

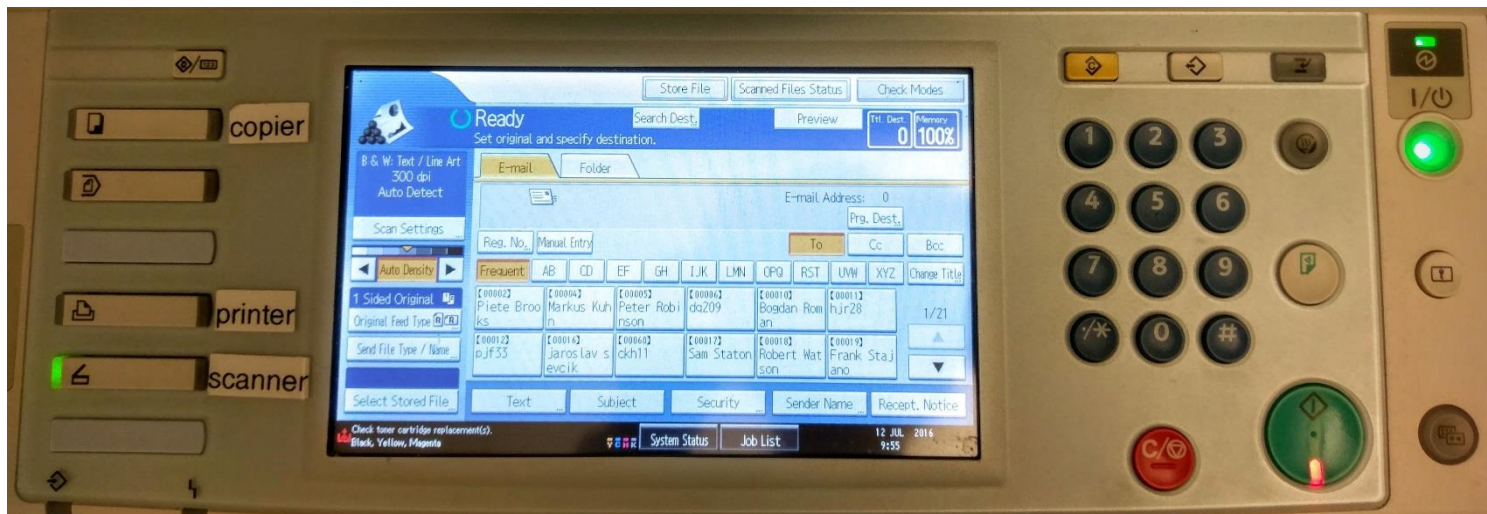
# Scanning on mulberry

Mulberry is a Ricoh Aficio MP C5000 multi-function colour printer/copier/scanner (manual) located in GC18.

