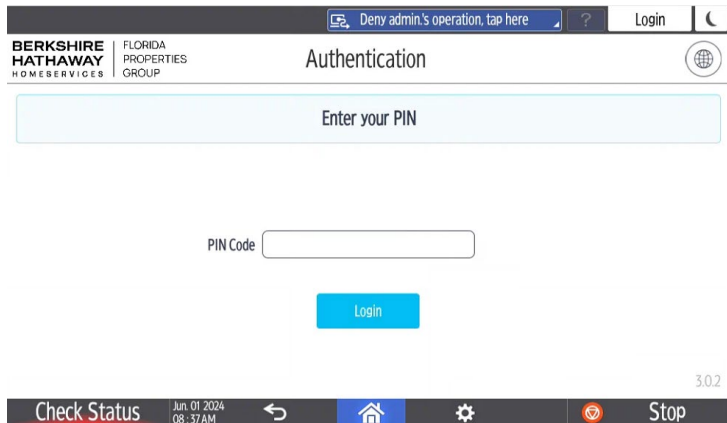
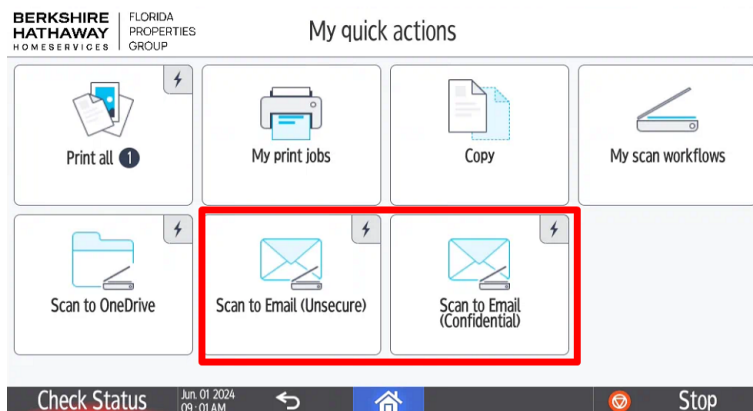


How to use Scan to Email on the New Ricoh Printers

Login to the copier from the LCD Screen with your Copier Pin Code and click the login button.



Place your documents in the document feeder or on the scan bed and from the home screen and select either Scan to Email (Unsecure) or Scan to Email (Confidential)



Which option do I choose? Any documents that have Non-Public Personal Information (NPPI) should be sent using the Confidential option so that the email is encrypted. This type of information typically includes details such as a person's name, address, income, social security number, or job information. It can also encompass information from financial transactions like credit card information, account numbers, payment history, loan and deposit data, or debit card purchases. **** This is state and federal law surrounding our industry****