How to Set up Fax Forwarding on your Ricoh/Savin IM Series
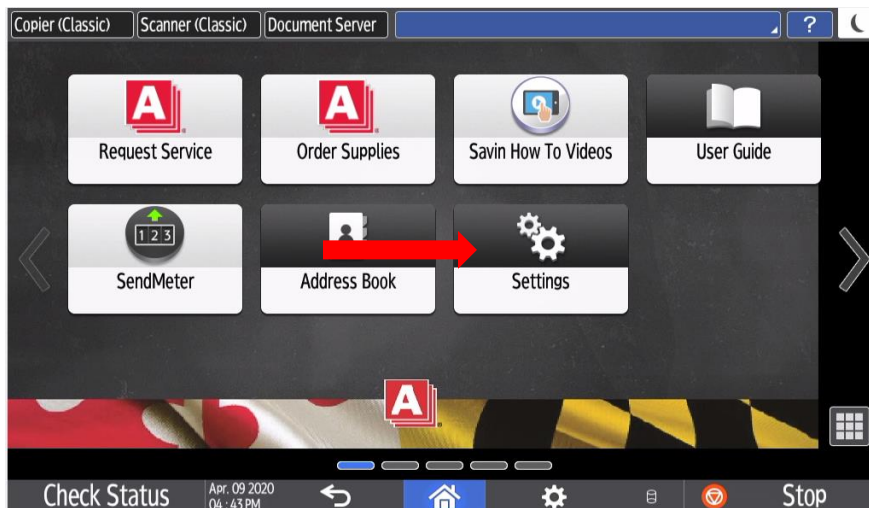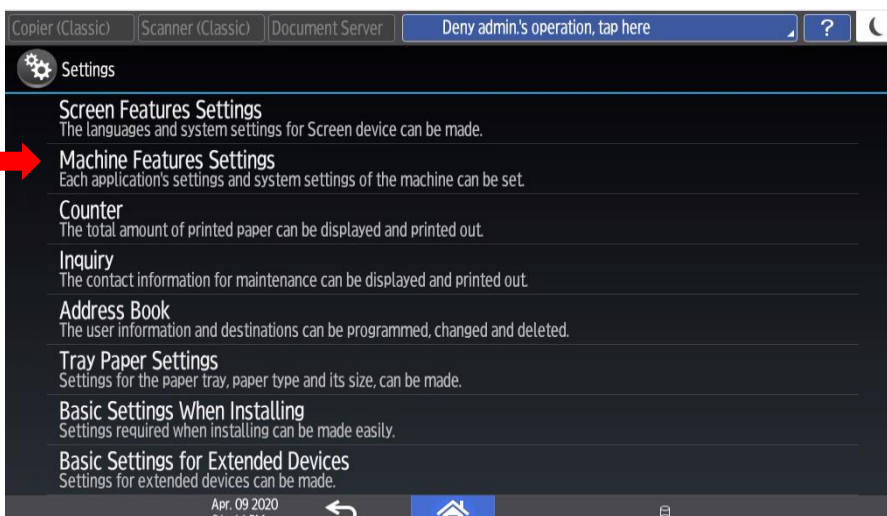
1. Swipe screen over to 'Settings'

2. Select 'Machine Feature Settings'
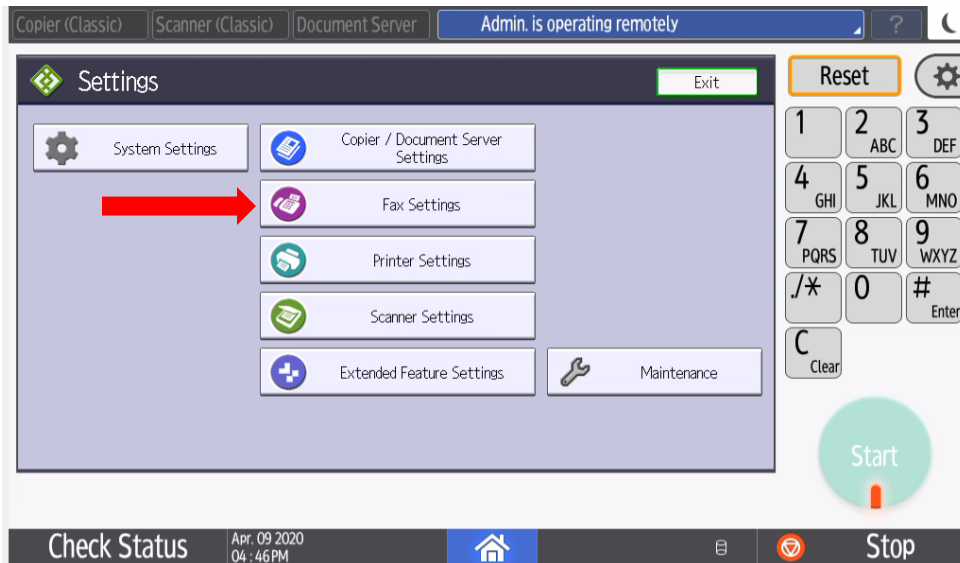
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3. Select 'Fax Settings'

