

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 (Classi	ic) Document Server	Admin. is operating	remotely	? (
🚸 Settings			Exit	Reset 🔅
System Settings	Copier / Docum Settin Fax Settin Printer Settin Scanner Settin	nent Server gs tings ttings ettings		$\begin{array}{c c} 1 & 2 & 3 \\ \hline & ABC & DEF \\ \hline & 4 & 5 & 6 \\ \hline & GHI & 5 & JKL & MNO \\ \hline & 7 & B & UV & WXYZ \\ \hline & 7 & 0 & \# \\ \hline & & C & \end{array}$
	Extended Featu	re Settings 🦻	Maintenance	Start
Check Status Apr. 04:2	09 2020 46 PM	谷	8	🥯 Stop

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

[Copier (Classic)][Scanner (Classic)][Document Server]	? (
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Switch Reception Mode Auto Reception Center Mark Off	7 8 9					
Program Special Sender Print Reception Time Off						
Program Special Sender: Print List Reception File Print Quantity 1 set(s)	./* 0 #					
Stored Reception File User Setting Off Paper Tray Auto Select						
SMTP RX File Delivery Settings Off Specify Tray for Lines Off	Clear					
2 Sided Print Off Folder Transfer Result Report Do not Email						
1 ∕ 2 ▲ Previous ▼ Next	Start					
Recall/Program/Change Program Interrupt mode Simplfied Scrn.						
Check Status AFC: 09 2020 Check Status	💿 Stop					

For More Information:

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410.628.0490 or Dispatch@advancestuff.com



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

Copier (Classic) Scanner (Classic) Document Server Admin. is operating remotely	(? _ (
Fax Settings	Reset 🔅
End Receiver Cancel OK	1 2 3 DEF
Specify End Receiver.	4 5 6 4 GHI JKI MNO 7 PORS TUV WXYZ /* 0 #
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Recall/Program/Change Program 🗆 Interrupt mode 🗆 Simplfied Scrn.	
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8. If you do not want the incoming faxes to continue to print

Copier (Classic)	Scanner (Classic)	Document Server	Admin. is operating remo	otely	_ ?	
🎯 Fax Se	ettings			Exit	Reset	*
Reception File Se Reception file pro Store Forwardi Print	ttings ocessing can be set. Off On Off Output Mode Switch Timer	Prohibit Auto Print	Cancel Cancel Print Standby to Print Files	ОК	$\begin{bmatrix} 1 & 2_{ABC} \\ 4_{GHI} & 5_{JKL} \\ 7_{PQRS} & TUV \\ ./* & 0 \\ C_{Clear} \end{bmatrix}$	3 DEF 6 MNO 9 WXYZ # Enter
Memory Lock R Recall/Program Check St	f (Print) is set to off, Print Standby to Print F eception Off n/Change Program atus Apr. 10 20 09:23 AM	Output Mode Switch Timer; iles] are active for auto out Memory Lock Recepti set to perform at the Interrupt model 20	J, (Prohibit Auto Print) and put of reports. on and Print / Store / Forwarding ca same time. Dde Simp	nnot be	Start Start	p

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

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