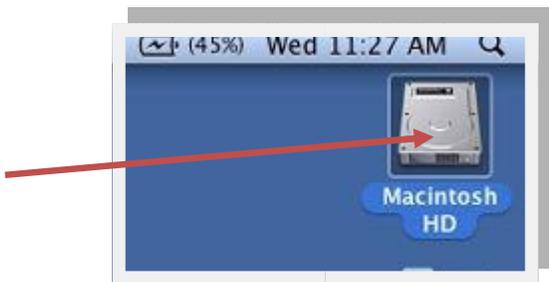


How to setup Scan to Folder on Mac

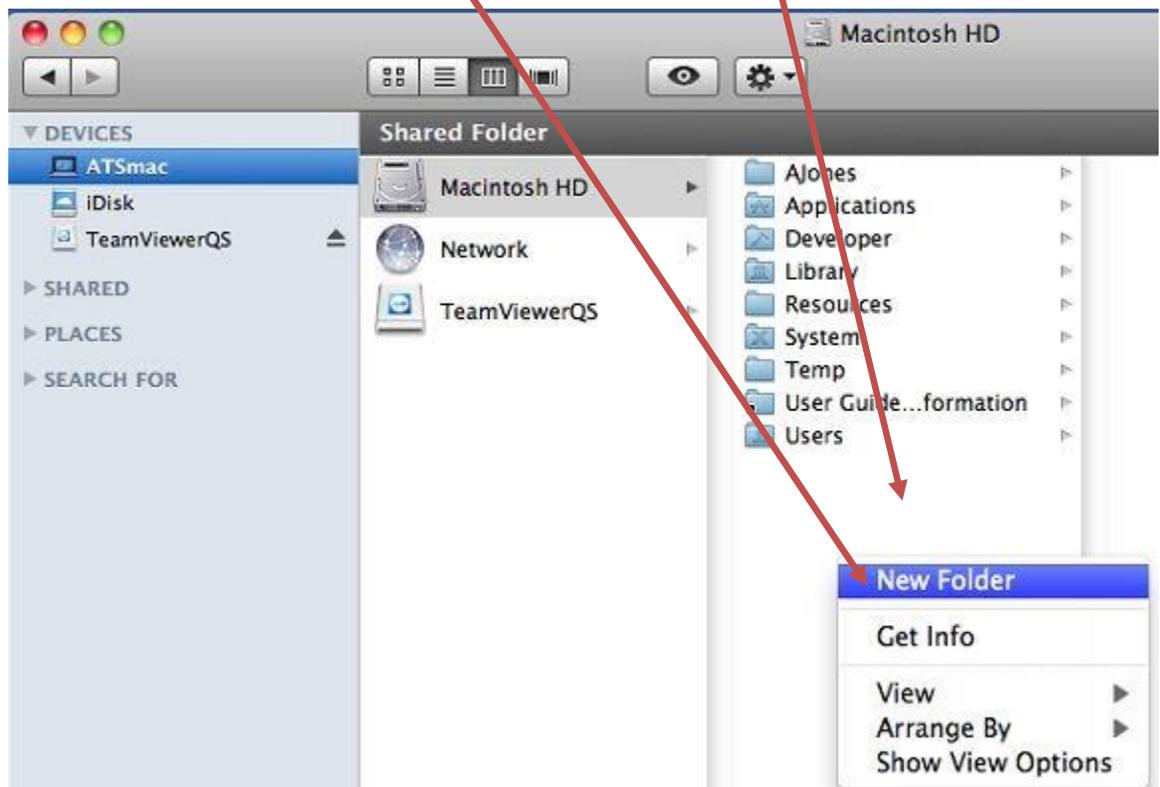
10.6

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.

Select "New Folder"



Name your new folder "scans"



