

How to setup Scan to Folder on Mac

10.6

Step 1: Create a shared Folder Double Click Macintosh HD





Right click or hold down control and click in the white space under the list of folders.









SALES INC.

Check "Share files And folders using SMB (Windows)"

And the checkbox next to your username

If prompted for a password enter your password and click OK

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word for that account.

Share files and folders using AFP File Sharing: Off Share files and folders using FTP Warning: FTP user names and passwords are not encrypted. Other people can access your FTP server at ftp://192.168.2.154/ or browse for "ATSmac". Share files and folders using SMB (Windows) When you enable SMB sharing for a user account, you must enter the password for that account. Sharing files with some Windows computers requires storing the Windows user's account password on this computer in a less secure manner. Account On \checkmark ATS Admin ? Done **Click Done**



Make a note of the username and password in the space below (it will be needed later).

Username____ **Password** Computer Name: ATSmac Computers on your local network can access your computer at: Edit... ATSmac.local FTP Access: On On Service DVD or CD Sharing Windows Sharing: On. FTP Access: On Screen Sharing **File Sharing** Options... Printer Sharing Shared Folders: Users: Scanner Sharing Web Sharing ATS Admi...blic Folder ATS Admin Read & Write \$ Remote Login Macintosh HD 11 Staff Read Only Remote Management Everyone Everyone Read Only Remote Apple Events Xgrid Sharing Internet Sharing Bluetooth Sharing In the Sharing window, + -+ click the + sign under shared folders.



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Click the lock to preve	+ -		0	~"Add"



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name is ATSmac so above would read "\\ATSmac\scans"

Step 2: Create a scan destination on the Ricoh MFP

At the panel of the MFP, press the "User Tools" Key or touch screen icon





Select "Machine Features" (if present) Then "System Settings"

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Receive File	A Printer	Maintenance	Scanner Features]	000	
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Select the tab "Administrator Tools"

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Select "Address Book Management"





Select "New Program"

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Select "Change" under the box for "Name"

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Create a name for the destination Then select "OK"

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Select "Auth. Info"

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Select "Next"

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Select"Specify Other Auth. Info"

Then select "Change"





Enter the username you wrote down on page 4 Then select "OK"



Select the "Change" button next to "Login Password"





Enter the password you wrote down on page 4 Then select "OK"



Re-enter the password from page 4 Then re-select "OK"

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Select "Folder"

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Enter the path you wrote down on page 6 Then select "OK"



Select "Connection Test"





If your connection succeeds you are ready to test scan a document. Select "Exit"



Select "OK"

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You should now see your programmed destination, if so, select "Exit"

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Select "Exit"

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Step 3: Test Scan Select the "Scanner" key





Select your destination



Place a document in the document feeder and press "Start" The document will be scanned





Watch the memory percentage, it will drop while the document is being sent.

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If the memory returns to 100% without an error message, your scan was successfully sent



Return to your Mac and check your "scans" folder for your scanned document



