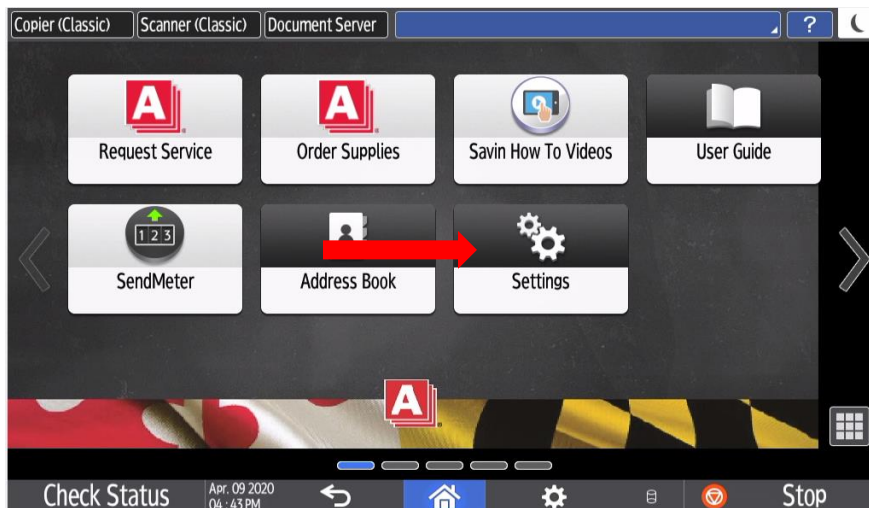


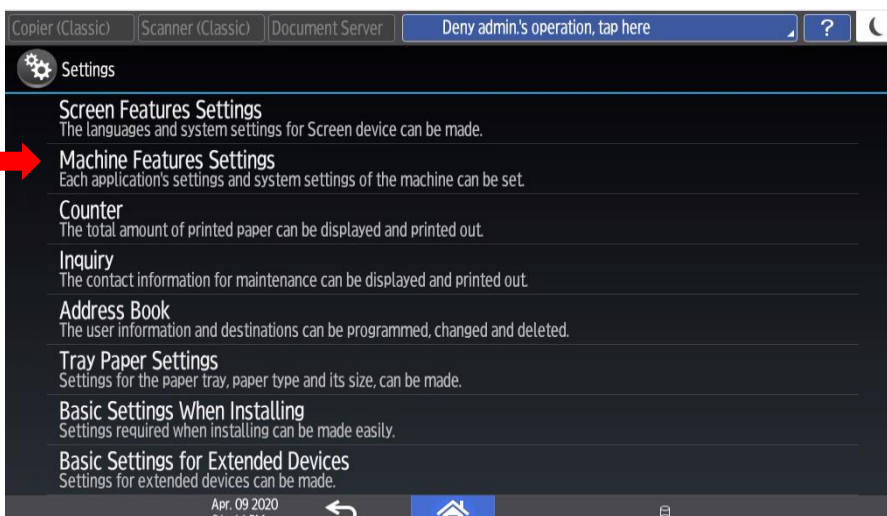


How to Set up Fax Forwarding on your Ricoh/Savin IM Series

1. Swipe screen over to 'Settings'