Click on the Apple Icon

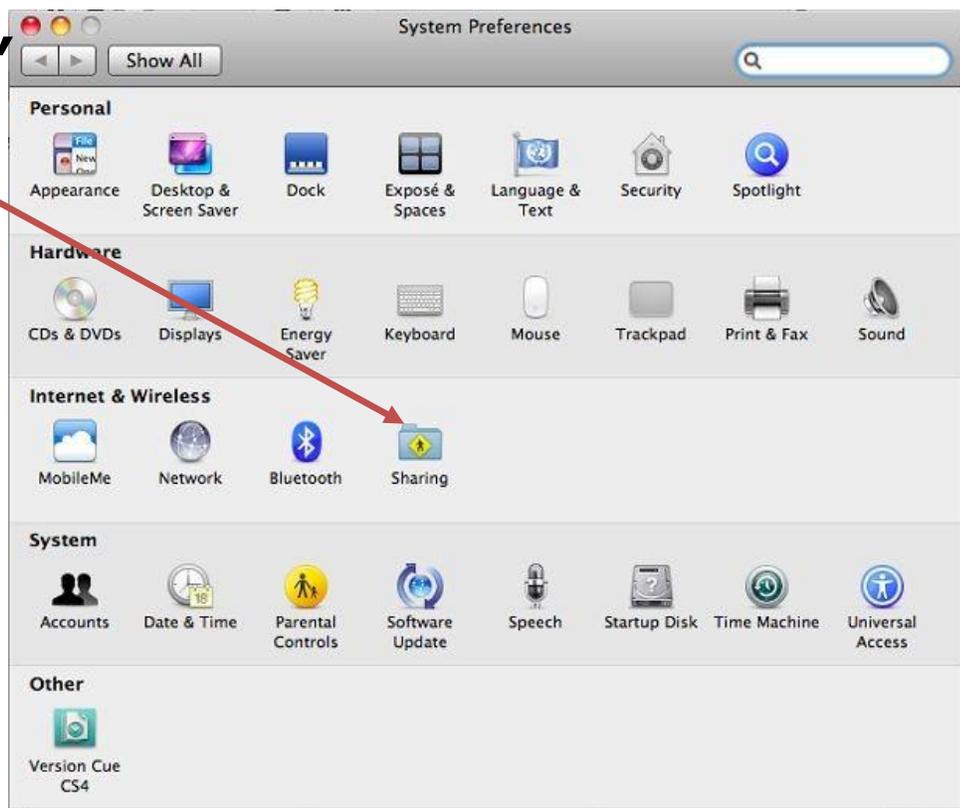
Select "System Preferences..."



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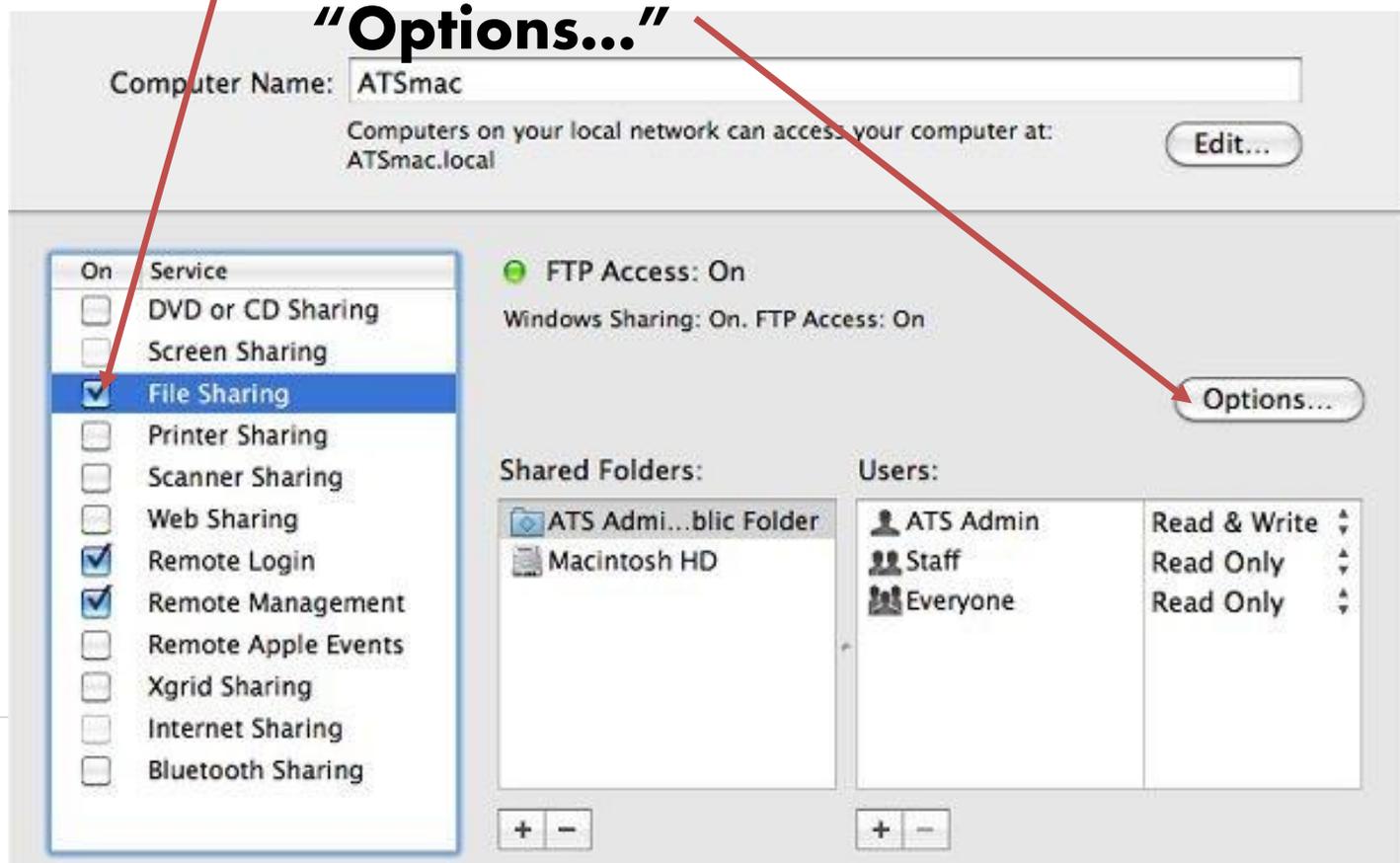
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Select "Sharing"



