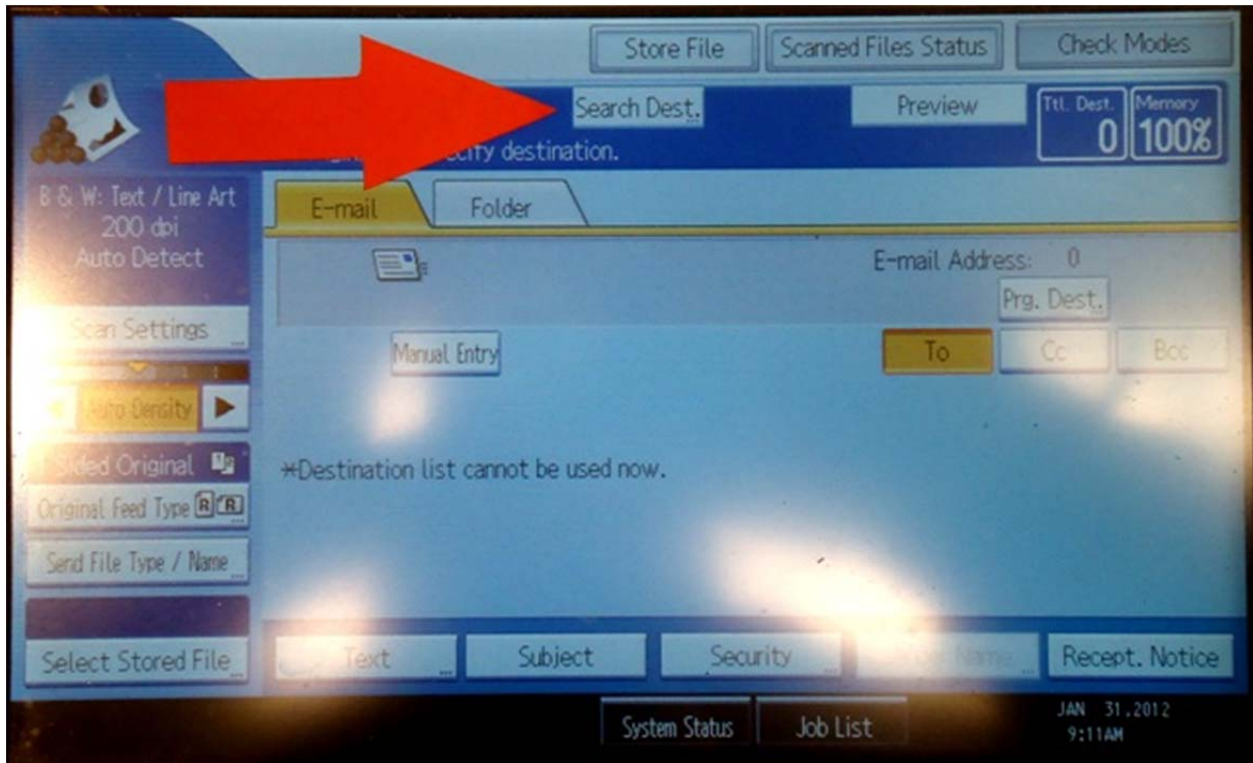
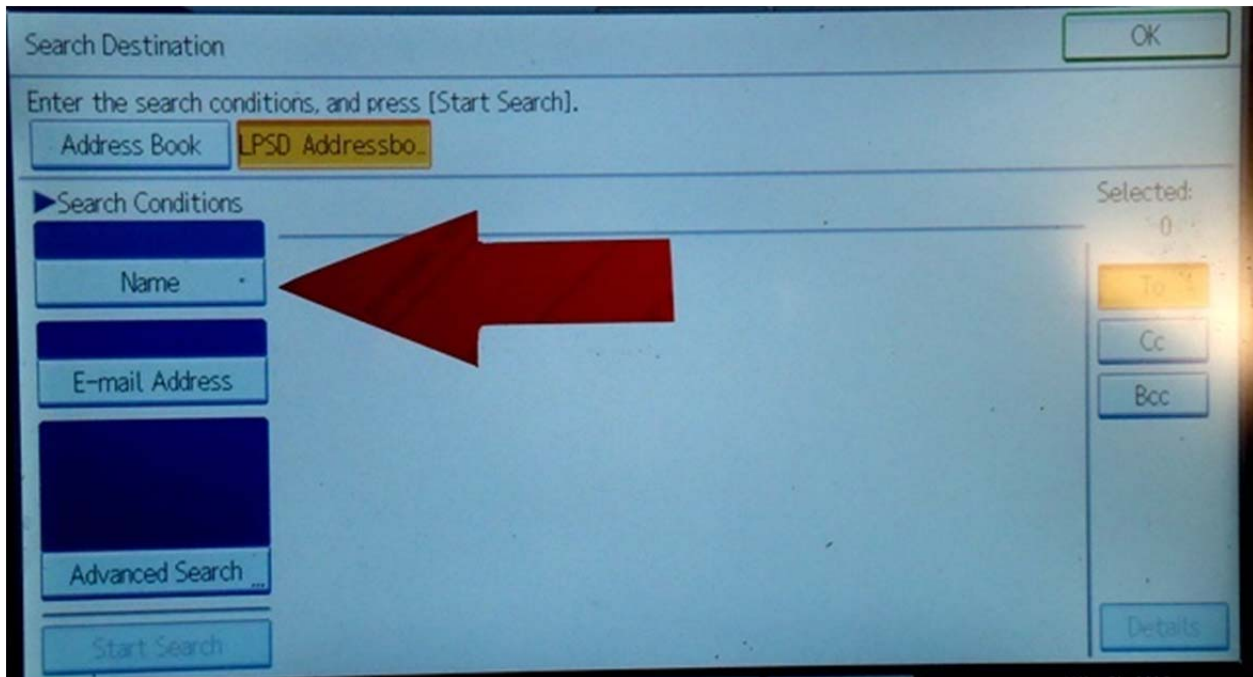


