

# RICOH Smart Integration Essentials

## User Quick Reference Guide

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Your Ricoh copier can do a whole lot more than copy. It can help you improve productivity by automating common and time-consuming document tasks. RICOH Smart Integration Essentials simplifies scanning to email and printing from your tablet or smartphone.

### Scan to Email with OCR

Smart Integration Essentials provides simplified scanning to email with no network setup. Send documents to multiple recipients at once or preprogram destinations and save to a button with unique naming and icon images.

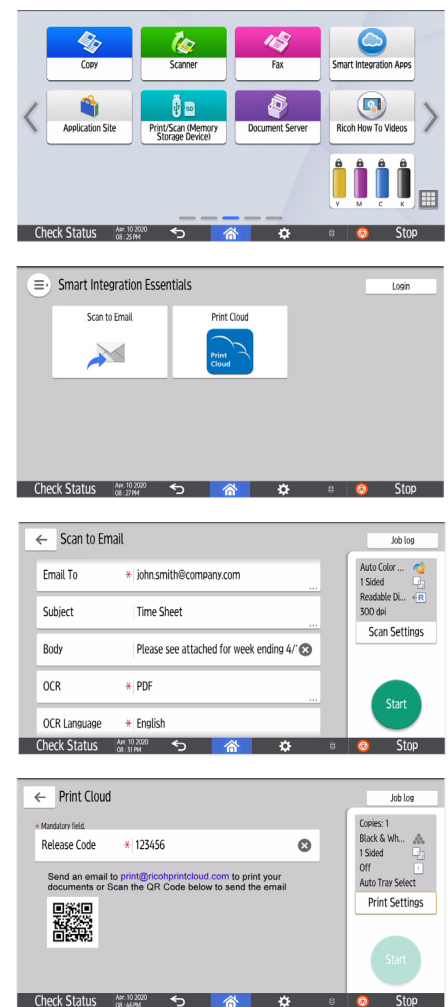
Convert scanned documents to searchable and editable digital formats such as searchable PDF/PDFA, Word and Excel.

1. At the Ricoh MFP, set your document on the top feeder or glass
2. Touch Smart Integration Apps, then select Scan to Email
3. Enter one or multiple email addresses
4. Enter subject and body of email (optional)
5. Select desired file format
6. Provide file name as needed
7. Adjust scan settings and press Start to scan

### Print from your tablet or smartphone

Printing from a tablet or smartphone should be easy for you and your guests — and now it is. With Smart Integration Essentials, you get simple, efficient, secured mobile printing — with no need for complex print drivers or infrastructure. Protect your confidential information with secured document release, which requires a print release code to be entered before your document is printed.

1. Email your documents to [print@ricohprintcloud.com](mailto:print@ricohprintcloud.com)
2. Wait for a reply email with the print release codes
3. At the MFP, press Smart Integration Apps then select Print Cloud
4. Enter your 6-digit release code then press Next
5. Adjust print settings and press Start to print



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[www.ricoh-usa.com](http://www.ricoh-usa.com)

Download a virtual print driver at

<https://help-us.na.smart-integration.ricoh.com/printcloud-vpd.html>