

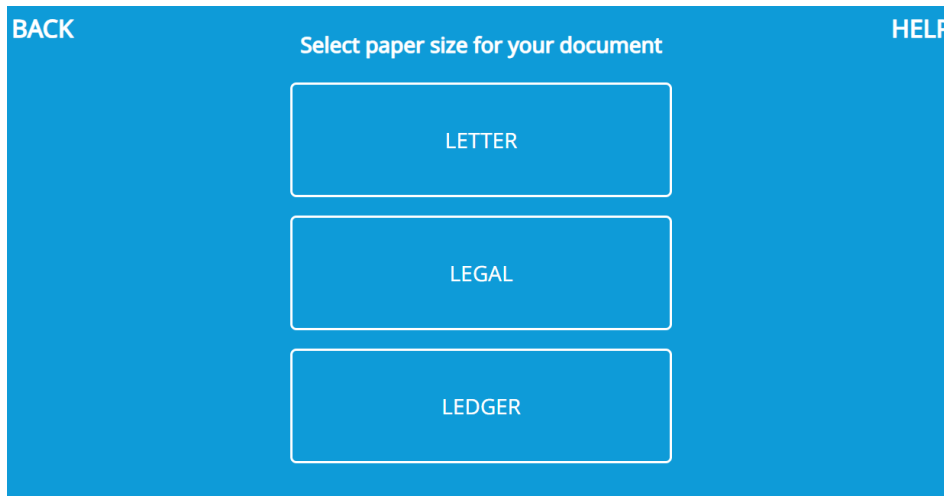
## How to Send a Fax Using Princh

If you need to send a fax, follow the simple steps outlined below.

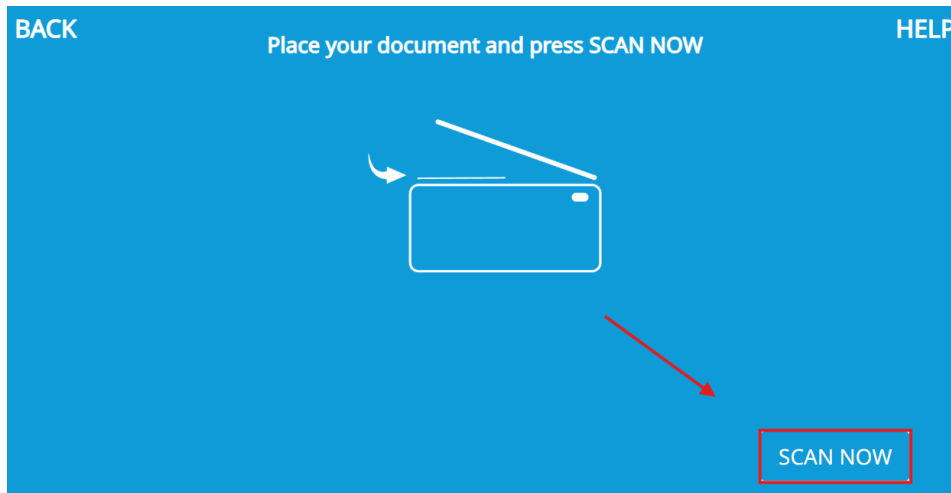
The faxing feature is accessible to users either via a tablet located beside the printer or directly from the printer's native control panel, provided you are using a compatible Ricoh device that supports the Princh embedded console application.

