Easy Step by Step Guide to Scanning

Step 1 - Select “Scan-to-Me”

Step 2 - Select “User ID”

Enter PIN code
Select “OK”

Step 3 - Enter your 5 Digit Ricoh PIN or student ID number

Step 4 - Select Login

Step 5 - Select “To” to enter or change Address

Step 6 - Enter in address and press “ok”

Step 7 - Scan

Step 8 - Select “Logout”

Step 9 - Complete Logout

If you have any questions or problems please call x4050

Thank You

Disregard any cost in the Session Summary. There is no charge for scanning.