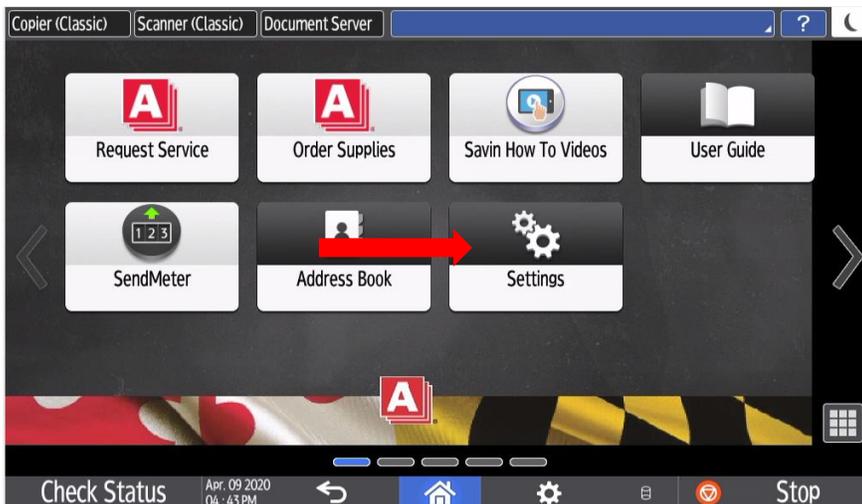


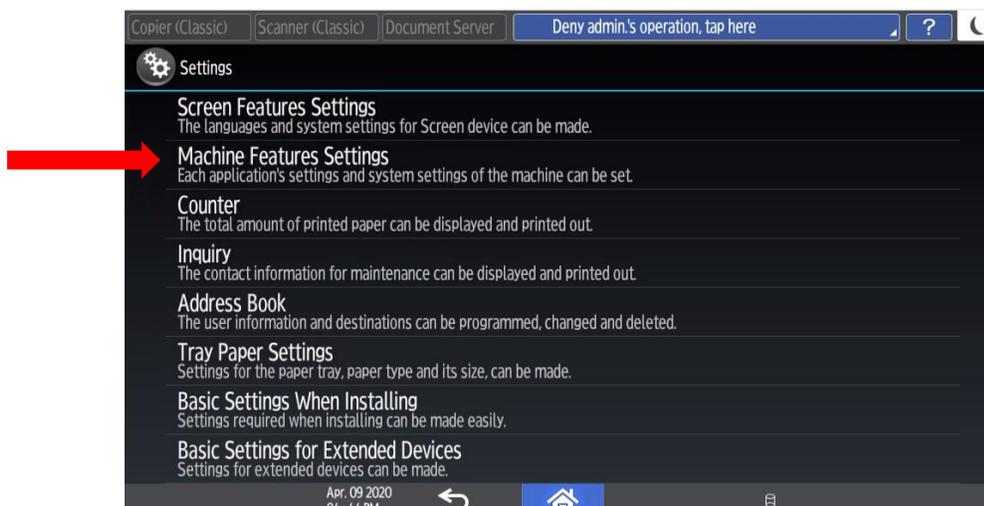


How to Set up Fax Forwarding on your Ricoh/Savin IM Series

1. Swipe screen over to 'Settings'



2. Select 'Machine Feature Settings'



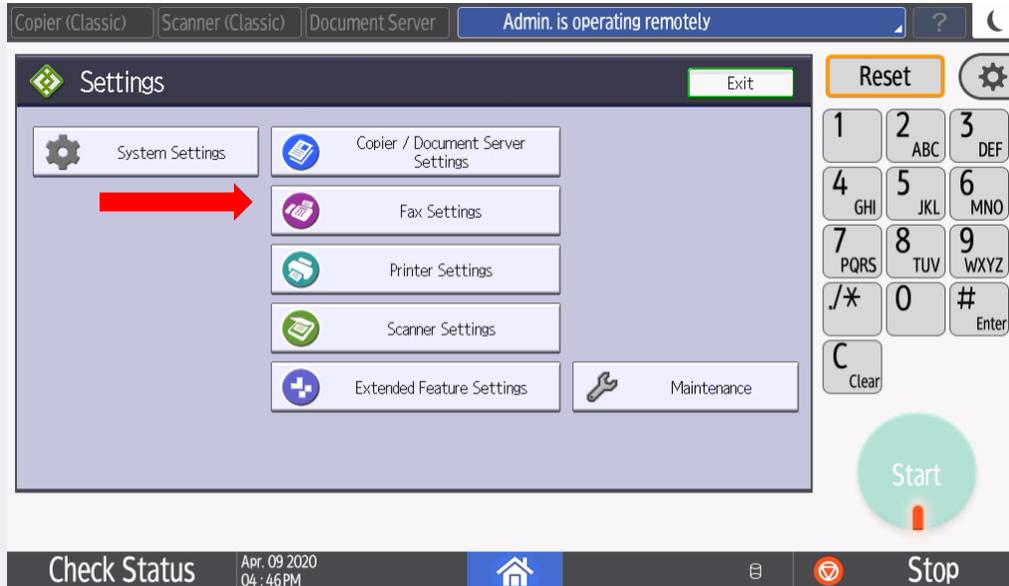
For More Information:

