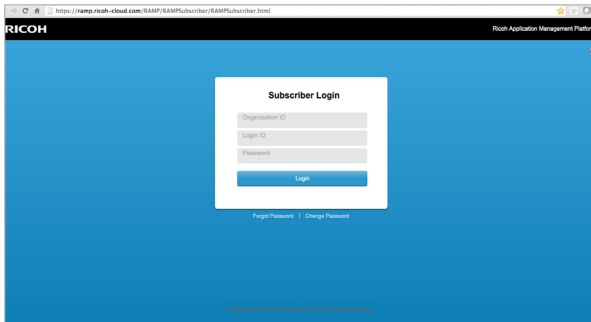




As the administrator of your account for Ricoh's Integrated Cloud Environment (ICE), you have the option to manage and customize the experience of ICE users at your organization. You may also choose to use the default configuration, if you prefer.

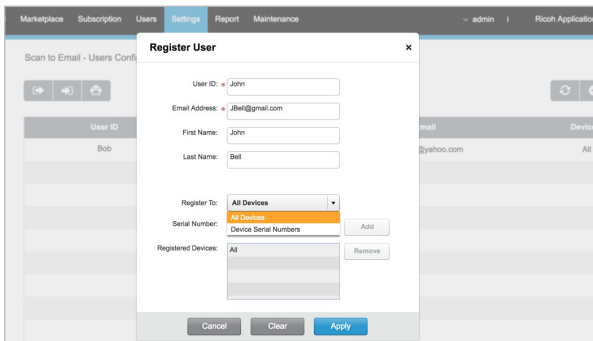
Managing ICE takes place in the [ICE Marketplace](#).

To access administrator features, login with your account credentials – Organization ID, Login ID and Password – which you setup during the activation process.



Within the ICE Marketplace, you can manage users and control which "Scan to" destinations appear on the panel of your Ricoh device. For this Guide, we'll focus on adding users for Scan to Email and customizing options for Scan to Cloud Services.

Adding Users for Scanning to Email

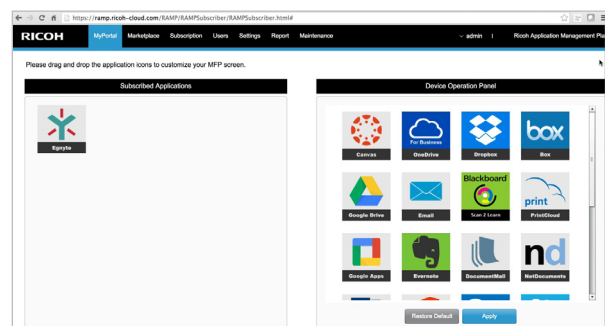


1. Select the **Settings** tab and **Users Configuration** under Scan to Email
2. Select the **+ Icon** to add a user

3. Enter user information (Tip: You can have the email address registered to all devices in your organization, or multiple devices, by selecting the appropriate "Register To" value)
4. Select **Apply** when finished

The new user will now be selectable when using the Scan to Email capability within ICE.

Customizing Options for Scanning to Cloud Services



1. Select **My Portal**
2. On the right, you'll see the cloud services that are active for the account. If you don't use certain services, drag and drop their icons from the right section to the left to make them inactive – this will stop them from being displayed on the touch screen panel of your Ricoh multifunction printer (MFP). You can always add them back later by simply dragging them back to the right.
3. Change the sequence of how icons appear on the Device Operation Panel by dragging them into the order you wish
4. Select **Apply** when finished

You have now customized the cloud services that will display within ICE on your Ricoh MFP.

Resources:

[Integrated Cloud Environment User Guides](#)

[Download User Guides](#) for the Specific Cloud Services you are using