

Scan to Email using Scan-to-Me Function

VERSION: 1.0

Friday January 29, 2021

Purpose:

This document provides instructions on how to scan a document to your email (as a PDF attachment) using the Scan-to-Me function on the Ricoh printers. These instructions assume you have already added the **RicohColour on PRD-PRT01** printer to your list of printers and you have registered your access card.

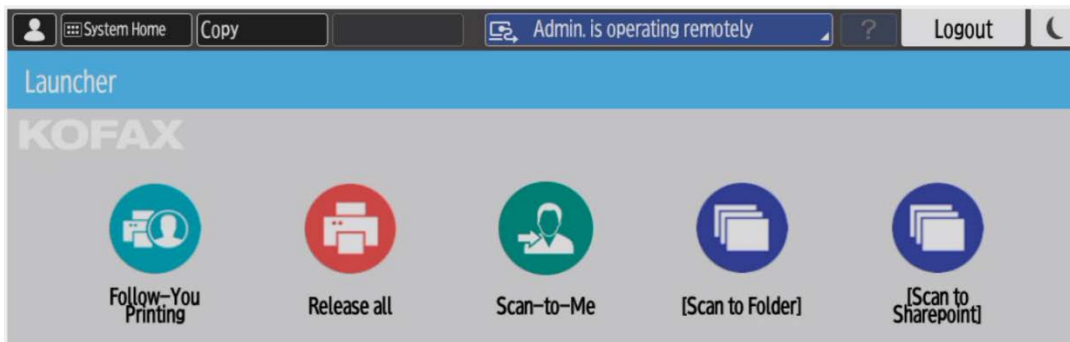
- [How to register your access card](#)
- [How to add the RicohColour printer](#)

Procedure:

1. Locate the card reader to the right of the interface screen. Tap your access card. You should hear a “beep” which indicates the card was read.



2. You will then see Kofax Launcher on the screen.



3. Tap the **Scan-to-Me** icon.
4. Load your original document in the top paper feeder tray.

5. The default scan settings are colour and single sided. If you want to change these scan settings, tap the **Change** button in the bottom left corner, apply your settings and tap OK. Otherwise, tap **Scan** to begin.

The screenshot shows the 'Scan-to-Me' mobile application interface. At the top is a blue header bar with the title 'Scan-to-Me' and an information icon. Below the header is a form with several input fields: '*To' (containing 'jeffrey.mercado@fsrao.ca'), 'Cc', '*Subject' (containing 'Scan-to-Me'), 'Body', '*File Name' (containing 'jmercado_2-1-2021_12-19-40'), and '*Delivery Format' (containing 'MFP's output'). To the right of the form is a large green circular button labeled 'Scan'. Below the 'Scan' button is a 'Scan Settings' section with a white background, showing 'Color Mode' set to 'Auto' and 'Resolution' set to '300'. At the bottom of the settings section is a grey button labeled 'Change'.

6. Add another original document and repeat the steps above to do another scan or tap your card to logout.