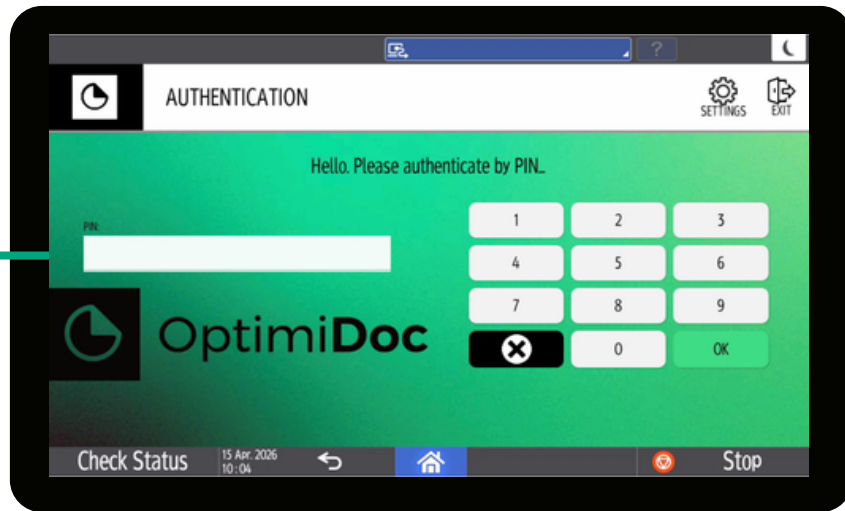


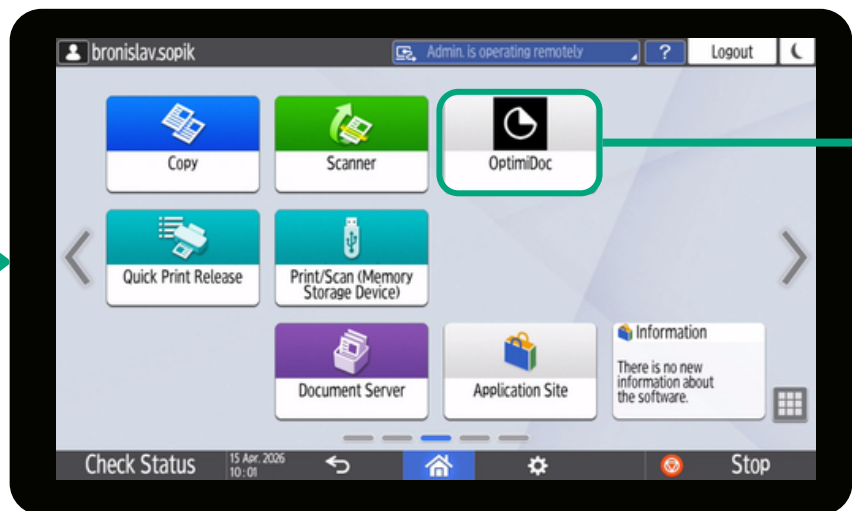
# Ricoh Scan User Guide

## Authentication



Before using the device, you must authenticate using one of the available login methods:

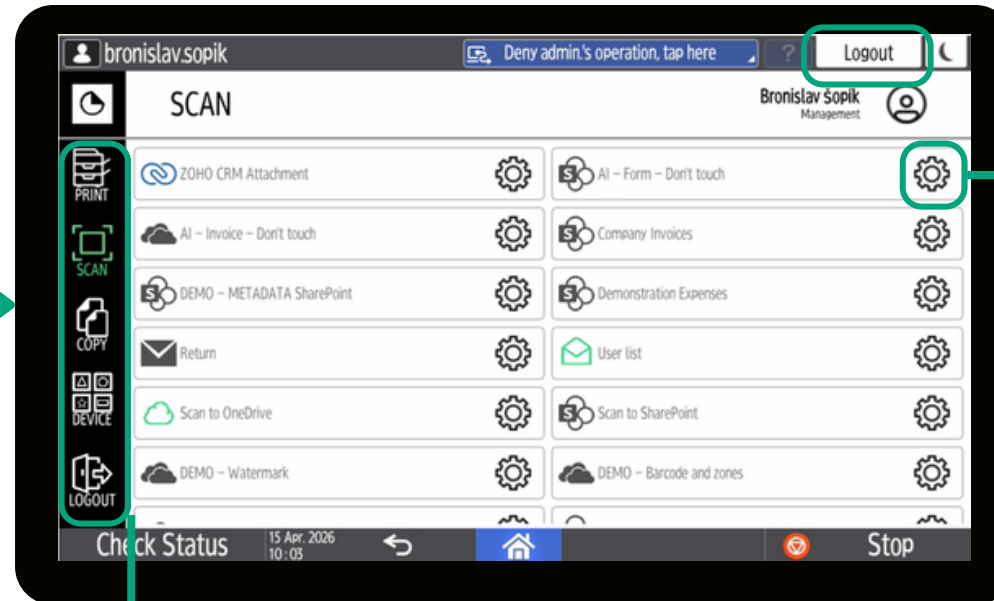
- **User list** - select your account from list of users.
- **PIN** - Enter your OptimiDoc Cloud PIN directly on the device.
- **ID Card** - Authenticate by swiping your ID card on the device card reader.