## Scanning

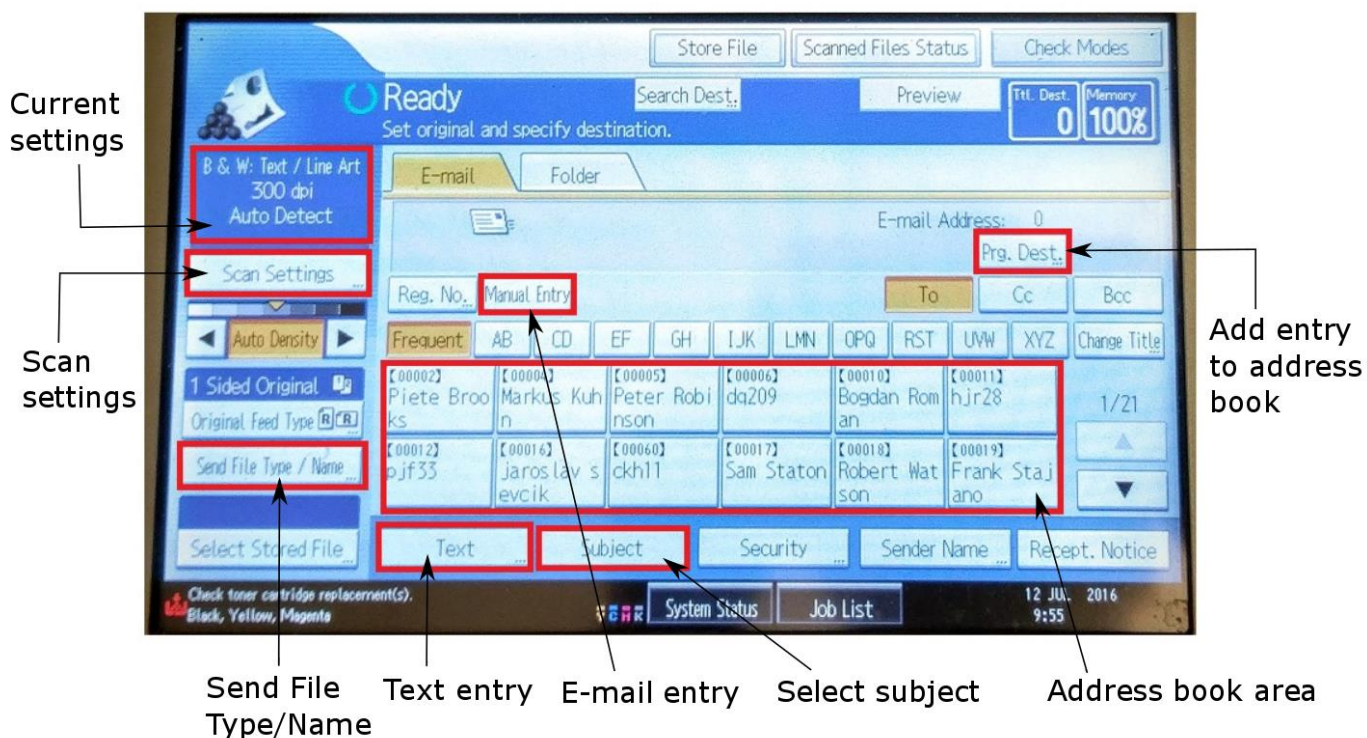
This section explains the basic procedure for sending scan files by e-mail. A copy of this document is displayed next to the machine, so you do not have to print out this page.

If the menu screen is dark, make sure to press the green *On/Off* button in the upper right corner.