Check the "File Sharing" Box

And select "Options..."



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



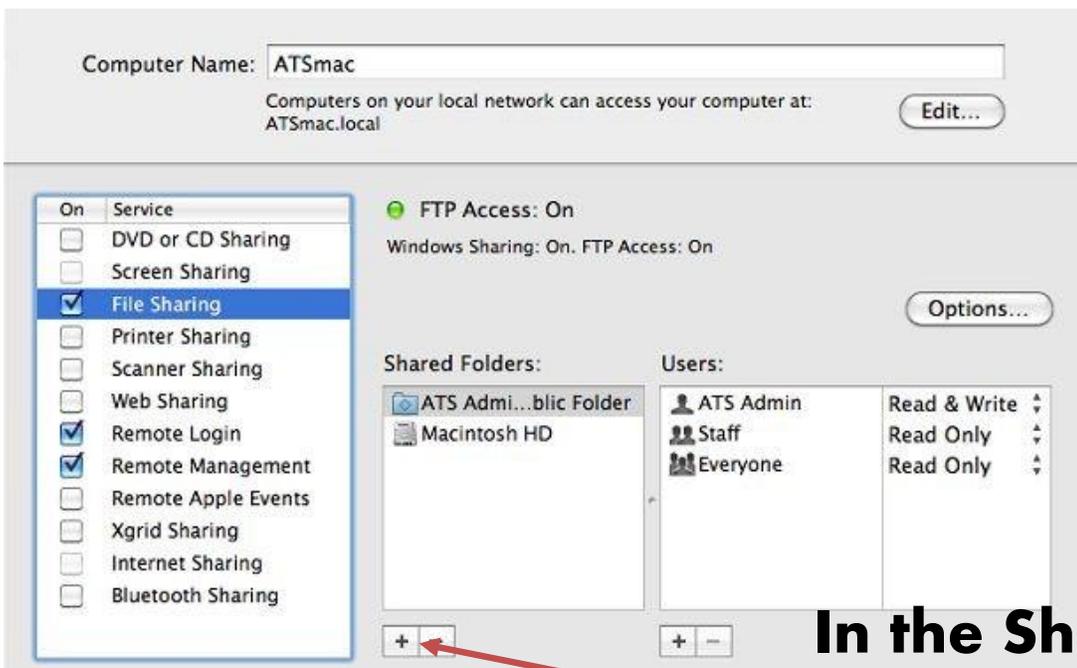
Click Done



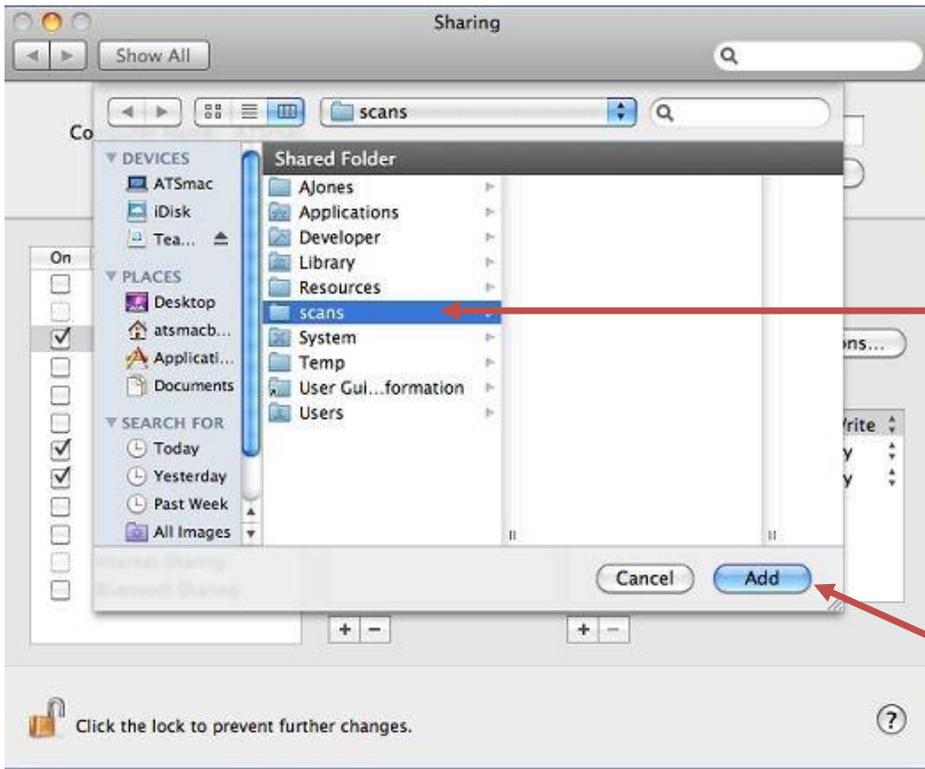
