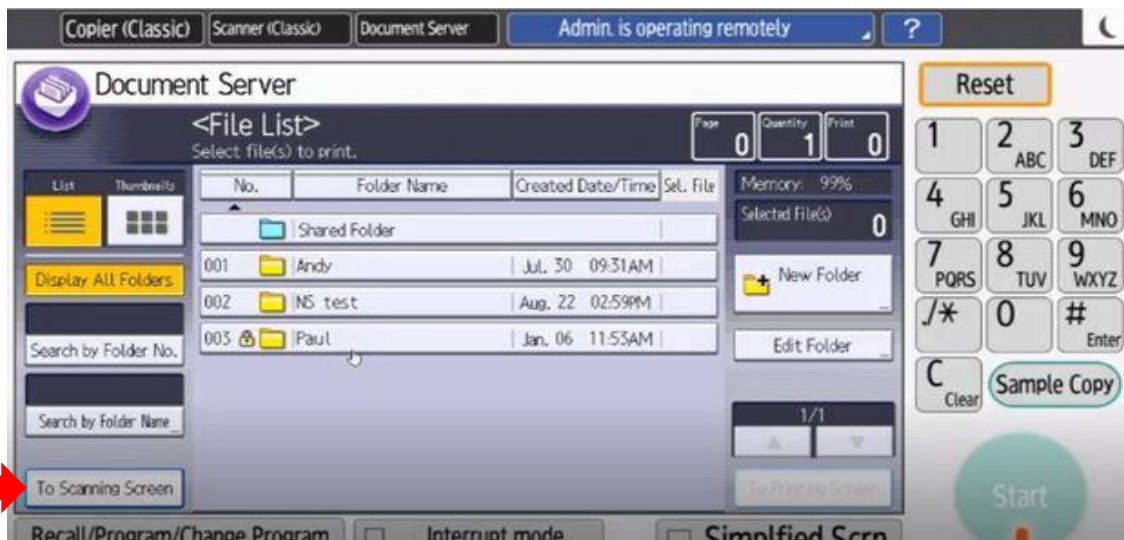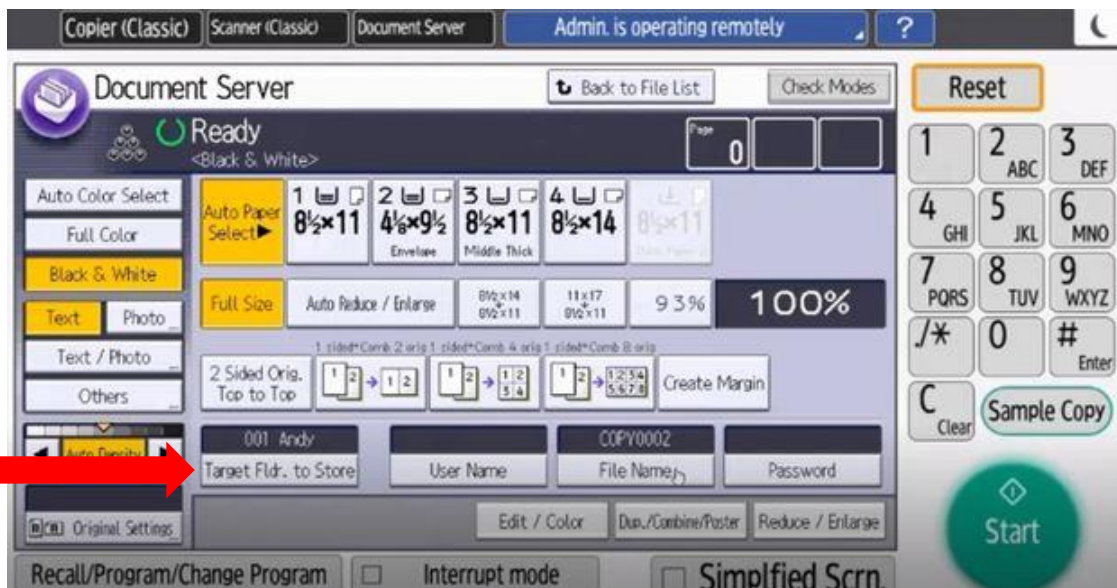# Document Server features on Your Ricoh/Savin MP & IM Series

Storing a document on the Document Server from the Copier

1. Place your Original on the glass or in the document feeder
2. Select "Document Server"
3. Select "To Scanning Screen" (bottom left)

4. Select "Target Folder" if you have multiple folders

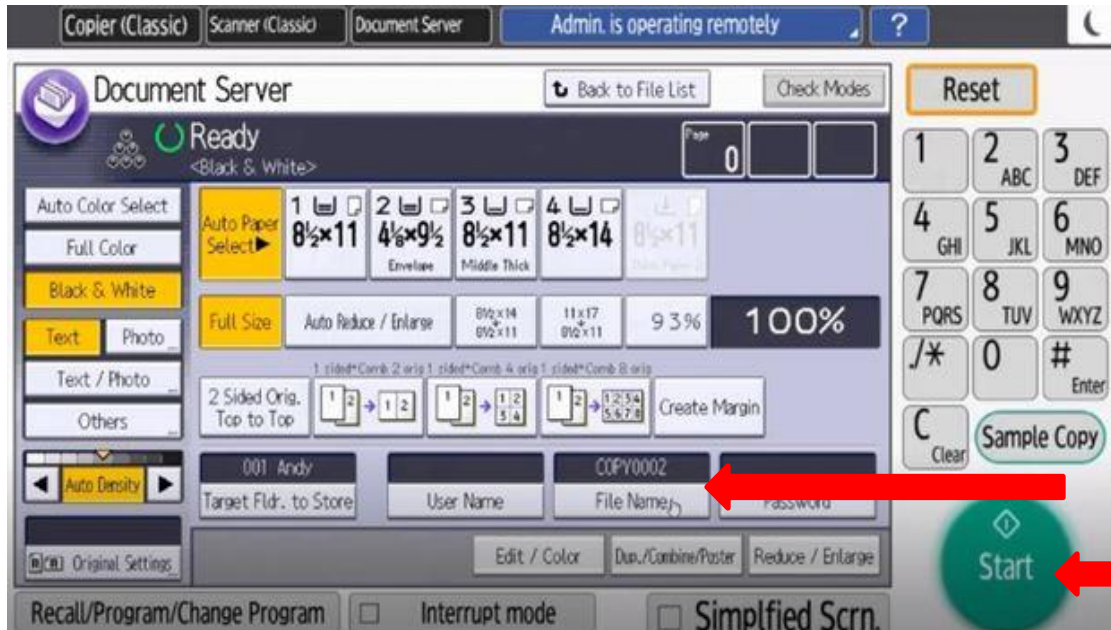## For More Information:

Contact an Advance Expert:

410.628.0490 **or** Dispatch@advancestuff.com

5. Select "File Name" (keyboard will appear)

6. Select "Delete All" (or the machine will assign a generic name)
7. Enter Name of document
8. Select "Ok"
9. Select "Start"

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Retrieving a document from the Document Server

1. Select "Document Server"
2. Select the document you would like to print

3. Using the number keys; Enter the amount of copies you would like to print
4. Select "Start"

Click here to view our how-to video!

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