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.
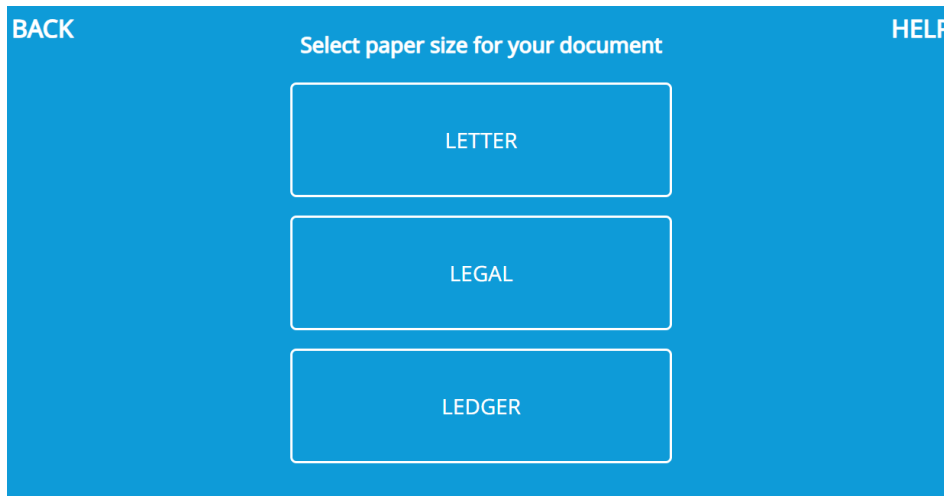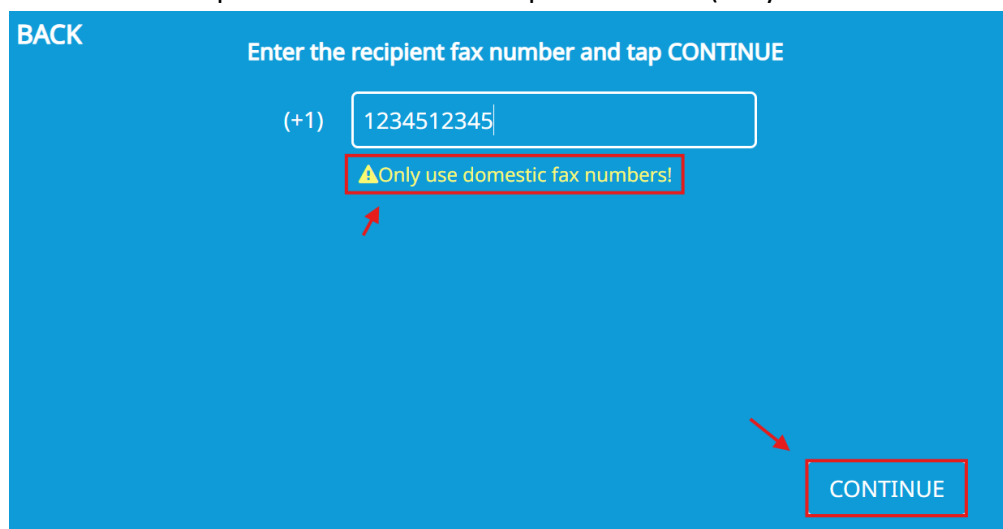