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

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5. Select 'Forwarding & press ON'
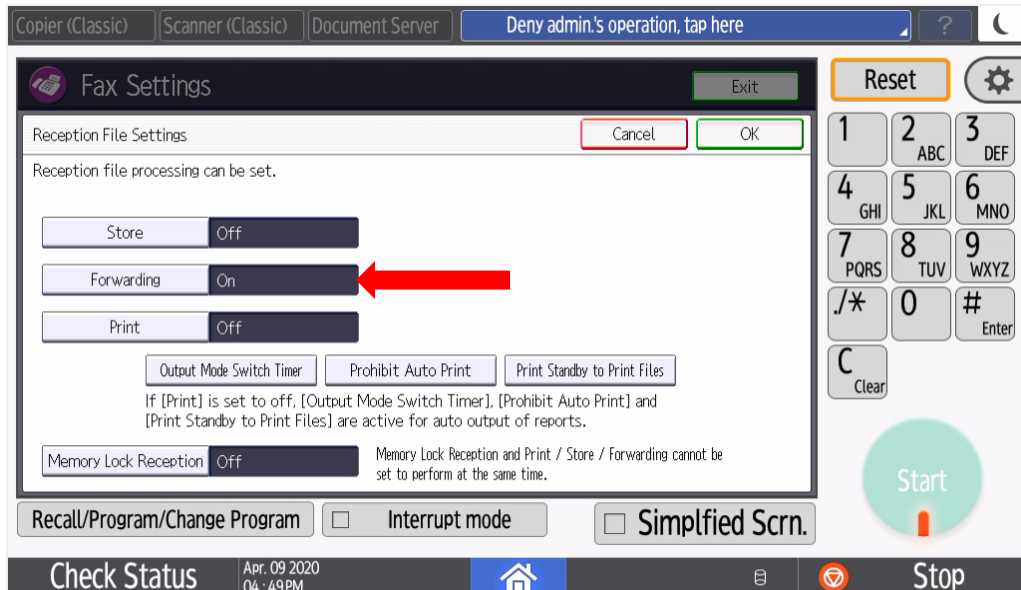
6. Specify Receiver (i.e. Folder, Email) – Ok

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

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

9. Select 'Printing'

10. Select 'Off' – select "Ok" – select "Exit"

Click here to view our how-to video!
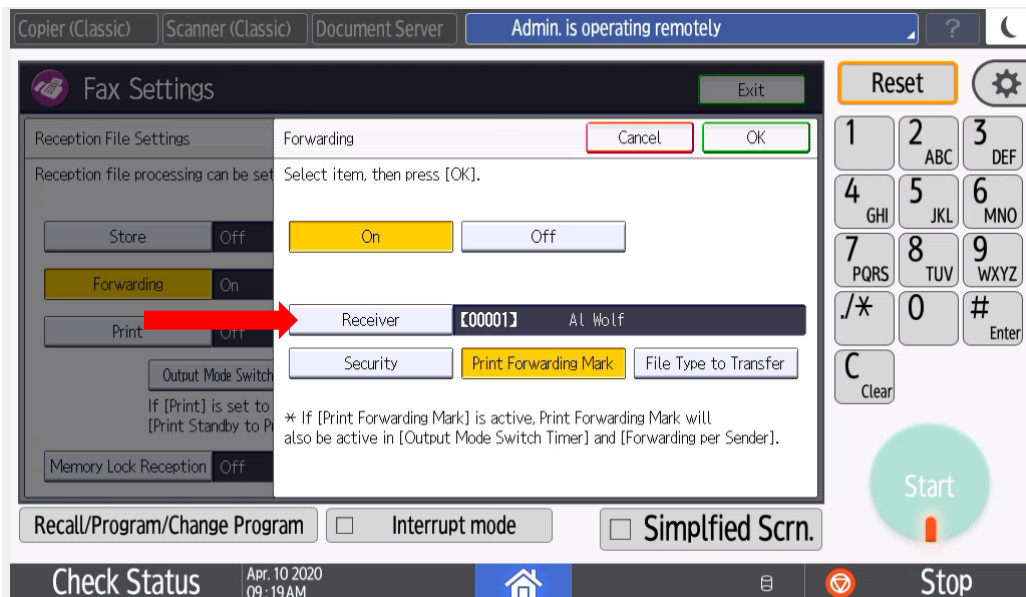
For More Information:

Contact an Advance Expert:

410.628.0490 **or** Dispatch@advancestuff.com

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