Once you have authenticated, you will be taken to the device's main menu. To open OptimiDoc, tap the **OptimiDoc** icon.

## Document workflows

The Scan section lists all scan workflows available for your account. You can either **perform a quick scan** by clicking the workflow icon or name, or access **advanced settings** by clicking the setup icon.

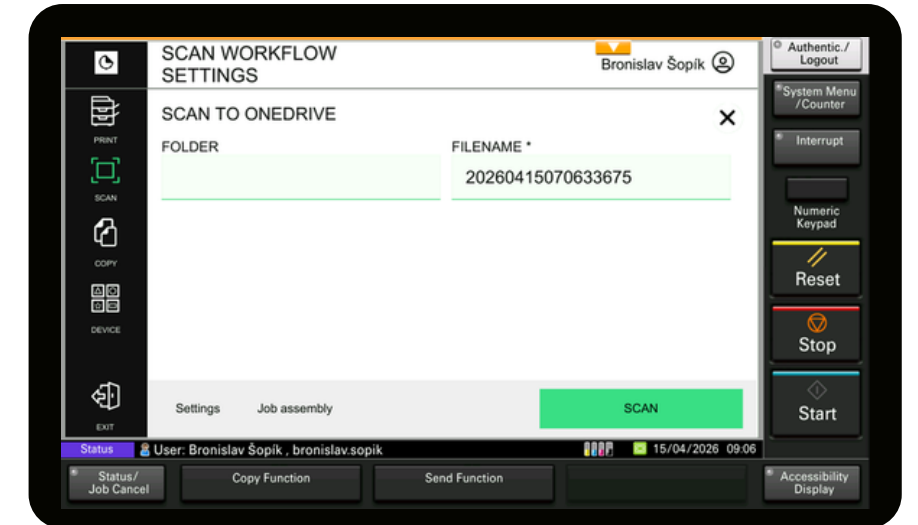


## Main menu

The **Main Menu** allows you to navigate between the device's native functions and OptimiDoc Cloud features.

- **Print** - Opens the OptimiDoc Cloud printing section.
- **Scan** - Displays the list of available document workflows.
- **Copy** - Opens the device's native copy function.
- **Device** - Opens the main menu of the multifunction device.
- **Exit** - Closes the OptimiDoc Cloud application and returns to the device main menu.
- **Logout (TOP/RIGHT)** - Signs out of the device.

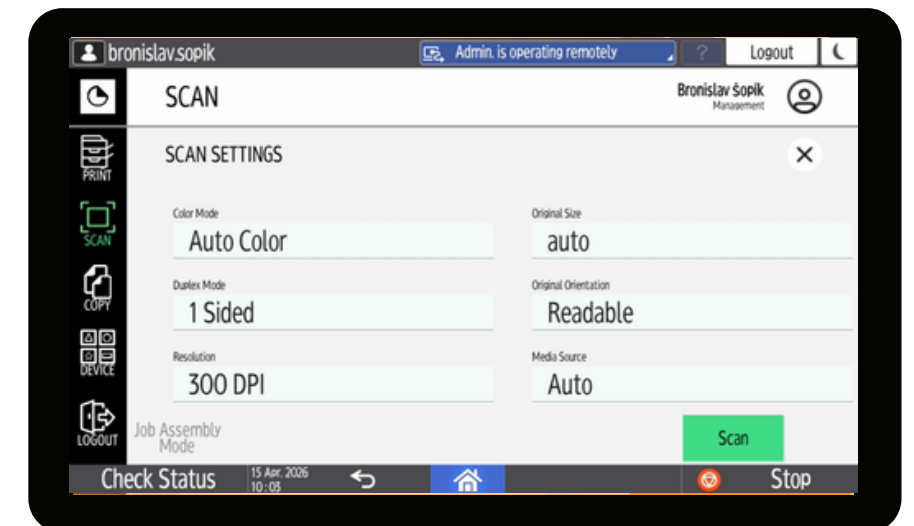
## Document workflow detail



In the Document Workflow Details, you can enter manual parameters for the document, if required. Mandatory fields are marked with an asterisk (\*), and the scan cannot be started until all required parameters are completed. To start scanning, select **Scan**.

If you need to adjust the scan parameters, select **Scan settings** to modify the scan configuration before starting the scan. Once the scan is completed, you are redirected back to the list of workflows.

## Scan settings



You can modify the final scan parameters by adjusting the document resolution, colour mode, or selecting single- or double-sided scanning. Once you have completed the configuration, select **Save**. To revert to the default workflow settings, select **Reset**.