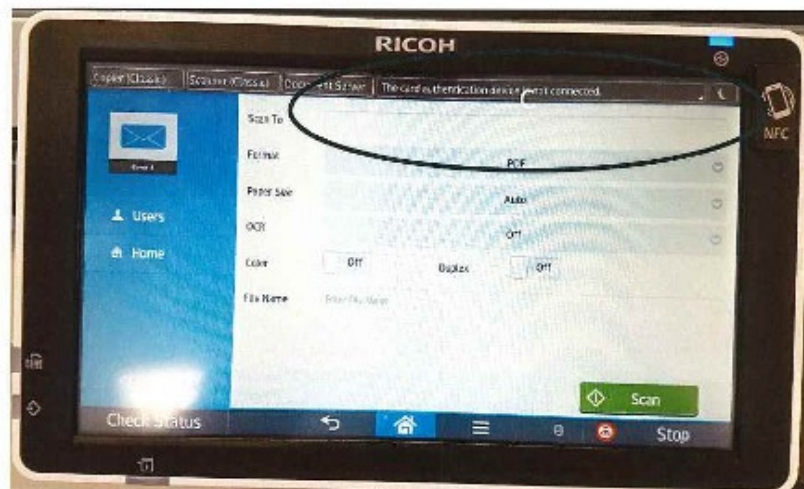


## How to Scan to Email:

- **Step One:** Select “Scan to Email” icon on the touch panel



- **Step Two:** Enter desired email address

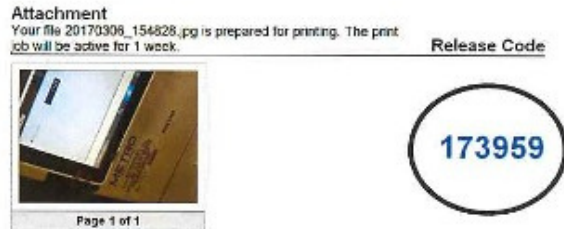


- **Step Three:** Select desired settings (Color, Duplex, etc...)
- **Step Four:** Press “Scan” and the document will be sent to your desired email



## How to Print Using a Laptop or Mobile Device:

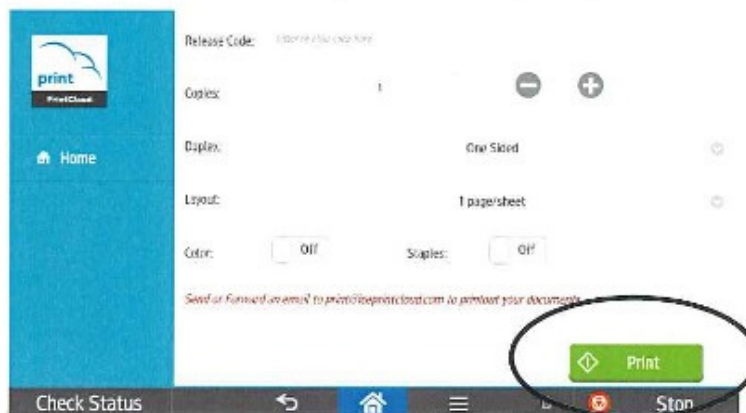
- **Step One:** Select document that you want to print
- **Step Two:** Open your email
- **Step Three:** Compose new email to "[print@iceprintcloud.com](mailto:print@iceprintcloud.com)"
  - Attach desired document and send email
- **Step Four:** You will receive a "Release Code" in your email for retrieval of the printed document at the Ricoh Copier



- **Step Five:** Touch "PrintCloud"



- **Step Seven:** Enter Release Code that was sent to your email and press print



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