Directions for Scanning to Email from the Ricoh Aficio 6001 Copiers.

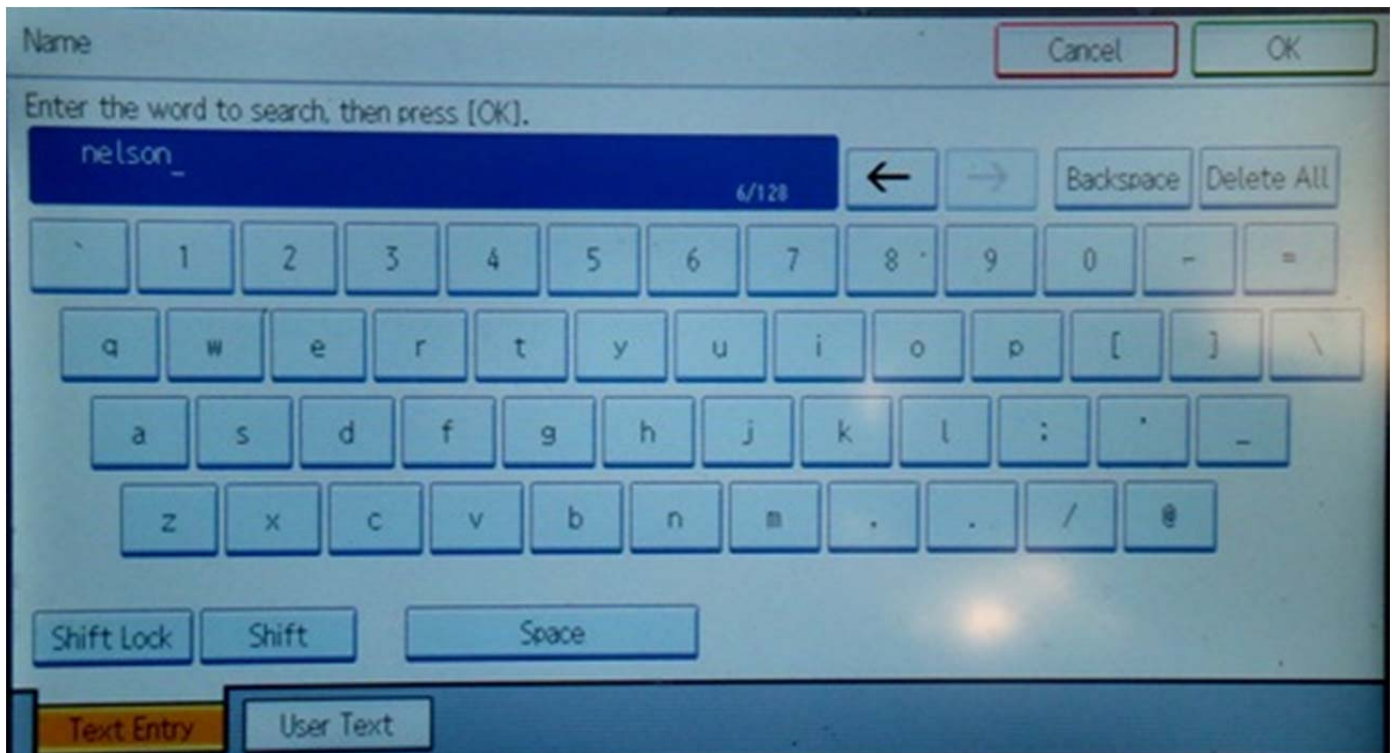
1. Place your original document to be scanned in the top feeder.
2. Press the Scanner Button in the lower left side of the copier control panel.
3. Press "Search Dest." On the Display Panel.



