

## RICOH PRODUCT QUICK QUIDE

## FAX FORWARDING

- 1. Select Settings
- 2. Select Machine Feature Settings



3. Select Fax Settings

System Settings	Copier / Document Server Settings	
	Fax Settings	]
	Printer Settings	
	Scanner Settings	1



- Select Reception Settings Tab
  Select Reception File Settings

Fax General General Settings Settings Settings	Scan Send ettings Settings	Reception Initial Settings Settings	
Reception File Settings		Checkered Mark	On
Switch Reception Mode	Auto Reception	Center Mark	Off
Program Special Sender		Print Reception Time	Off
Program Special Sender: Print List		Reception File Print Quantity	1 set(s)
Stored Reception File User Setting	Off	Paper Tray	Auto Select
SMTP RX File Delivery Settings	Off	Specify Tray for Lines	Off
2 Sided Print	Off	Folder Transfer Result Report	Do not Email

## 6. Open Forwarding & Turn it On

Reception File Settings		Cancel	ОК
Reception file processing can be se	t.		
Store Off			
• Forwarding • Off			
Print On			
Output Mode Switz	h Timer Prohibit Auto Print	Print Standby to Print Files	

Forwarding	0	iancel OK
Select item, then pres	s [OK].	
On	Off	
5		
Receiver		
Security	Print Forwarding Mark	File Type to Transfer

9. Select OK 10. Select OK 11. Select Home 8. Select Receiver from address book (can be folder or email)

nd Receiver Cancel OK
vecify End Receiver.
Registration No. Search
Fax Internet Fax
Frequent AB CD EF GH 1JK LMN OPQ RST UWH XYZ Change Title
*Destination list cannot be used now.

Print		Cancel	ОК
Select item, then press [(	ж].		
On	Off		

## 9. Select OK

10. Turn off Printing if you only want the faxes to be forwarded and not printed 11. Select OK