Make a note of the username and password in the space below (it will be needed later).

Username _____

Password _____

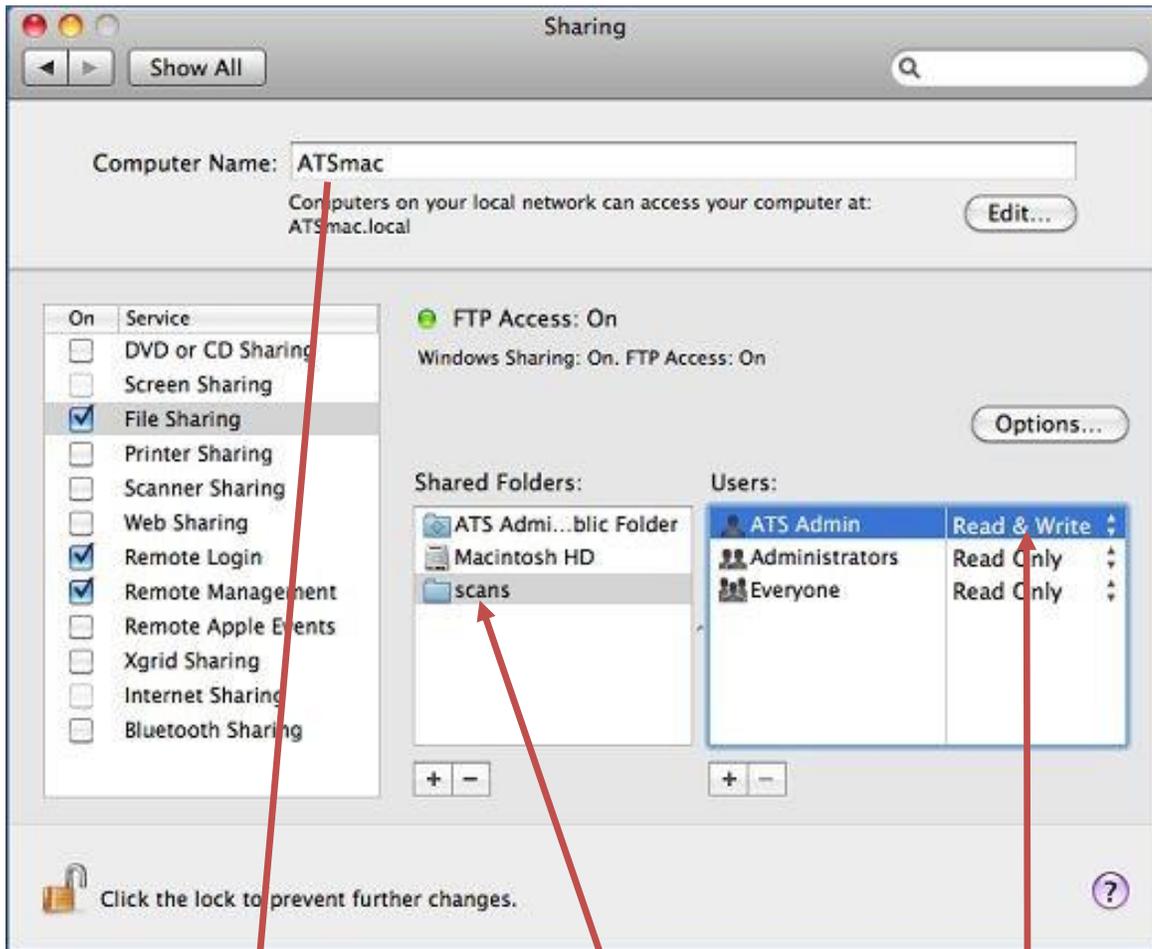


In the Sharing window, click the + sign under shared folders.