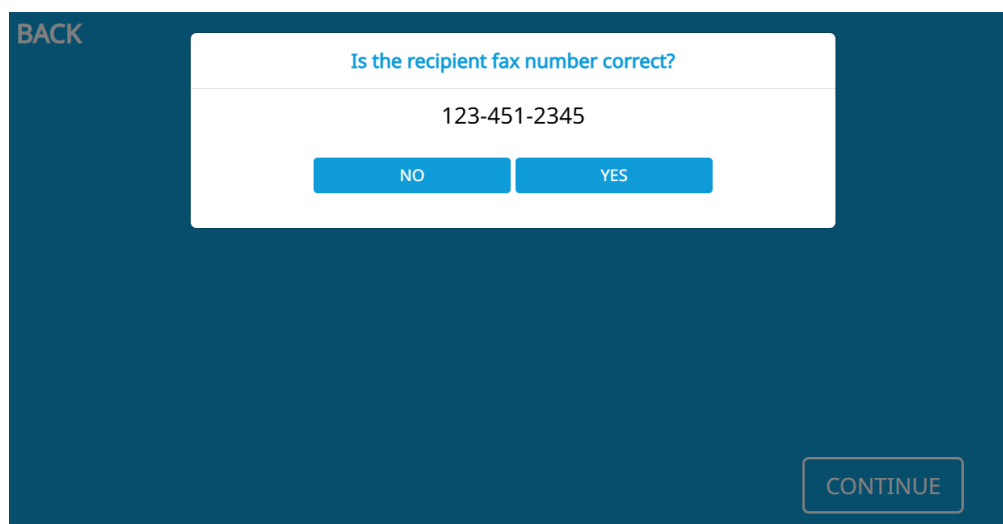To proceed, place your document and press "Scan Now".
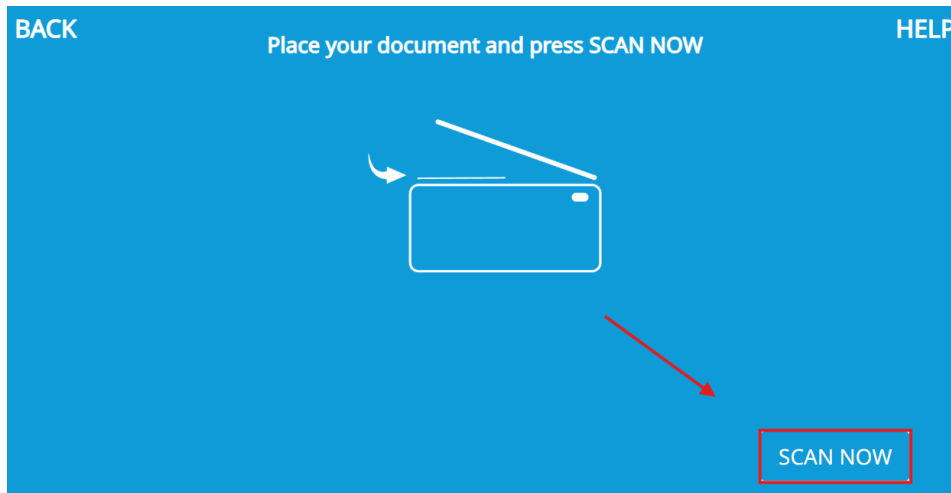
5. After completing the scan, a preview of the page will be displayed. To continue, click "OK". Or use the "Add Page" or "Discard Page" buttons based on your preference.
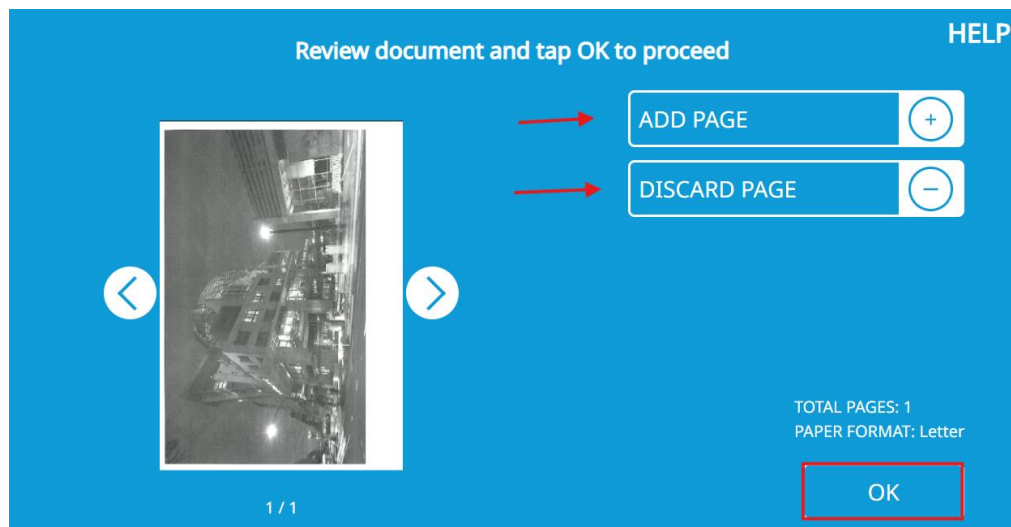
6. Enter the recipient fax number and tap "Continue". (Only use domestic fax numbers!)

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".

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

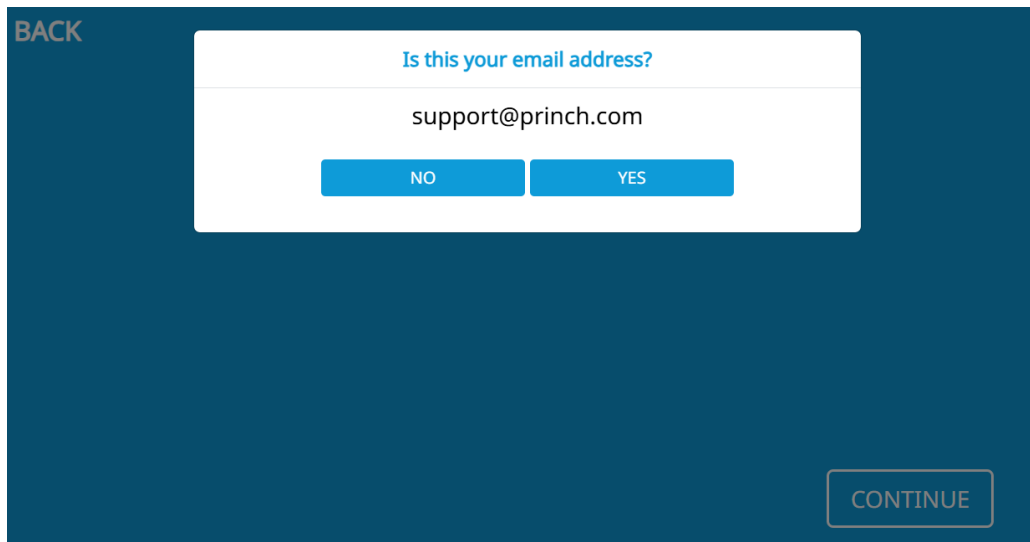**10.** Enter your email and tap "Continue". (Only use your own email!). You will receive delivery confirmation by email for your fax submission.

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

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 ORIGNAL DOCUMENT!