SCAN QUICK REFERENCE GUIDE

RICOH
imagine. change.
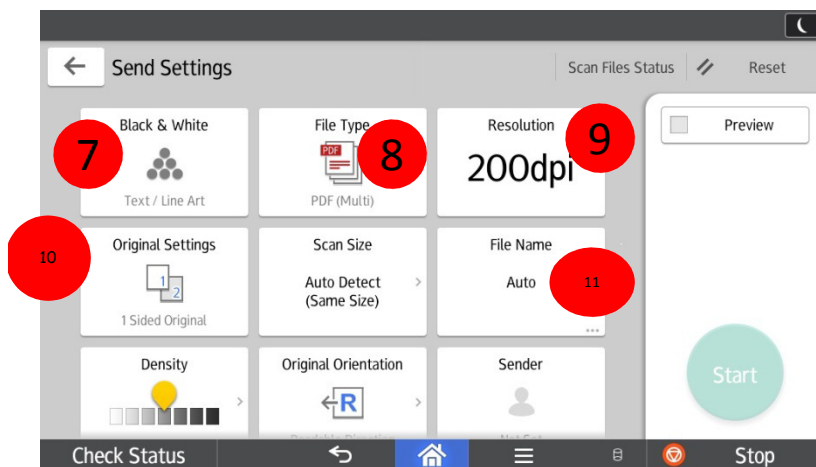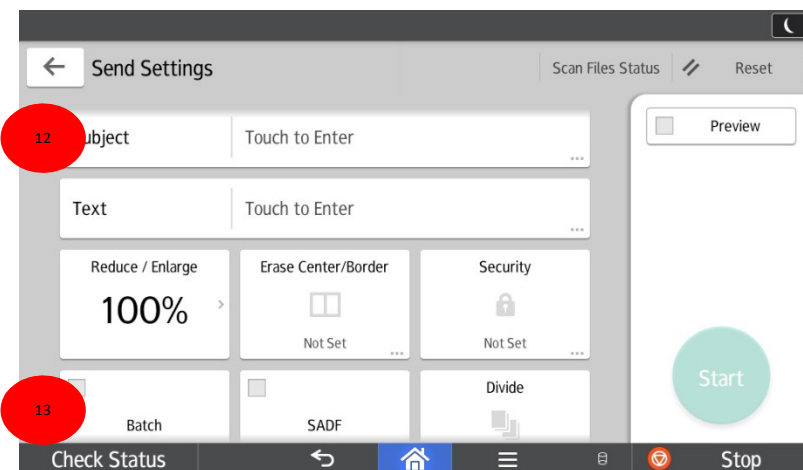

1. Destination of scan – press + to manually enter destination.
2. Saved destinations from Address Book.
3. Preview button.
4. Scan Defaults.
5. Send Settings – to adjust how the document will be scanned.
6. Shows a list of previous scans.

7. Change between Black & White and Color.
8. Change between PDF/TIFF/JPEG file types and Single/Multi pages
9. Change Resolution
10. Change between 1-Sided and 2-Sided Originals.

11. Change the file name.
12. Enter a new email Subject line.
13. Batch – ability to build a scan job from a large amount of pages or using document feeder and glass together.