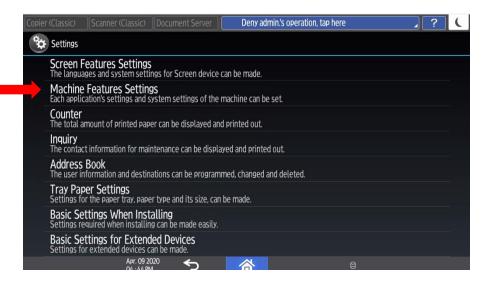


How to Set up Fax Forwarding on your Ricoh/Savin IM Series

1. Swipe screen over to 'Settings'



2. Select 'Machine Feature Settings'



For More Information:

Contact an Advance Expert:





advancestuff.com



3. Select 'Fax Settings'

Copier (Classic) Scanner (Class	ic) Document Server	Admin. is operating	remotely	/? (
🚸 Settings			Exit	Reset 🔅
System Settings	Copier / Docum Settir	gs		1 2 _{ABC} 3 _{DEF} 4 5 _{JKL} 6 _{MNO}
	Printer Se			7 PQRS 8 TUV WXYZ /* 0 # Enter
	Extended Featu	re Settings	Maintenance	C
				Start
	09 2020 46 PM	合	8	🮯 Stop

4. Select 'Reception Settings' then "Reception File Settings"

[Copier (Classic)][Scanner (Classic)][Docume	ent Server				2	
🤕 Fax Settings				Exit	Reset	\$
Fax General Settings Settings Settings	Send Settings	Reception Settings	Initial Settings			3 DEF
Reception File Settings		Checkered N	⁄lark	On		6 MNO
Switch Reception Mode Auto Reception	on	Center Ma	ark	Off	7 8	9
Program Special Sender		Print Receptio	n Time	Off	PQRS TUV	
Program Special Sender: Print List	F	Reception File Prin	it Quantity	1 set(s)	0 */.	# Enter
Stored Reception File User Setting Off		Paper Tra	У	Auto Select		
SMTP RX File Delivery Settings Off		Specify Tray fo	or Lines	Off	Clear	
2 Sided Print Off	F	older Transfer Res	sult Report	Do not Email		
			1 🖊 2 🔺 Pr	evious 🔻 Next	Start	
Recall/Program/Change Program	Interrup	t mode	🗆 Sir	nplfied Scrn.		
Check Status Apr. 09 2020 04 : 51 PM		谷		8	💿 Sto	р

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410.628.0490 or Dispatch@advancestuff.com



5. Select 'Forwarding & press ON'

Copier (Classic) Scanner (Classic) Document Server Deny admin.'s operation, tap here) ? (
Fax Settings	Reset 🔅
Reception File Settings Cancel OK	1 2 _{ABC} 3 _{DEF}
Reception file processing can be set. Store Off Forwarding On Print Off Output Mode Switch Timer Prohibit Auto Print If [Print] is set to off, [Output Mode Switch Timer], [Prohibit Auto Print] and	ABC DEF 4 5 6 MNO 7 PQRS TUV /* 0 # Enter C Clear
[Print Standby to Print Files] are active for auto output of reports. Memory Lock Reception Off Memory Lock Reception and Print / Store / Forwarding cannot be	
set to perform at the same time.	Start
Recall/Program/Change Program Interrupt mode Simplfied Scrn.	
Check Status Apr. 09 2020	💿 Stop

6. Specify Receiver (i.e. Folder, Email) - Ok

Copier (Classic) Scanner (Class	ic) Document Server	Admin. is operat	ing remotely	/? (
🤕 Fax Settings			Exit	Reset 🔅
Reception File Settings	Forwarding	C	ancel OK	1 2 _{ABC} 3 _{DEF}
Reception file processing can be set	Select item, then press [C	К].		4 5 6
Store Off	On	Off		GHI JKL MNO
Forwarding On	L			PQRS TUV WXYZ
Print	Receiver	[00001] Al Wolf		./* 0 #
Output Mode Switch	Security	Print Forwarding Mark	File Type to Transfer	Clear
If [Print] is set to [Print Standby to P	★ If [Print Forwarding Mark also be active in [Output N			
Memory Lock Reception Off				Start
Recall/Program/Change Prog	ram 🗆 Interrup	t mode	Simplfied Scrn.	
	10 2020 I9AM	谷	8	💿 Stop

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7. Specify Destination for faxes to forward (Email/Folder) select Ok

🮯 Fax Settings	Exit	Reset 🔀
End Receiver Specify End Receiver. Ell C00001 AL Wolf Registration No. Search Fax Internet Fax Email	7	
iler er [00007] [00008] [00009] [00009]		ear Start
Recall/Program/Change Program Interru Check Status Apr. 10 2020 O9:21 AM	pt mode Simplfied Scrn.	Stop

8. If you do not want the incoming faxes to continue to print

Copier (Classic) Scanner (Classic) Document Server Admin. is operating remotely		_ ? (
🤕 Fax Settings	Exit	Reset 🌣
Reception File Settings Cancel Reception file processing can be set. Store Off Forwarding On	OK	1 2 _{ABC} 3 _{DEF} 4 5 6 4 6HI 5 KL 6 MNO 7 8 9 VXYZ /* 0 #
Print Off Output Mode Switch Timer Prohibit Auto Print Print Standby to Print Files If [Print] is set to off, [Output Mode Switch Timer], [Prohibit Auto Print] and [Print Standby to Print Files] are active for auto output of reports. Memory Lock Reception and Print / Store / Forwarding cannot be set to perform at the same time.		C _{Clear} Start
Recall/Program/Change Program Interrupt mode Simplfied	d Scrn.	
Check Status Apr. 10 2020	8	🥺 Stop

- 9. Select 'Printing'
- 10. Select 'Off' select "Ok" select "Exit"

Click here to view our how-to video!

For More Information:

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