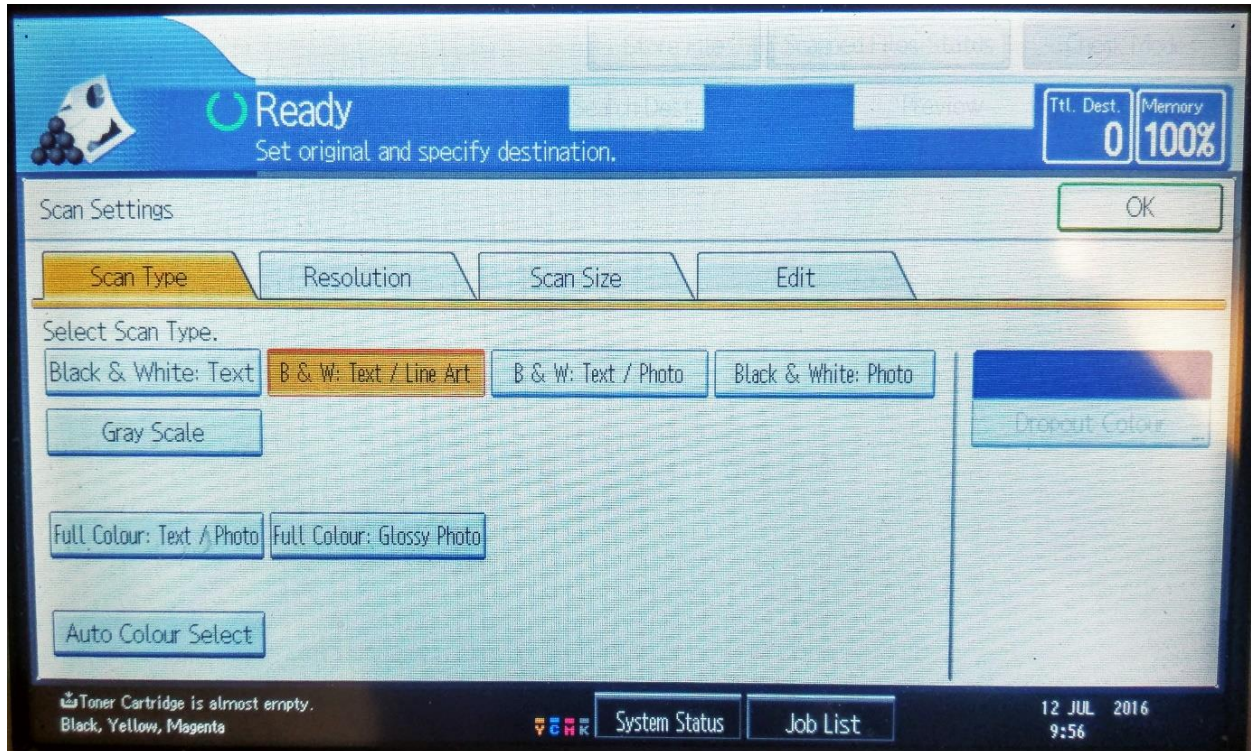


Start by pressing the *Scanner* button on the left side of the screen to take you to the E-mail screen. The current settings will appear in the *Current settings* area.

