Scanning a Document from the Ricoh Copier to Email

1. Place document to be scanned in the document feeder, face up.

2. Choose “Scanner” on Ricoh control panel.

3. Choose “Email” on Ricoh control panel.

4. Choose “Search Dest.” to choose a destination email.

5. Choose “HPCSD Teachers” as your searchable database.
6. You can search by name or email. Type your search criteria and press OK.

7. Choose “Start Search.”

8. Choose the desired recipient from the search results, and press OK.


(Please note: In your email inbox, the sender of the scan will be no-reply@hpschools.org)