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"
  - 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