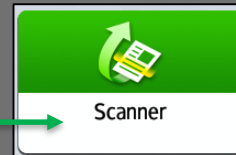
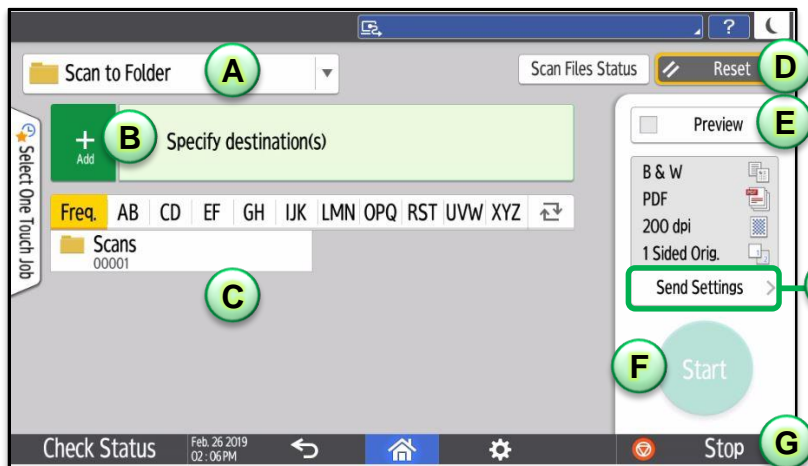


# Quick Reference Scan Guide

From the Home  screen press the Scan icon



**RICOH**  
imagine. change.



## Z - Send Settings

- B&W / Color
- File Type (PDF, TIFF)
- Resolution
- Original Settings
- Scan Size
- File Name

- Density
- Original Orientation
- Sender
- Subject
- Text
- Scan Ratio
- Erase Center/Border

- Delete Blank Page
- Batch
- SADF
- Divide
- Security
- Change 1-2 Sided
- Reception Notice

## A – Send Method

- Scan to Folder or Email

## B – Add Destination

- Add destination manually

## C – Programmed Contacts

- Select from programmed contacts

## D – Reset

- Resets screen to default settings

## E – Preview

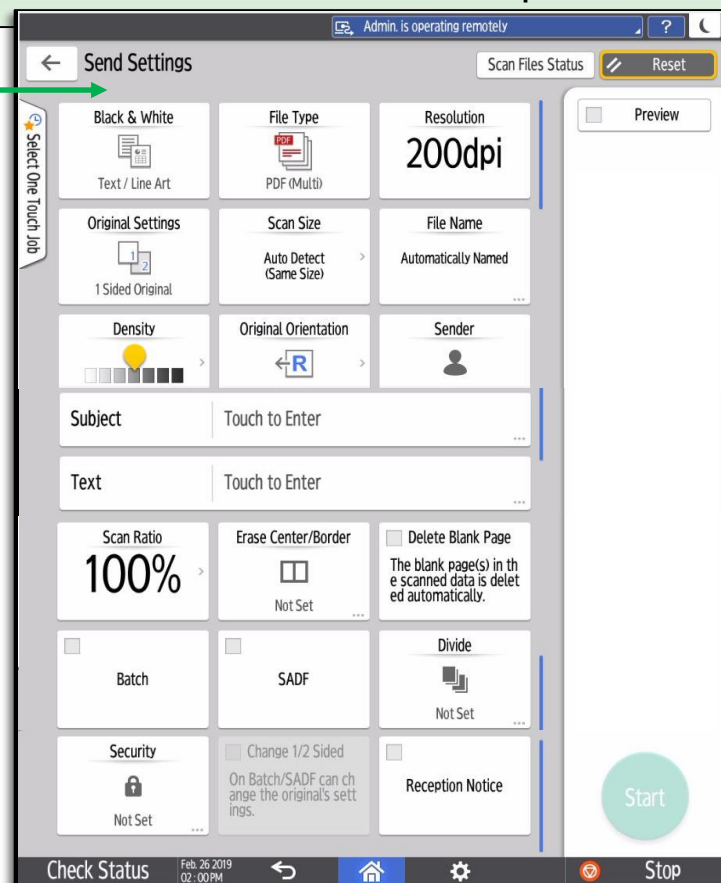
- Preview scan before sending

## F – Start Button

- Push to send scan

## G – Stop Button

- Push to cancel scan during original feeding



**TIP: Anything in yellow is selected**