

How to Scan to Scanning Services (Network Folder)

1. Place document upright in feeder tray on top of copier.
2. Press scanner button on left side of copier
3. Log in
4. Click on Folder Tab
5. Press Scan to Folder option in the main screen
6. On the left side, press "Send File Type"
7. Add a File Name (or your user name) in the File Name box in the lower left corner
8. Press Ok
9. Press the big green button to Start your scan

To retrieve your scan, go to

1. Win users:
 - a. N:\Scanning Services\Ricoh Copier
2. Mac users:
 - a. Sar-netapp1/sargent/Scanning Services/Ricoh Copier

Very Important:

This is a public, shared folder, so please copy the scan to your own folder area and then delete it from the Ricoh Copier folder!

As with all files in the Scanning Services area, these folders will be cleaned out periodically. Scanning Services is not a long term storage location.