2. Select 'Machine Feature Settings'



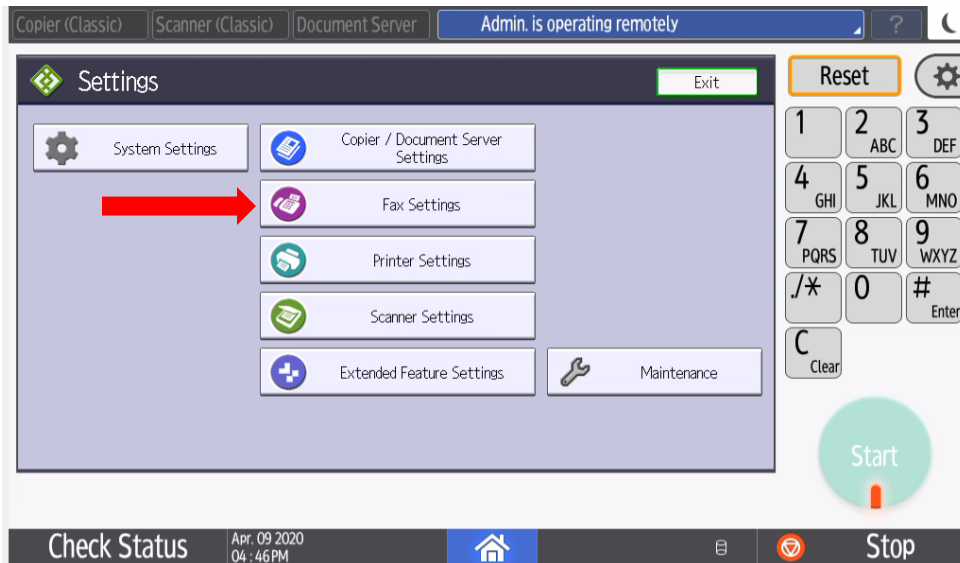
For More Information:

Contact an Advance Expert:

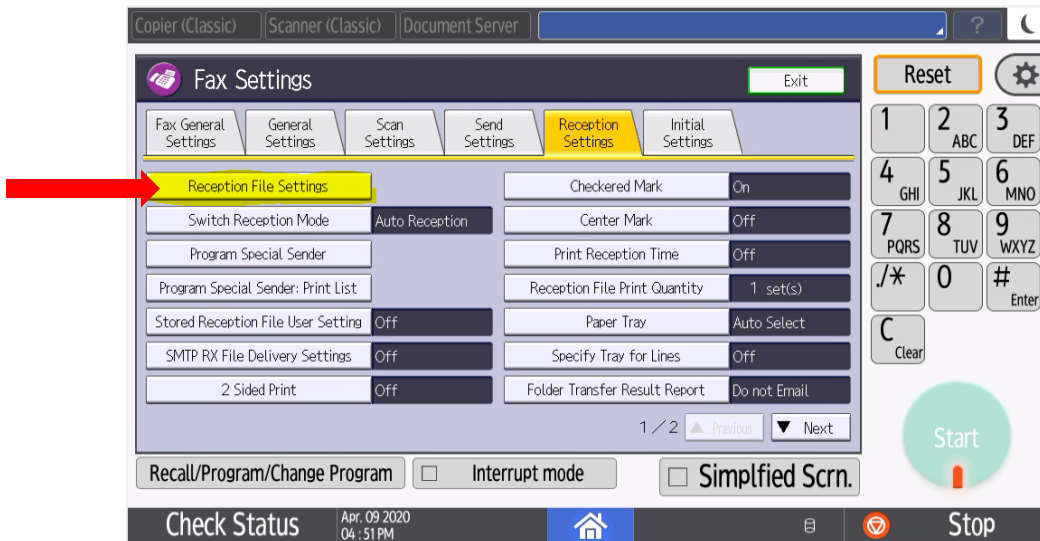
410.628.0490 or Dispatch@advancestuff.com



