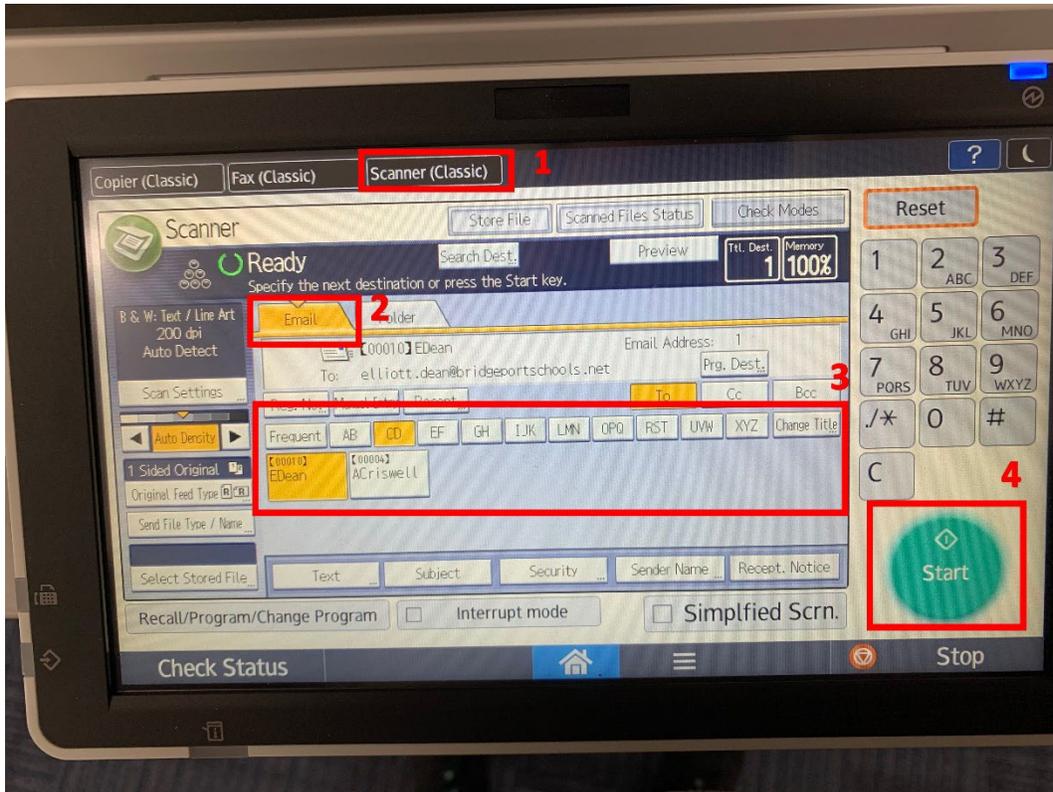


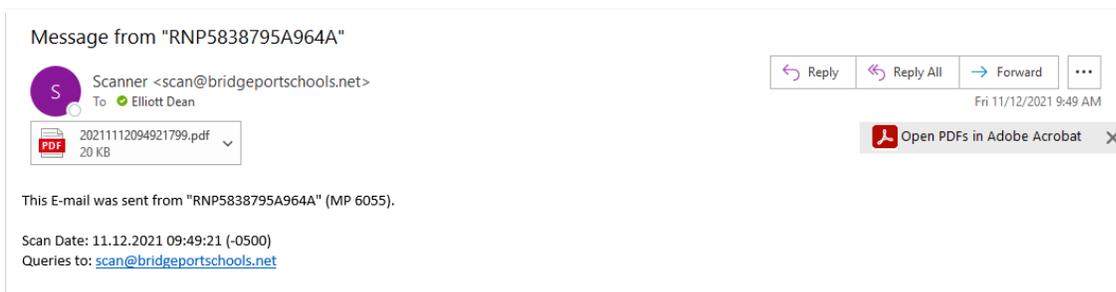
# How to Scan to Email on Ricoh Copier

Start by placing your papers in the copier as you normally would (in the scanner tray or on the glass)

- Tap "Scanner (Classic)"
- Ensure the "Email" Tab is selected
- Choose the set of letters that correlates with your last name, then tap your name
- Tap the Start button

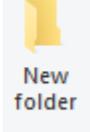


You will then receive an email with the scan documents in the form of a PDF. You can then click the drop-down arrow to save the attachment. From there you can store or share the document however necessary.



\*\*Recommendation if you like all your scanned documents in one place



- On the left side click OneDrive  OneDrive - Bridgeport School District
- Click “New folder” at the top to add a folder 
- Name the folder however you’d like
- Right click the folder you just created and choose “Pin to Quick access”

You now have a folder that you can choose each time you save a scanned attachment. You can take this a step further and right click that pinned folder then choose Send to > Desktop (create shortcut) to create a shortcut on your Desktop.