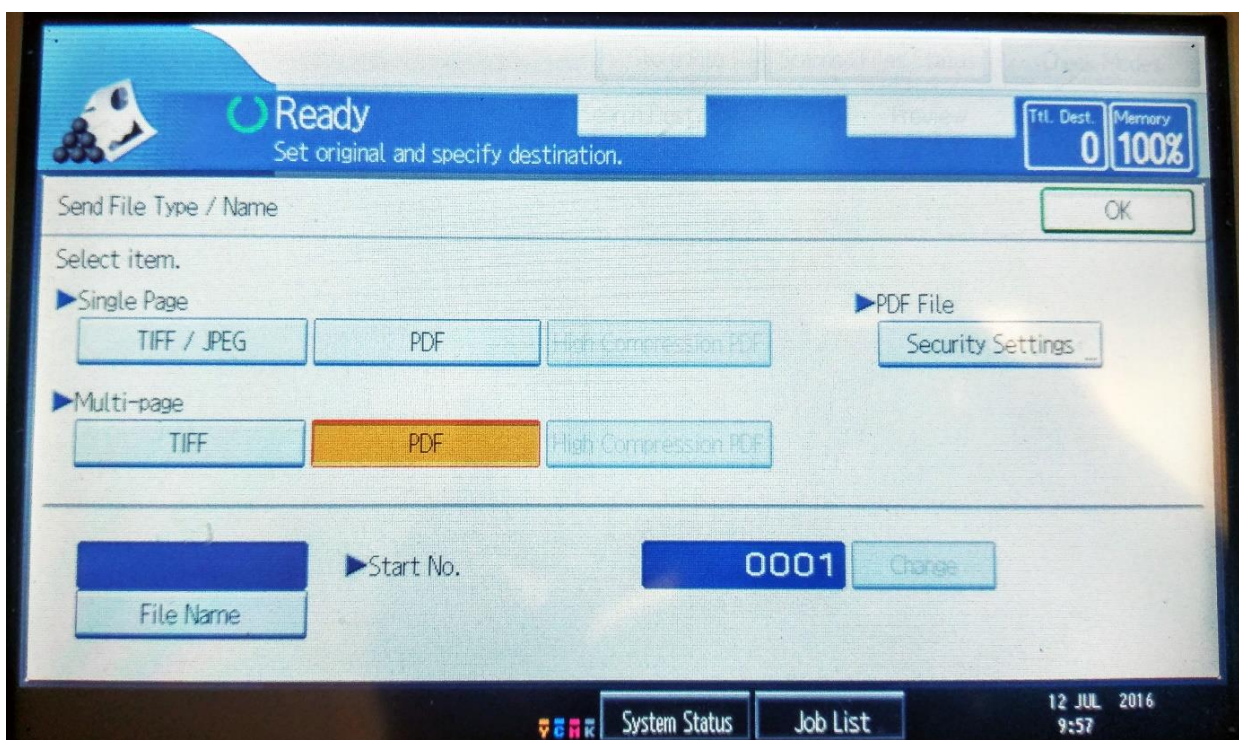
## E-mail screen



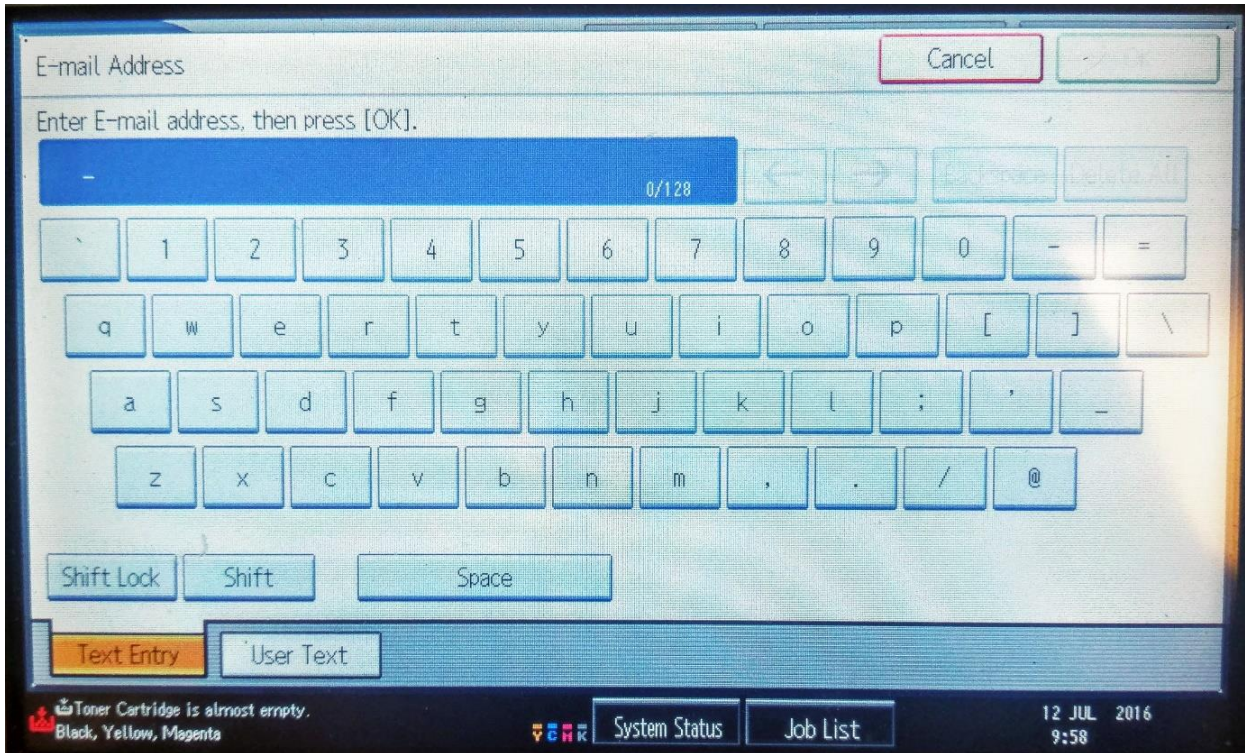
1. Place originals.
2. If necessary, press [Scan Settings] to specify scanner settings such as resolution and scan size. The Scan Type screen will appear, and you can select Resolution or Scan Size tabs for more settings. Selecting both high resolution and full colour will result in a large file, up to about 10Mbytes per page - thus this is not recommended for multi-page files (of more than say 5 sides) as you may run into file size limits imposed by our mailer.



