RICOH PRODUCT QUICK QUIDE
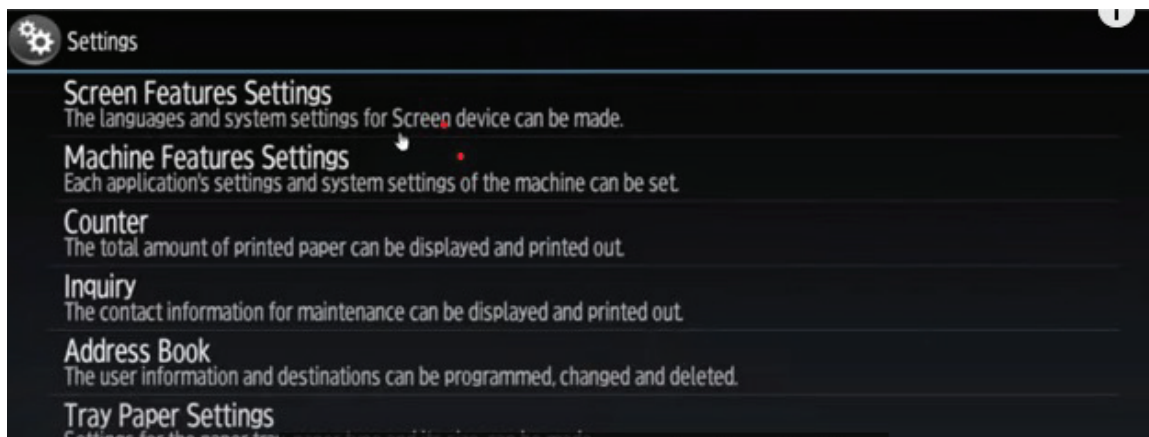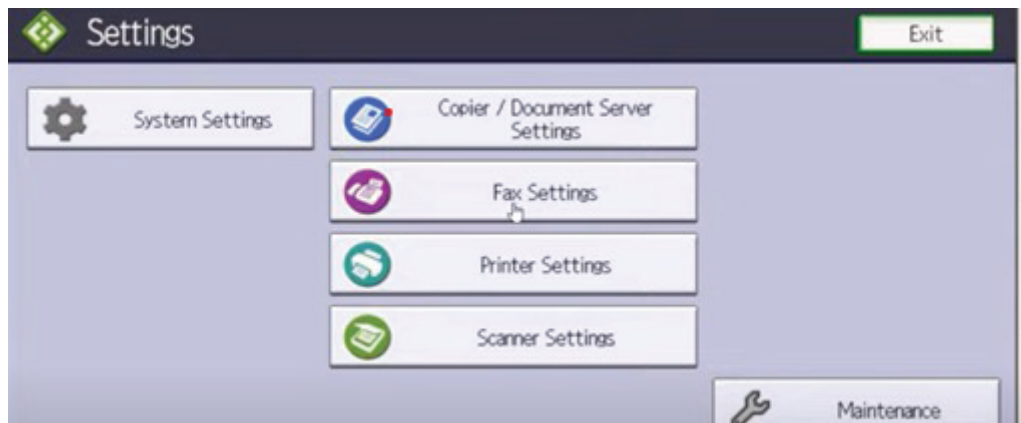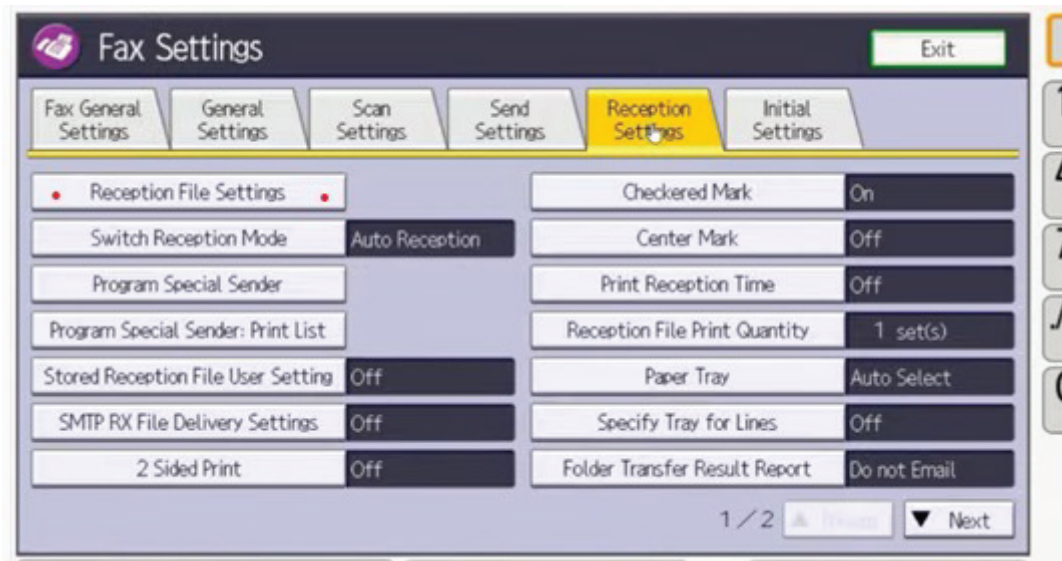
FAX FORWARDING

