Email with the Ricoh Printer

Email Address Search

1. Tap your **KSU ID card** on the *SmartCard Reader* to activate the Ricoh printer.



Figure 1 - Tapping your KSU ID

2. Select the appropriate **Department Account**.
3. Insert the **document(s)** you wish to scan into the *document feeder* or on the *scanning glass*.
4. At the *Job Name Screen*, tap the **Home button**, located on the *control panel*.



Figure 2 - Home Button

5. At the *Home screen*, tap the **Scan to Email** icon.

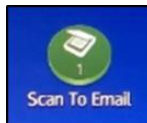


Figure 3 – Scan to Email

6. Tap **Search Dest.** in the top center of the screen.

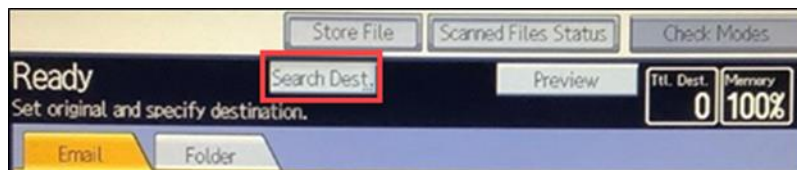


Figure 4 – Search Dest

7. Select the *Search Condition*: Name or Email Address.

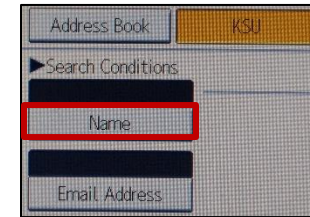


Figure 5 - Search by Name

8. Type in the NetID (or Name). Tap the **OK** button.
9. Tap **Start Search**.

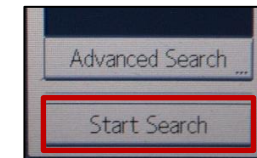


Figure 6 - Start Search

10. Under *Results*, select the email address. Tap **OK**.
11. You can change the scanning options (2-sided, size, etc...) on the right side by selecting **Options**.
12. When you are ready to send the scan, press the **Start** button.
13. The document scans. It will appear in the recipient's inbox momentarily.
14. Remove your original(s) and tap your **KSU ID card** on the *SmartCard Reader* to end your session.