

## How to Scan and Email a Document on the Printer Pods

1. Place paper on the glass (remember the direction you put it in for step 13 below)
2. Push Scanner
3. Push Search Dest.
4. Push Name
5. Type your first name, or last name or both names
6. Push OK
7. Push Start Search
8. Select your name from the list
9. Push OK
10. Push Scan Settings
11. Push Black/White, Color or Photo
12. Resolution-Defaults to 300 dpi
13. Scan Size- Push on your preference. (Check how you position paper in Scanner)
14. Edit- No change
15. Push OK
16. Push Send File Type
17. Push PDF (It might default to a PDF)
18. Push OK
19. Push on Sender Name
20. Push Mead Ricoh Copies
21. Push OK
22. Push Start
23. Push # Sign