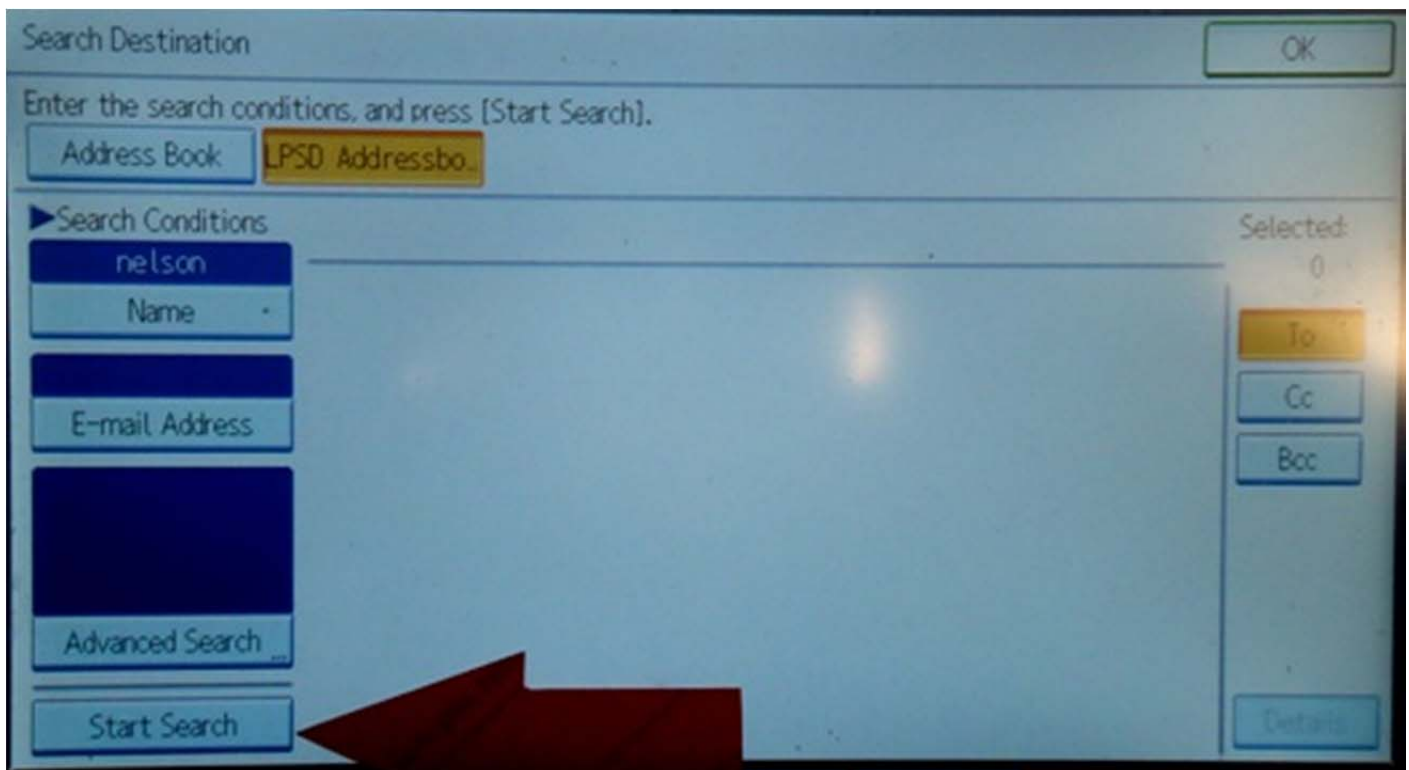
4. With "LPSD Address book" highlighted in yellow, Press "Name".



