

Scanning (Ricoh) – Quick Guide



1. Insert your Octopus card



2. Insert your USB into the port in your left hand side



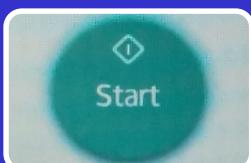
3. Touch [Scan] on the panel



4. Touch [Device] to continue



5. Touch [USB] to store your file(s) in USB



6. Press [Start] to begin your scanning



7. Press [Eject] to release your Octopus card and remember to take back your USB

Remarks:

- You are advised to check your file(s) after scanning
- Ensure enough storage space for your scanning job(s)

