

Scan and Fax 2 Part Process

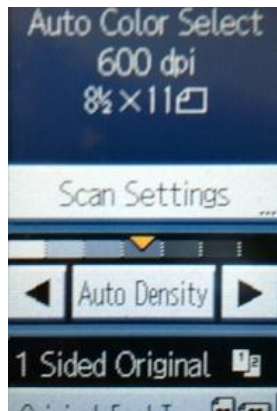
Scan to Email for Faxing (must scan in black & white)



At the Ricoh printer:

Place your document on the scanner

After entering your user code, press the Scanner button

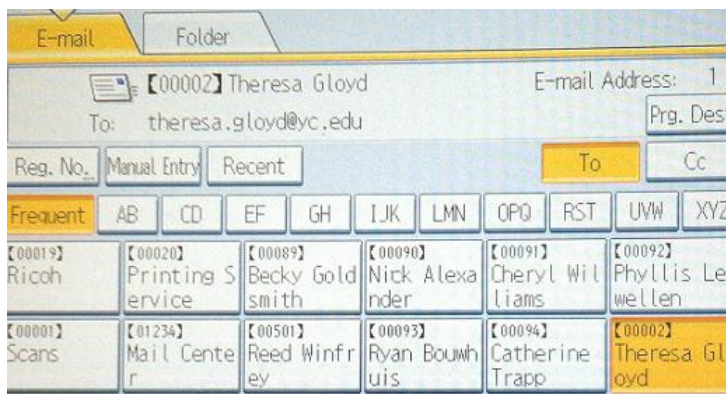


Press on Scan Settings on the left side of display



Press on Black & White Text in the Original Type tab area

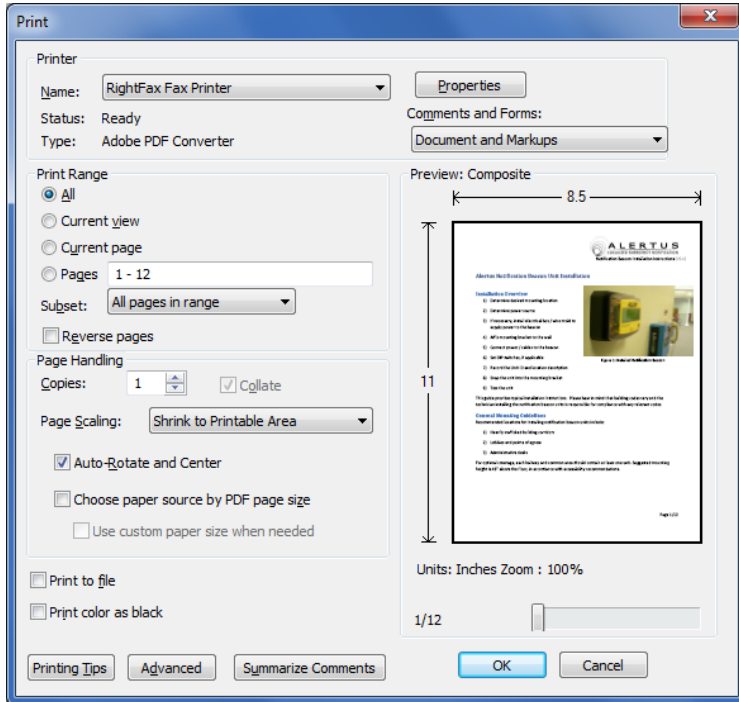
Press on OK for Scan Settings



At the E-mail tab, press on your email address

Press on the Start button

Sending a Fax – works for pdf, Word, and most file types



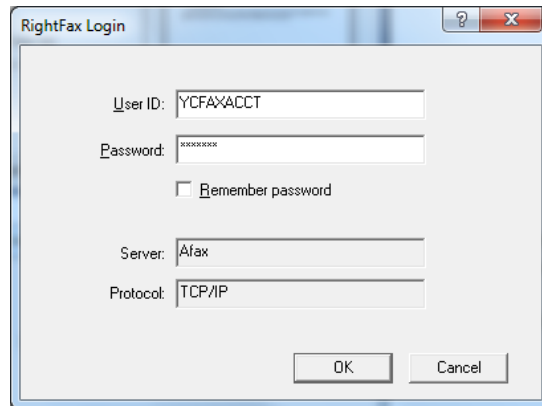
Close all FaxUtil windows

Open the file you want to fax

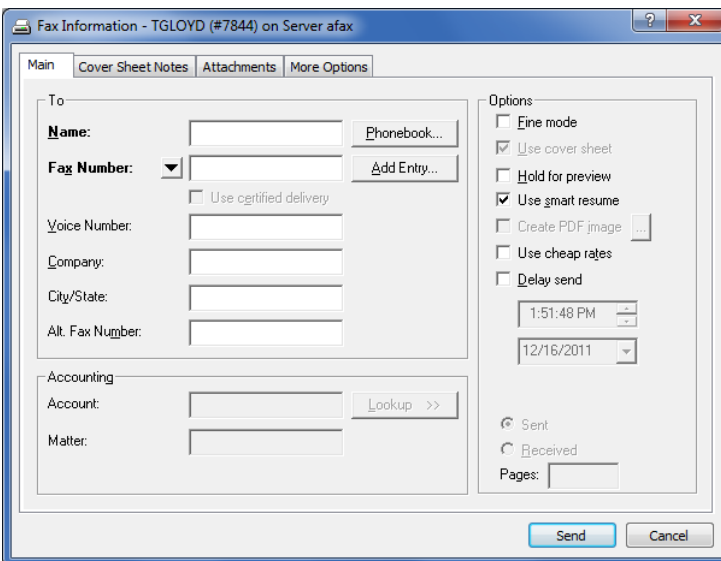
Click on File | Print...

Choose the RightFax Fax Printer

Click on OK or Print as applicable



You may be prompted for your User ID and Password. If you don't know your username or password, contact theresa@yc.edu.



Name and Fax Number fields are both required (no need to enter 9 for outside line, or extra 1 before area code)

Enter Cover Sheet Notes on Cover Sheet tab if desired

Click on Send