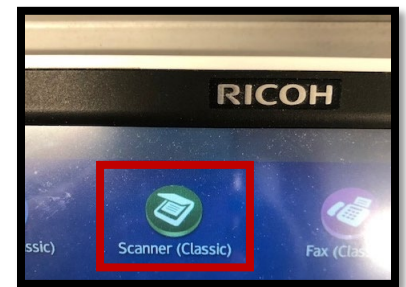


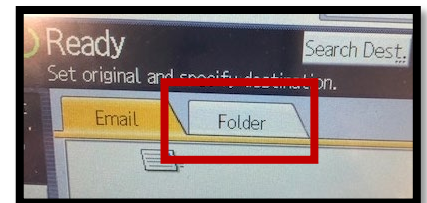


HOW TO SCAN TO MANAGER-HR, *using a RICOH SCANNER:*

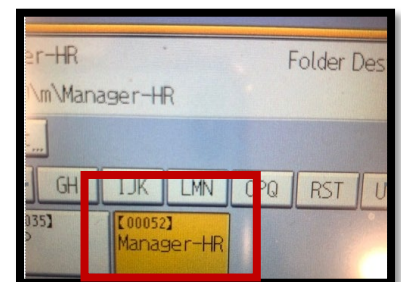
1. From the terminal *RICOH scanner*, choose **Scan** from the panel on the copier.



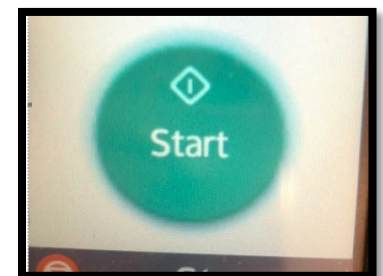
2. When presented with the Email and Folder tabs, select **Folder**.



3. Choose the **Manager-HR** folder.



4. Select **Start** to send to folder.



5. Send an **alert email** to NewHire@energytransportlogistics.com informing hiring administrators that new documents are available.