Contact an Advance Expert:

410.628.0490 or Dispatch@advancestuff.com



3. Select 'Fax Settings'



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



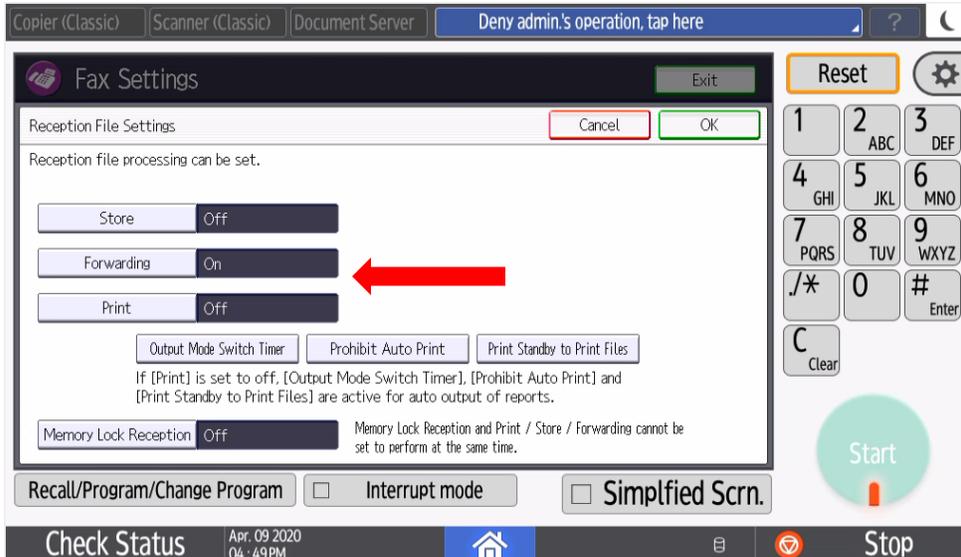
For More Information:

Contact an Advance Expert:

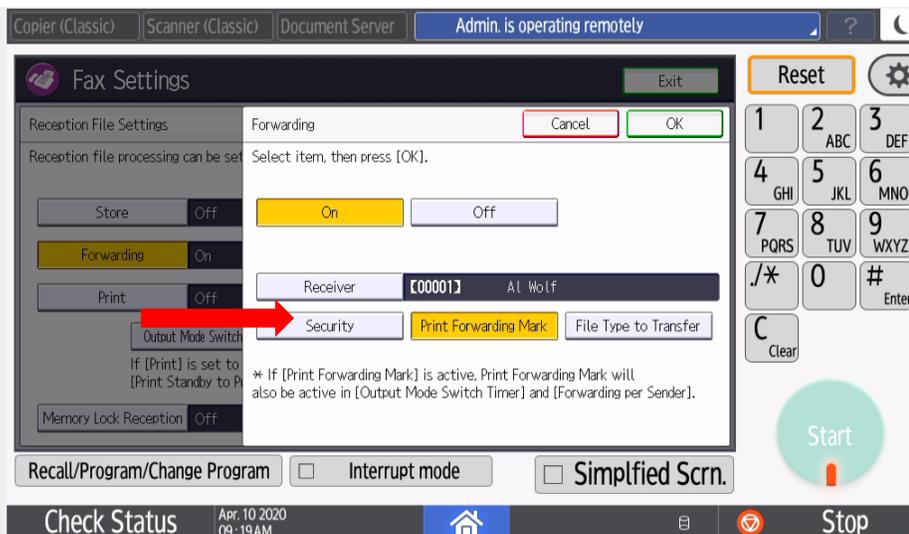
410.628.0490 or Dispatch@advancestuff.com