Follow this guide to fax using Princh

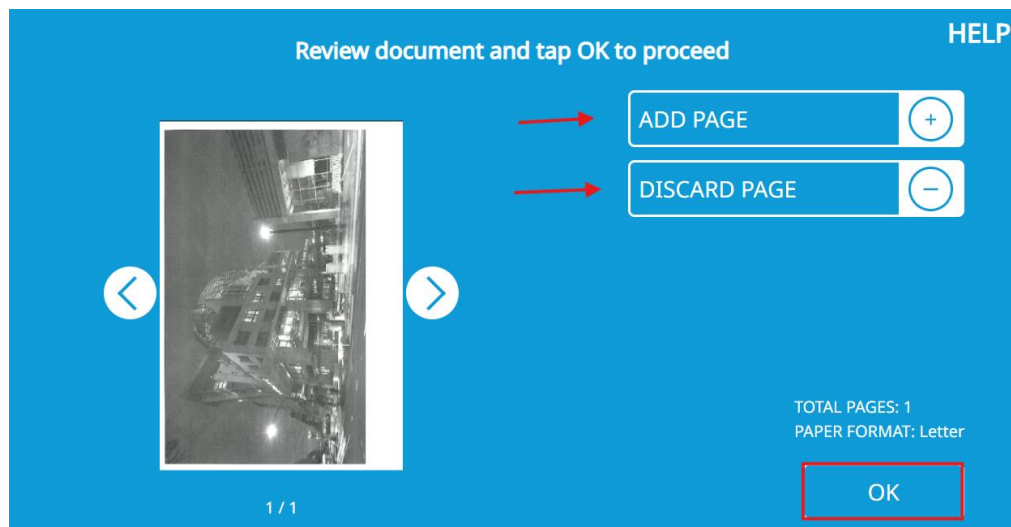
1. Tap the fax button located on the screen.
2. Select a paper format for your document. (exp, "Letter"). The options may vary depending on what the printer offers.



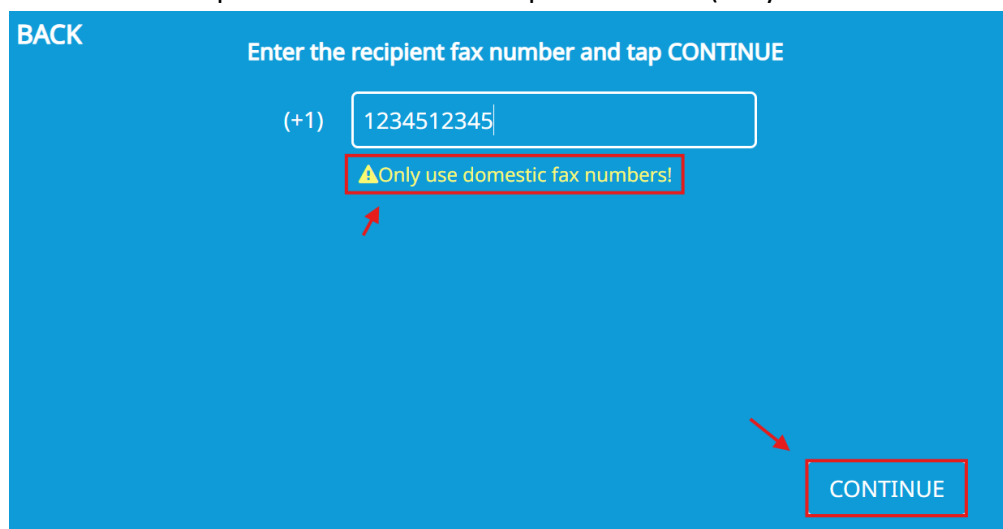
To proceed, place your document and press "Scan Now".



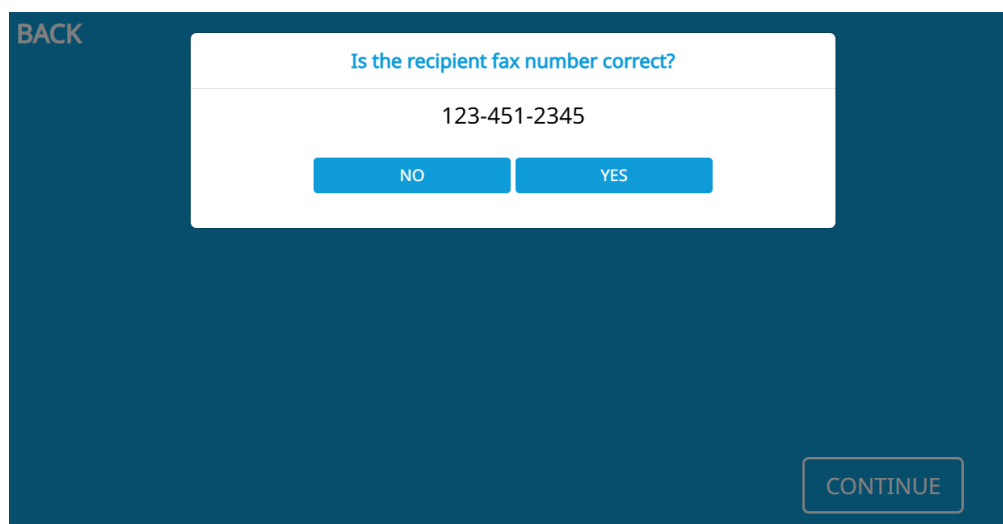
5. After completing the scan, a preview of the page will be displayed. To continue, click "OK". Or use the "Add Page" or "Discard Page" buttons based on your preference.