1. Select Settings
2. Select Machine Feature Settings
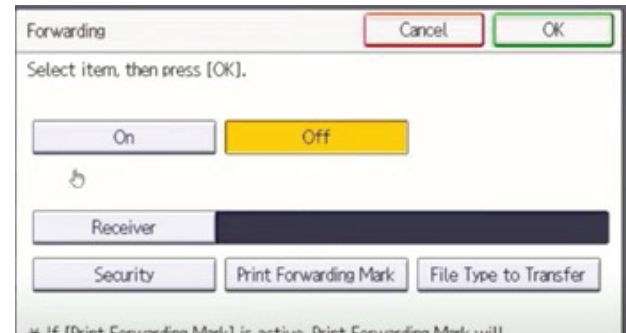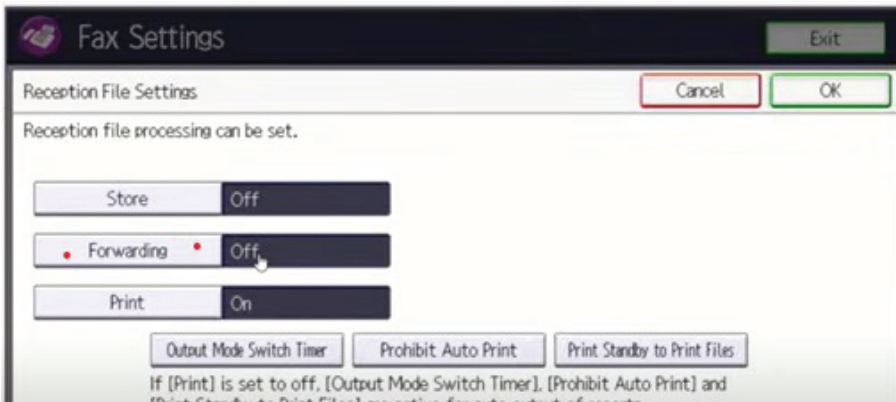

3. Select Fax Settings

4. Select Reception Settings Tab
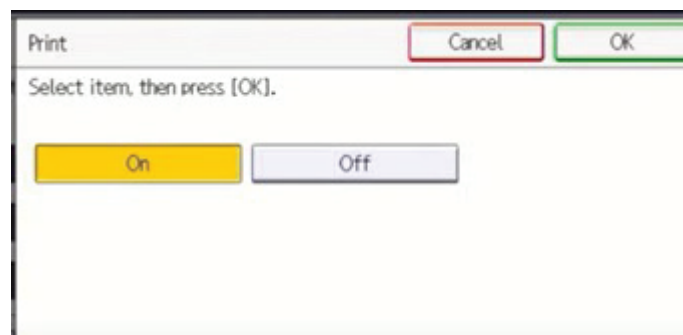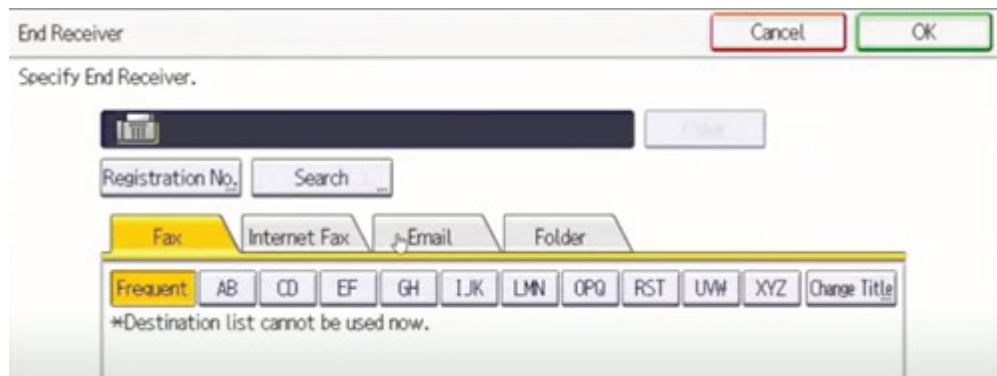5. Select Reception File Settings

6. Open Forwarding & Turn it On

9. Select OK
10. Select OK
11. Select Home

8. Select Receiver from address book (can be folder or email)

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