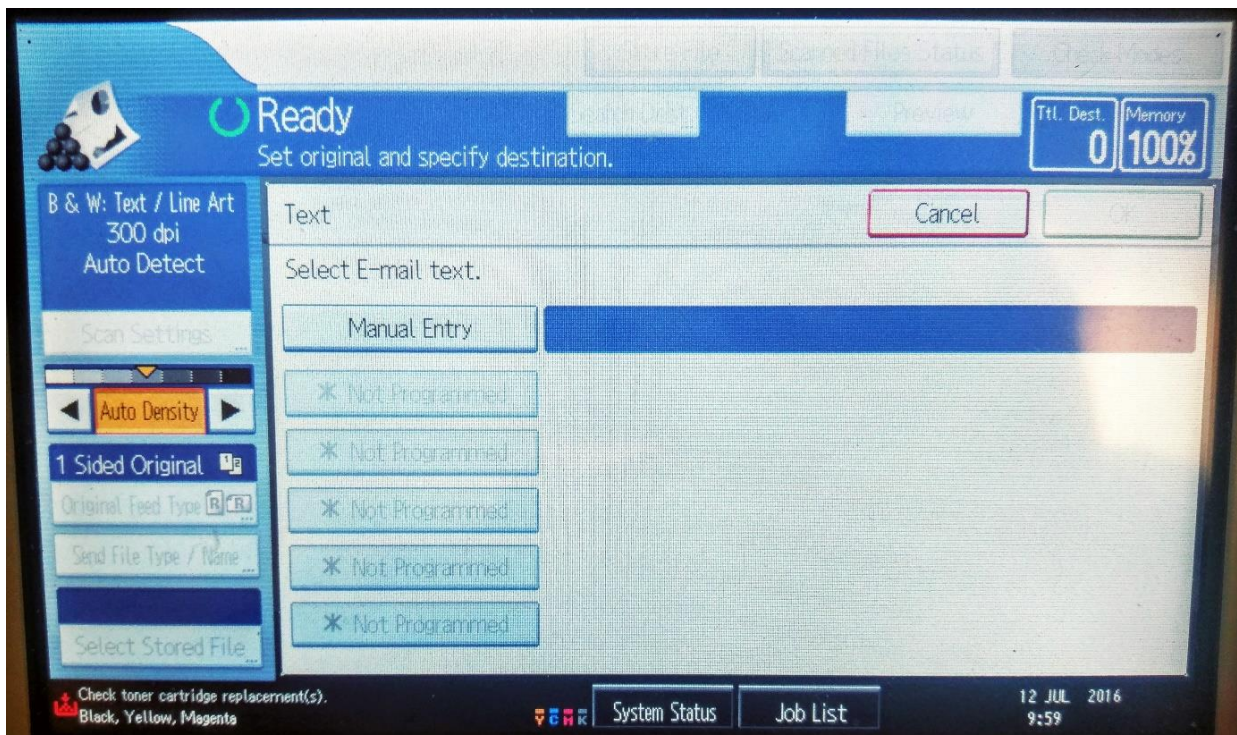
3. Press [OK] when done. This will take you back to the Email Screen.
4. If necessary, press [Send File Type/Name] on the Email Screen to specify settings such as file format and file name (optional). Note also the distinction between single page and multi-page documents.