6. Enter the recipient fax number and tap "Continue". (Only use domestic fax numbers!)



7. Confirm that you've entered the correct recipient fax number. (Yes/No).



8. Enter the cover page details. (From & Cover message). Then tap “Continue”.

BACK

Enter cover page details

Princh Support 14/50

Sender details. For example, name, email address, phone number

Princh Support 14/100

Cover page message

CONTINUE

9. Confirm that you’ve entered the correct cover page details. (Yes/No).

BACK

Continue?

From:  
Princh Support

Cover message:  
Princh Support

NO YES

Cover page message 14/100

CONTINUE

10. Enter your email and tap “Continue”. (Only use your own email!). You will receive delivery confirmation by email for your fax submission.

BACK

Enter your email and tap CONTINUE

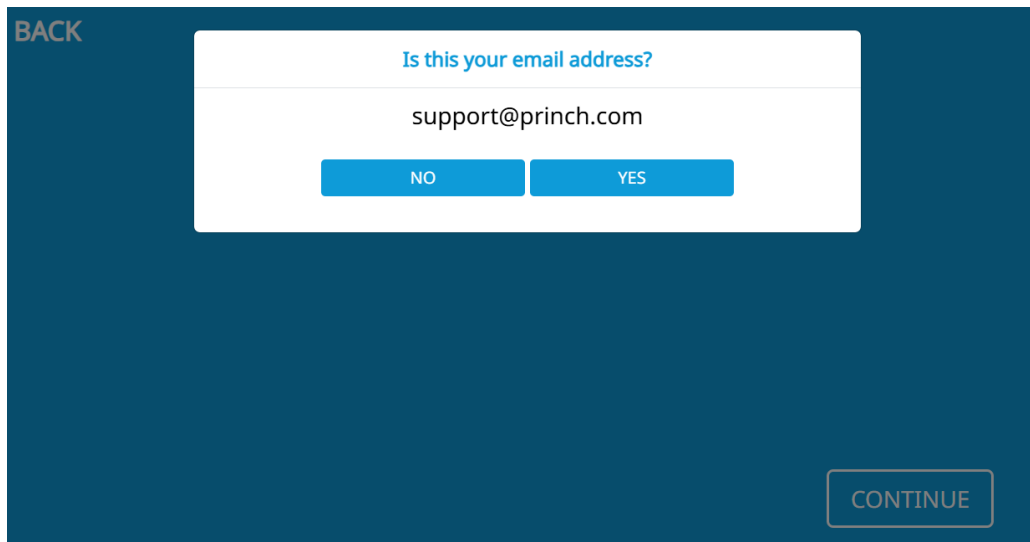
support@princh.com

⚠ Only use your own email!

You will receive a delivery confirmation by email for your fax submission

CONTINUE

11. Confirm that you've entered the correct email address. (Yes/No).

A screenshot of a web interface with a dark blue background. In the top left corner, the word "BACK" is written in a light blue, sans-serif font. Centered on the screen is a white rectangular box. Inside this box, the text "Is this your email address?" is displayed in a light blue font. Below this text, the email address "support@princh.com" is shown in a black font. At the bottom of the white box are two blue rectangular buttons with white text: "NO" on the left and "YES" on the right. In the bottom right corner of the dark blue background, there is a light blue rectangular button with the word "CONTINUE" in a dark blue font.

BACK

Is this your email address?

support@princh.com

NO YES

CONTINUE

And that's it! We will send your document off, and you will receive an email when the fax has successfully been delivered.

**REMEMBER TO TAKE YOUR ORIGINAL DOCUMENT!**