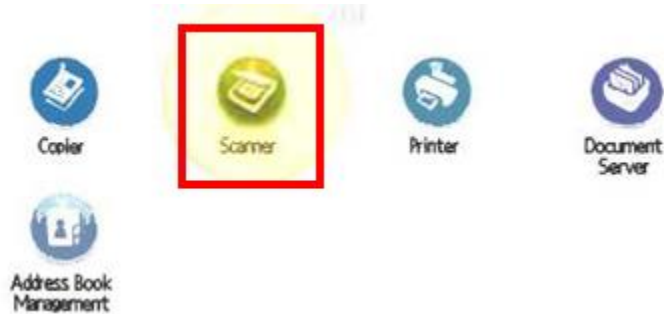


## How to scan and send the receipt with RICOH copy machine:

1. From the HOME menu select the SCANNER option. Some models may have these options as physical button keys.



2. At the top and center of the screen you will find the SEARCH DESTINATION button. Select it to continue.



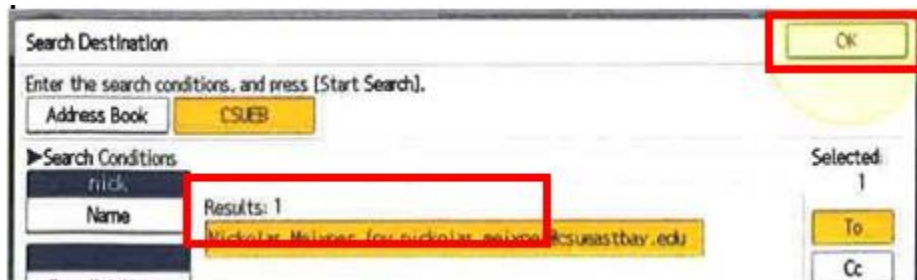
3. With the ADDRESS BOOK condition selected at the top, you may search for accessible media (alternate.media@csueastbay.edu).



4. Press the START SEARCH button to begin searching for the account.



5. Your name and email should appear. Select your user account from the results and press the OK button to continue.



6. With your documents set on the machine and the account selected, press the START button to begin scanning. Your email will be sent automatically.

