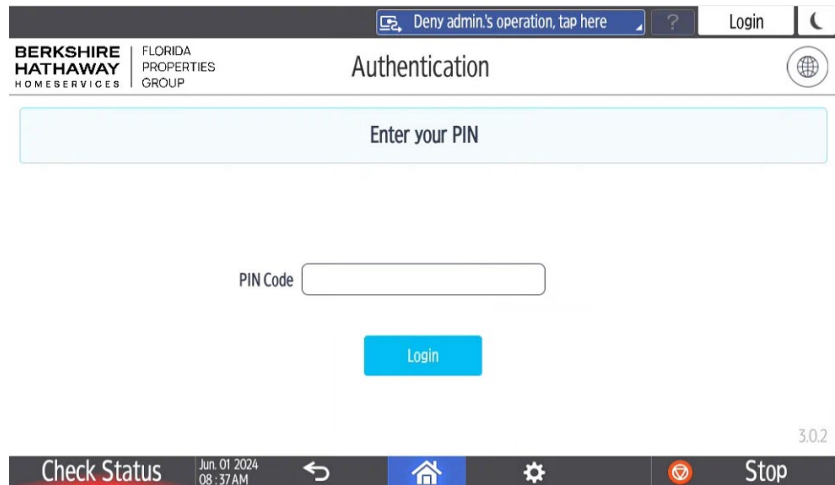
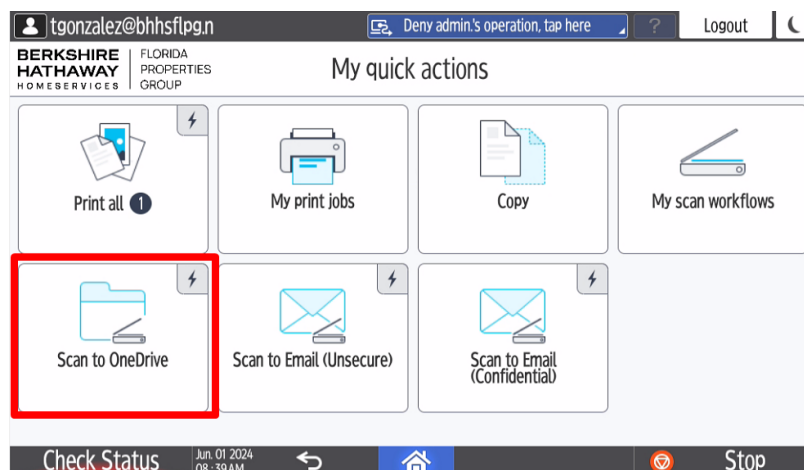


How to use Scan to OneDrive on the New Ricoh Printers

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, select Scan to OneDrive. Your documents will begin scanning and when they are done, you can find them in your OneDrive main directory.



This may take up to 10 minutes to show in your OneDrive online depending on the size of your scan.