**Browse to
your "scans"
folder**

**And click
"Add"**



Verify "scans" is listed under Shared Folders

And your username has Read&Write access

\\ _____ \scans

Fill in the blank with your computer name, in this example the computer

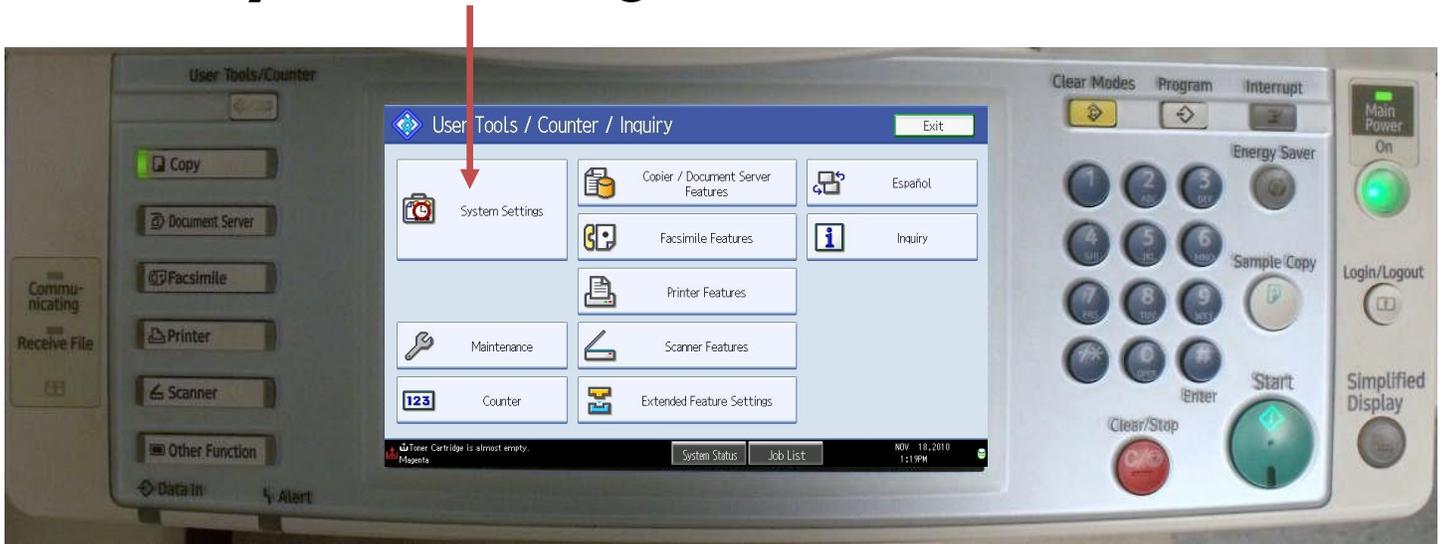
**name is ATSmac so above would read
“\\ATSmac\scans”**

