CANADIAN 神
ACADEMY 戸

SCAN & PHOTOCOPY ON RICOH MULTIFUNCTION PRINTER
Updated 2024-11-11

Tap your ID card to sign in (or sign in manually)

Once signed in, tap the "**Device functions**" button

In the next screen, tap "**Use device functions**."

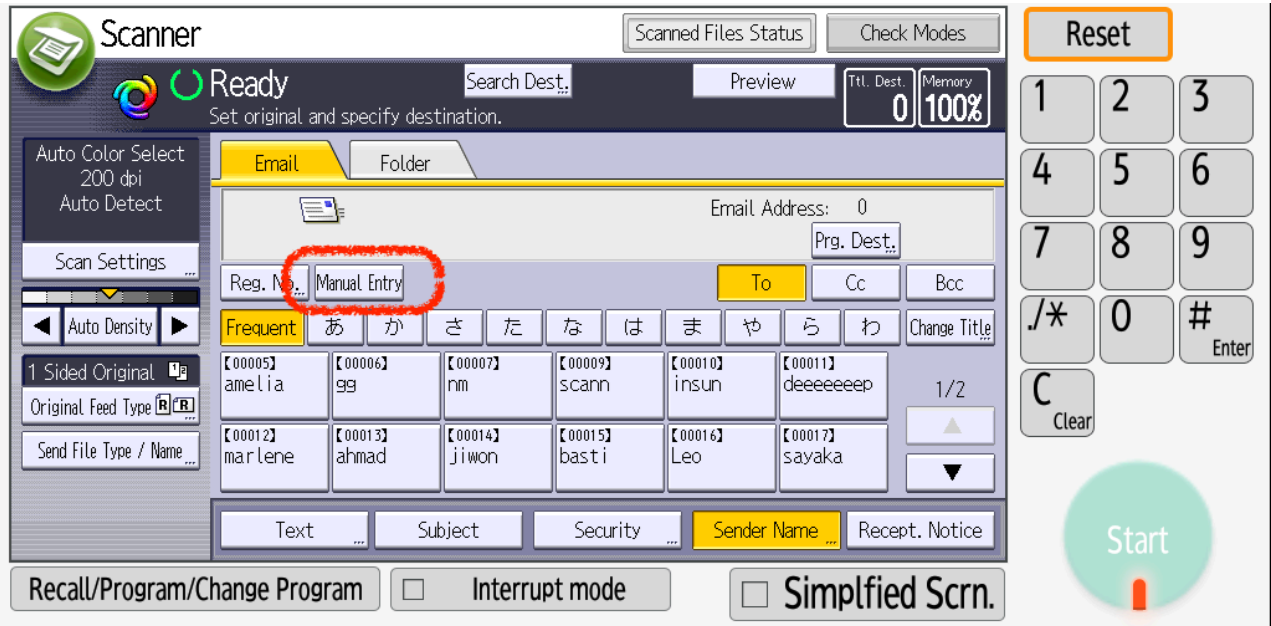Tap the button for desired function.

IMPORTANT
For both scanning and photocopying, place the original "face up" on the top feeder, or "face down" on the flat bed table. Use the top feeder for documents with multiple pages.

Scanner

Tap "Manual entry" to enter your email address. Select color or black & white, or 1-sided or 2-sided, and Tap Start. Scanned document will be sent to your email inbox as a PDF attachment.

Photocopier

Select page size, color or black & white, or 1-sided or 2-sided, and tap Start.