3. Select 'Fax Settings'



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



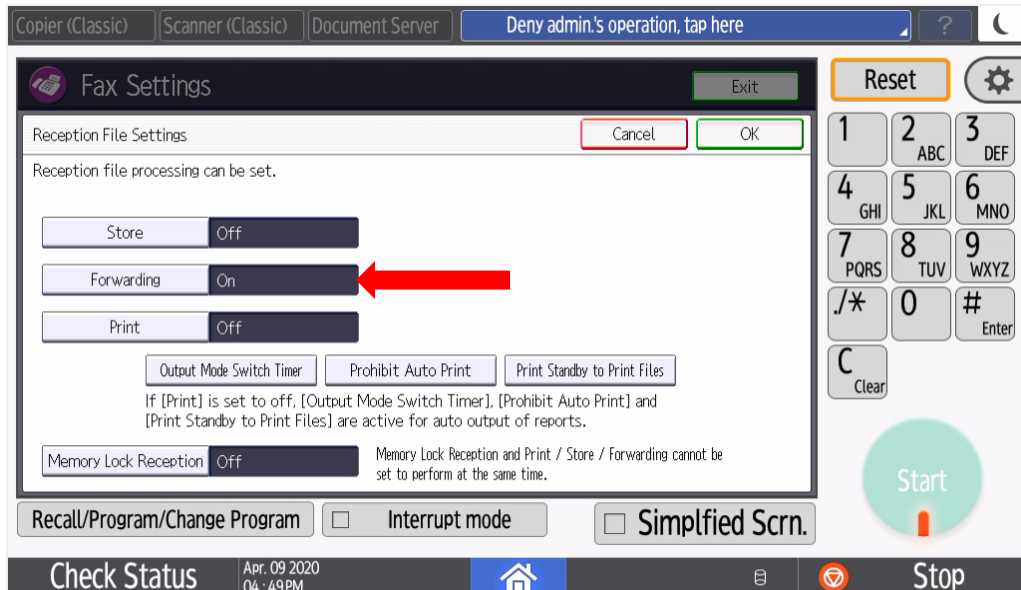
For More Information:

Contact an Advance Expert:

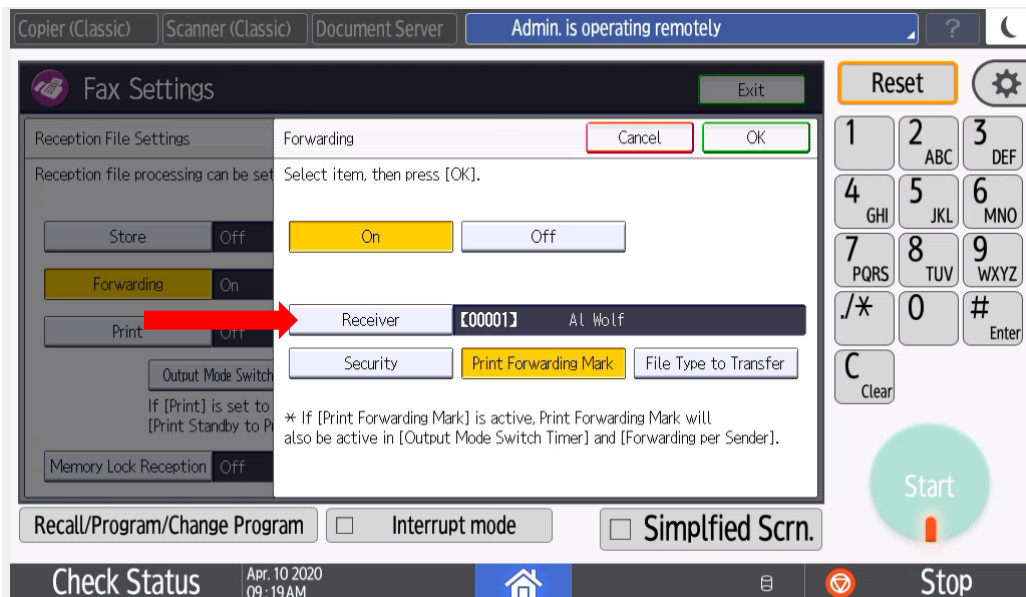
410.628.0490 or Dispatch@advancestuff.com



5. Select 'Forwarding & press ON'



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



For More Information:

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

The screenshot shows the 'Fax Settings' screen with the 'Specify End Receiver' dialog open. The 'Email' tab is selected, and a red arrow points to it. The dialog displays a list of recipients with columns for Registration No., Name, and a 'Change Title' button. The 'Recall/Program/Change Program' button is visible at the bottom left of the dialog.

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

The screenshot shows the 'Fax Settings' screen with the 'Reception File Settings' dialog open. The 'Print' toggle switch is set to 'Off', and a red arrow points to it. The dialog also shows 'Store' and 'Forwarding' toggles, and a 'Memory Lock Reception' toggle. The 'Recall/Program/Change Program' button is visible at the bottom left of the dialog.

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:

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