5. Select 'Forwarding & press ON'



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



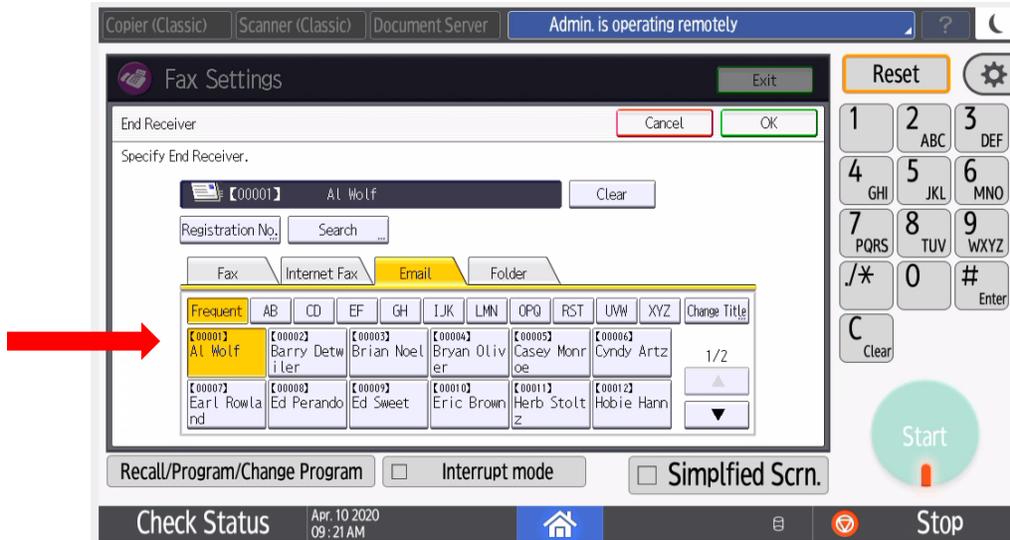
For More Information:

Contact an Advance Expert:

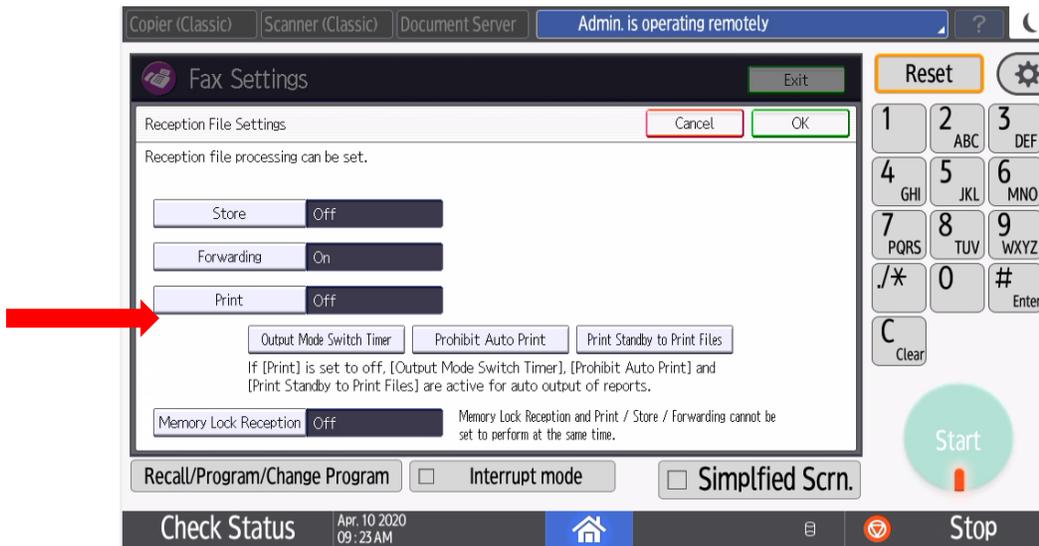
410.628.0490 or Dispatch@advancestuff.com



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"

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