**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**



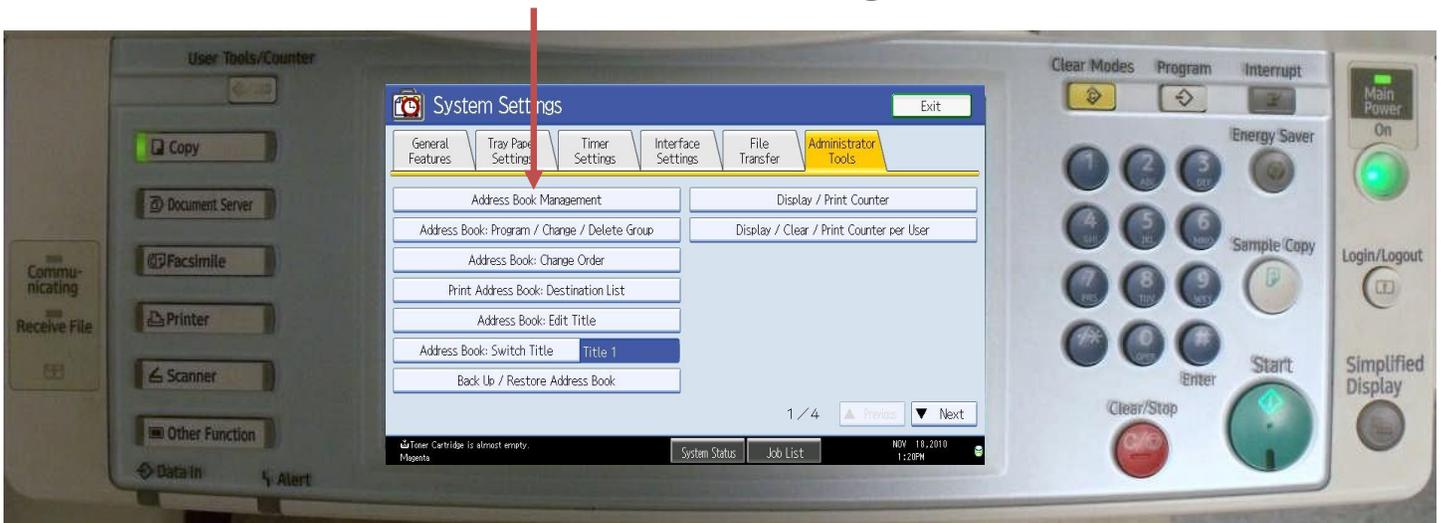
Select "Machine Features" (if present) Then "System Settings"



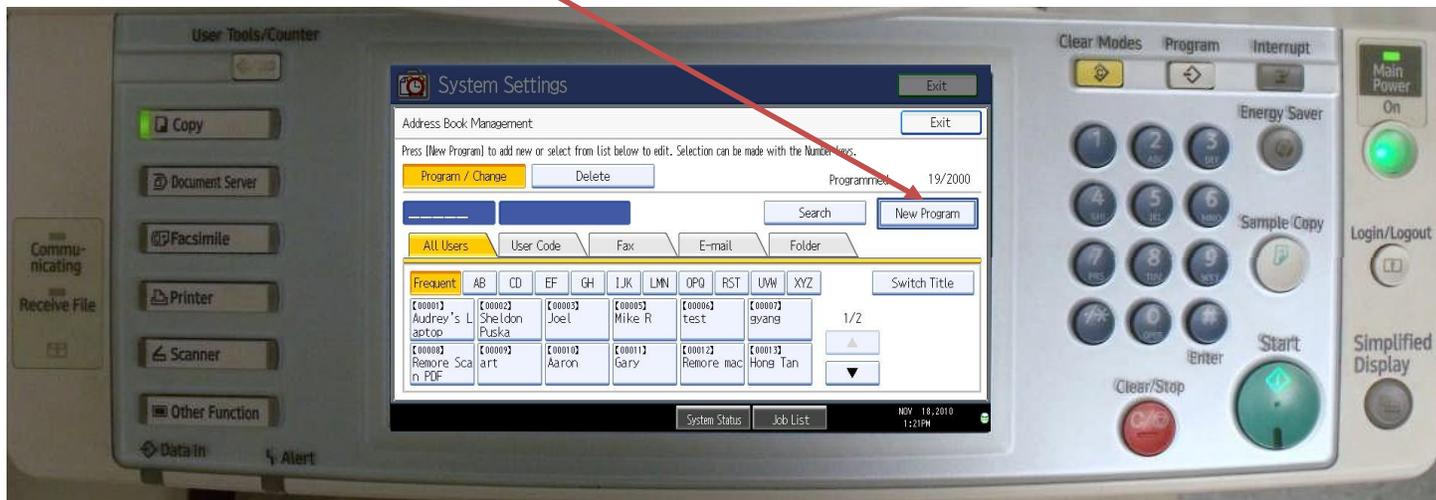
Select the tab "Administrator Tools"



