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RICOH Integrated Cloud Environment (ICE)

Quick Reference Guide

Welcome to Ricoh's Integrated Cloud Environment (ICE)

You may be wondering just what you can do with ICE. For starters, you can **scan and email** paper documents in a single step with robust OCR. That means you'll never have to re-type a page again. You can also extend user-friendly **cloud printing** to your mobile workers and guests. No more drivers, workarounds or trying to get visitors on the network to print. If you use services like Google Drive™, Box™, Dropbox™, Evernote®, Office 365™ or any of the 20+ services ICE supports, you can cut out unnecessary steps and **scan directly into cloud services** from your Ricoh multifunction printer (MFP).

We're excited that you've chosen Ricoh's Integrated Cloud Environment for your business, and the best way to begin harnessing the power of ICE is to start using it! This Quick Reference Guide covers the major processes in summary fashion. If you need more detailed info, you can download complete User Guides at the end of this document.
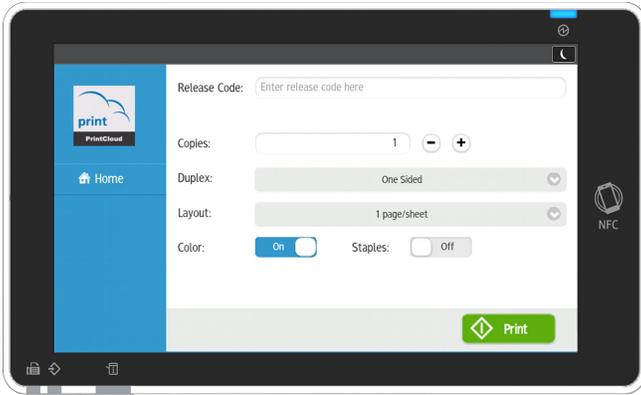
Try Scanning to Email with OCR
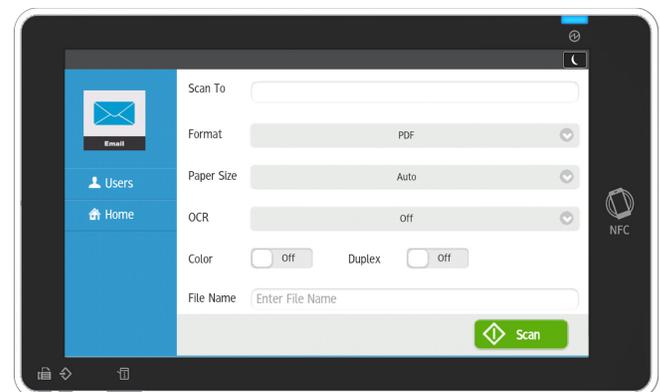
Here's how to scan a document, convert it to text, PDF, Word® or Excel® and send to any email address.

1. At the Ricoh MFP, touch **Cloud Apps**, then select **Email**

2. Enter an email address

3. Select the Format

4. Set the OCR type

5. Adjust any other settings and touch **Scan**

Try Printing from a Mobile Device

To print a document, email or email attachment, simply submit them to the Print Cloud service. Then, release them at your ICE enabled MFP using a release code.

1. Send as an email to print@ricohprintcloud.com with any file or files you want to print attached (ICE can process and print attachments such as Microsoft® Word®, Excel® or PowerPoint® files, PDFs, photos, webpages or just the email body text)

2. Once the email is received, a release code is generated and emailed back to you

3. Head on over to the Ricoh MFP and touch **Cloud Apps**, then select **Print Cloud – Print**

4. Enter your release code, adjust settings and touch **Print**

* Your files are held in the cloud for up to 1 week, allowing you the flexibility to choose when you want to release them (and how many times you want to release them)

Try Scanning to a Cloud Service
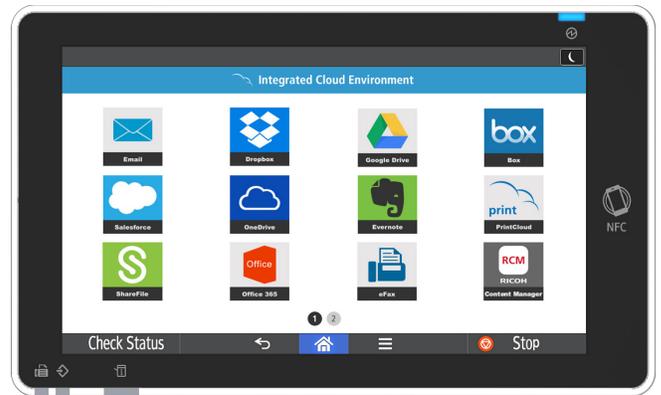
Scan a document directly into your account within popular cloud services.

1. At the Ricoh MFP, touch **Cloud Apps**

2. Select the icon of the service you want to scan to

3. You can login to your account manually or register your login information for quick access

4. Touch **Settings** to make choices for file type and whether you want OCR to convert your scanned file into searchable, editable text

5. Name the file and touch **Scan**

6. That's it! Your scanned digital file now resides in your cloud service account

Resources:

Integrated Cloud Environment User Guides
Download User Guides for the Specific Cloud Services you are using

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