HOW TO SEND A FAX
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).

• Place the document you wish to scan and fax FACE-UP on the automatic sheet feeder, on top of the copy machine.
• On the touch control screen, press the QUICK FAX icon.

• Press the SPECIFY DESTINATION Button.
• Type-in the destination fax number, then double-check it to confirm that the number is correct, then press the OK button.
• Press the START button to scan your document and 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 flashes 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 flashes (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.