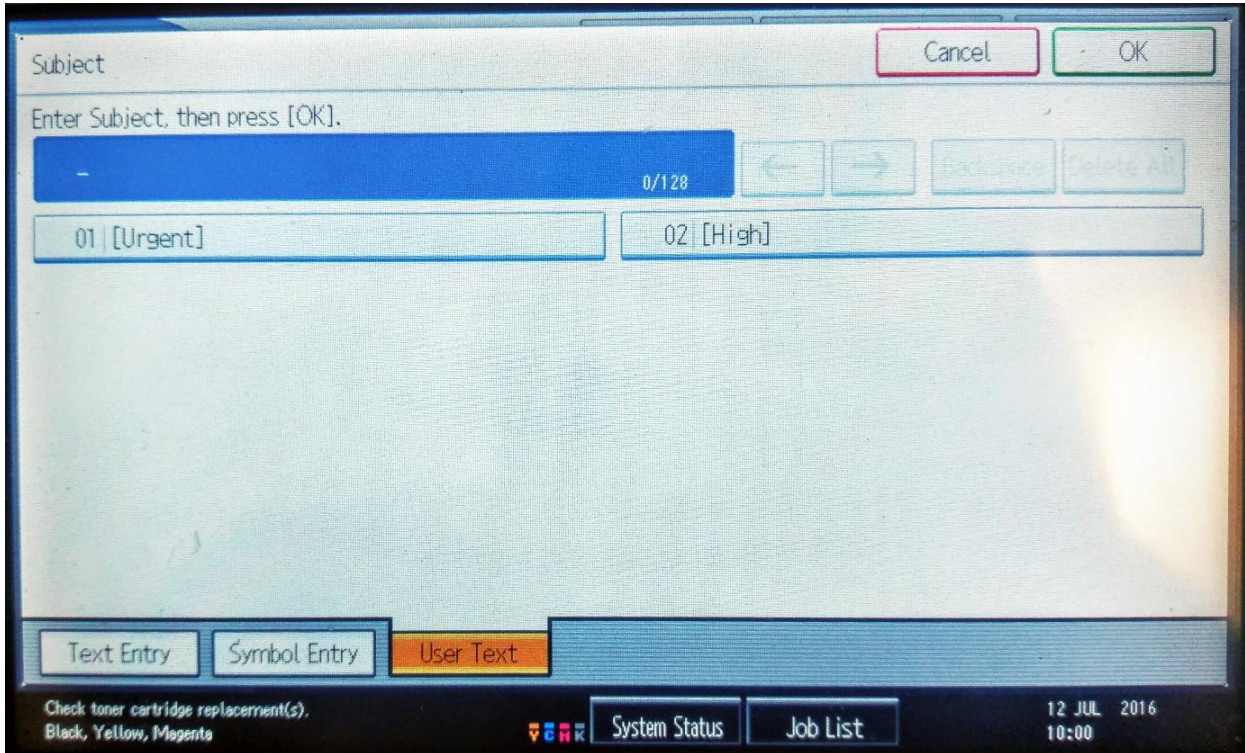
5. Specify the destination by pressing [Manual Entry] on the Email Screen. Alternatively, an email address can be stored permanently in the Address Book by selecting [Prg Dest] on the Email screen. It will then appear in the Address book area. That address can subsequently be selected by touching it.



6. If necessary, press [Text] on the Email Screen to enter an e-mail message to be sent with the scan.



7. If necessary, press *[Subject]* on the Email Screen to specify the e-mail subject. The two stored possibilities are Urgent or High; alternatively, you can enter your own text by selecting *[Text Entry]*.



8. To scan the document, press the *Start* button (the large green circular button on the right hand keypad).
9. If you are scanning multiple documents, place the next originals.

To cancel scanning, press the *Clear/Stop* button (the red circular button on the right hand keypad).

After the e-mail with your document is sent, the destination, sender, subject, text, and file name fields will be automatically cleared.

Note that an A4 full colour PDF at 600dpi will result in a file being sent in the region of 10Mbytes, other selections will be significantly smaller. The default settings are for this to be delivered as a single email.