Scan to Email Instructions

- ➢ Press the **SCANNER** function key at the left side of the operation panel.

- ➢ Touch the **LOGIN** button on the view screen.

- ➢ Enter your Philadelphia School District **USER NAME** using the touch screen keypad and press **OK**. Do not include "@philasd.org".

- ➢ Enter your Philadelphia School District **PASSWORD** using the touch screen keypad and press **OK**.

- ➢ The scanner home screen is now displayed and should include an email destination box labeled with your name. Touch this box to highlight.

- ➢ Set the originals to be scanned face up in the document feeder tray and press the green **START** key.

- ➢ When you have completed scanning all documents, log off by pressing the **LOGOFF** key at the right side of the operation panel.

*Please contact **Neil Smith,** the RICOH fleet manager for the Philadelphia School District's multifunction devices, at **215-400-5278** should you need additional information or assistance. Yvette Young is your Philadelphia School District representative (contact information below).*

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