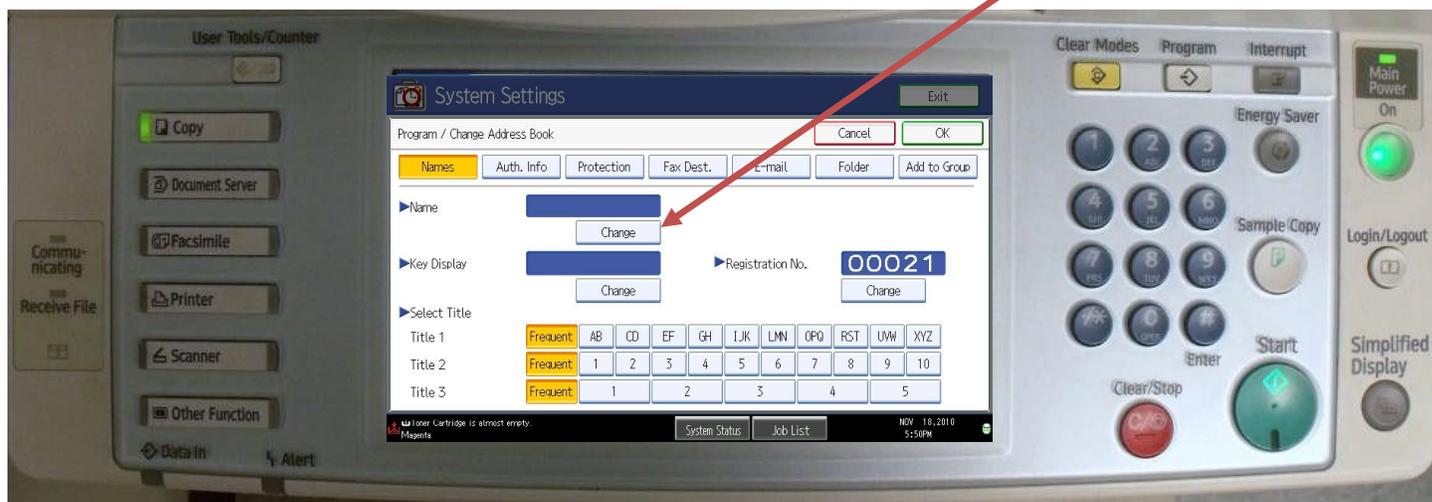
Select "Address Book Management"



Select "New Program"



Select "Change" under the box for "Name"



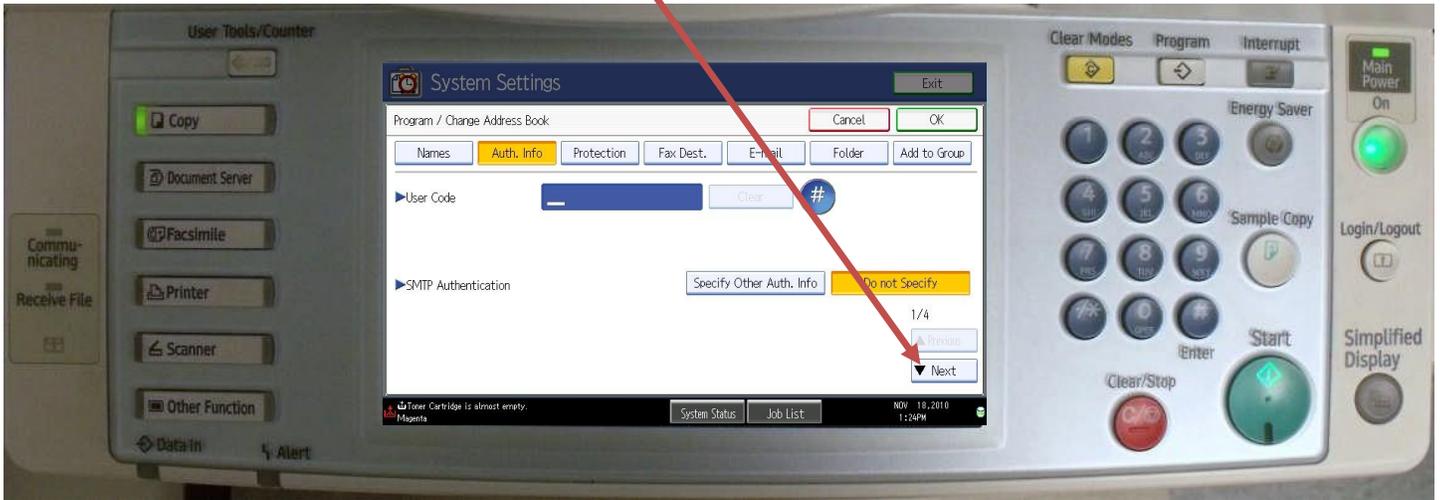
Create a name for the destination Then select "OK"



