FAXING TWO-SIDED PAGES
USING OUR RICOH COPIER/SCANNER

- Go to the RICOH photocopier/printer/scanner located behind self-checkout kiosk #3 (across from the adult information desk, in the grand hall).

- Lift the copier cover lid and place the first page of the document you wish to scan FACE-DOWN on the glass, then close the cover lid.
• On the touch control screen, press the QUICK FAX icon. Then press the SPECIFY DESTINATION button.

• Type-in the destination fax number, then press the OK button.
• Press the START button to scan the first page of your document.

• Lift the copier cover lid, turn-over the 2-sided document you’re scanning (so the second page is FACE DOWN on the glass), and close the lid. This prepares the second side for scanning. (NOTE: You have 60 seconds within which to complete this process.)
• Press the START button to scan the second page of your document. (Repeat this process until you’ve scanned all pages of your document.)

• Once you’ve finished scanning pages, press FINISH SCN to send your fax.
• Your fax is now in the process of transmitting, as shown on the touch screen and the flashing blue light on the left side of the touch screen.

• The big blue light activates on the output tray below, indicating that the FIRST faxing confirmation report has printed out. This report indicates that the fax was TRANSMITTED successfully.
• After a few minutes, the big blue light activates (again) on the output tray below, indicating that the SECOND faxing confirmation report has printed out. This report indicates that the fax was RECEIVED successfully.
• PLEASE TAKE THESE CONFIRMATION REPORTS WITH YOU! They may contain confidential information that you don’t want unauthorized persons to see.