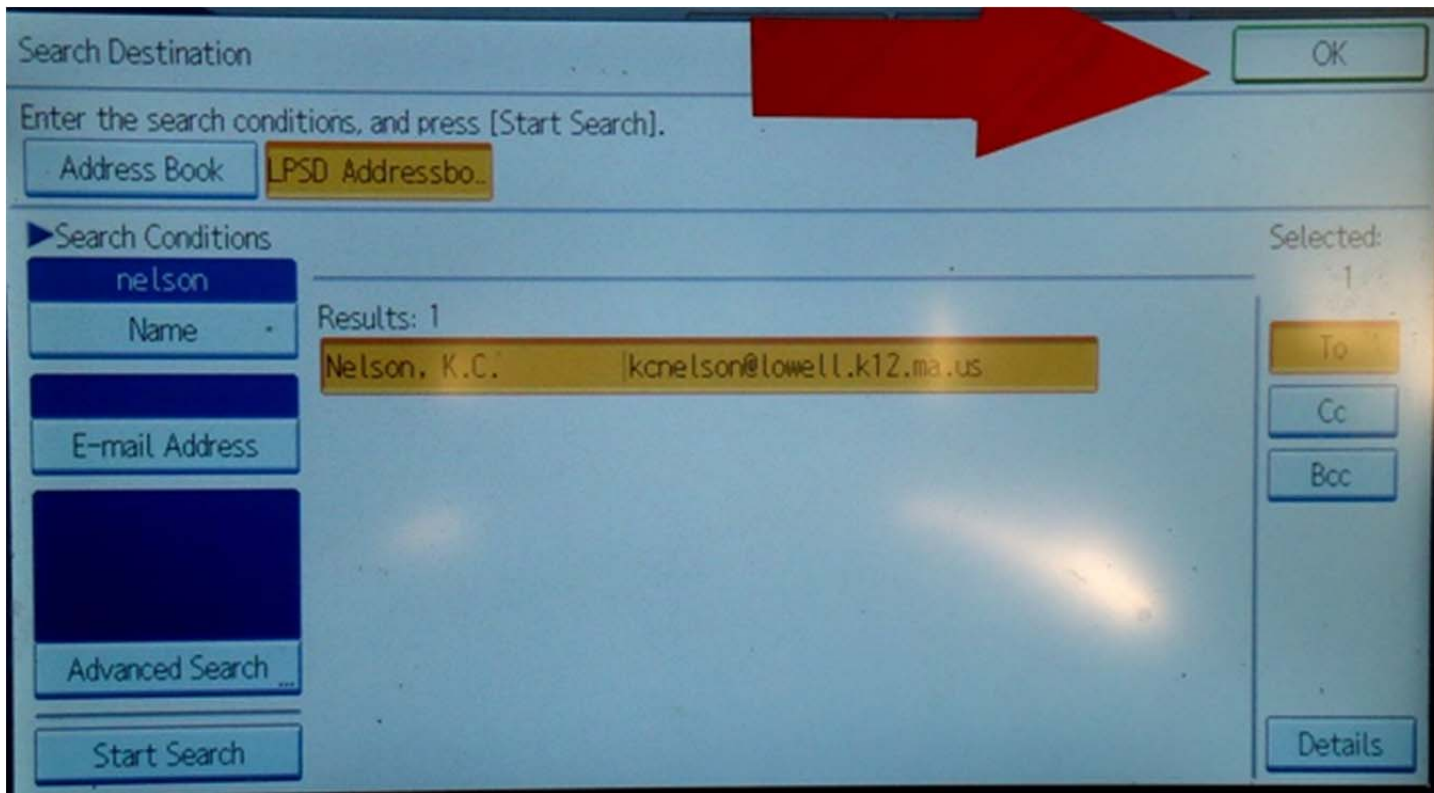
5. Type your last name in the search field using the onscreen keyboard.



6. Press "OK" in the upper right of the Display Panel.
7. Press "Start Search".



8. Find and press your name to highlight it then press "OK".



9. Press the green "Start" button.

The copier will send an email from a user called "Scans, Ricoh" with the PDF file attached.