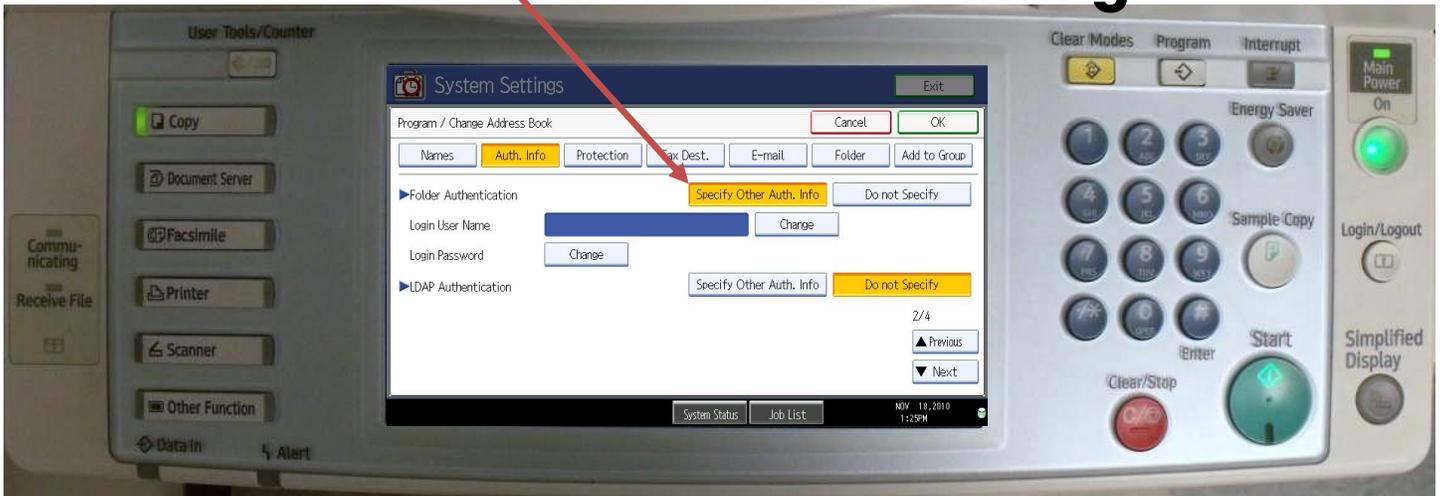
Select "Auth. Info"



Select "Next"



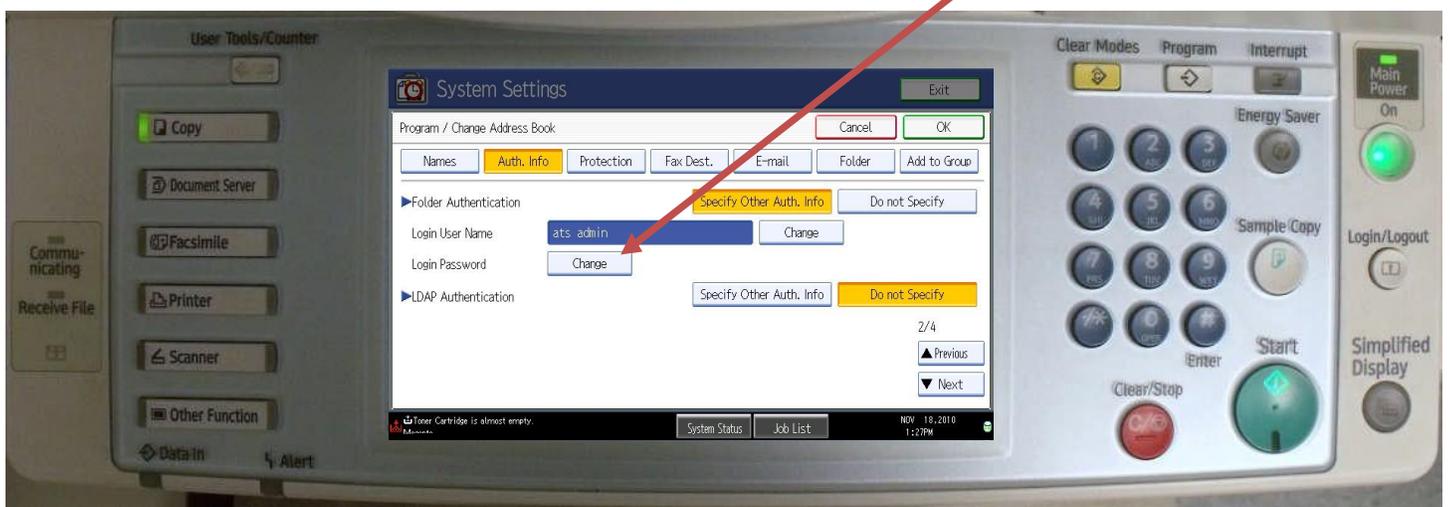
Select "Specify Other Auth. Info" Then select "Change"



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



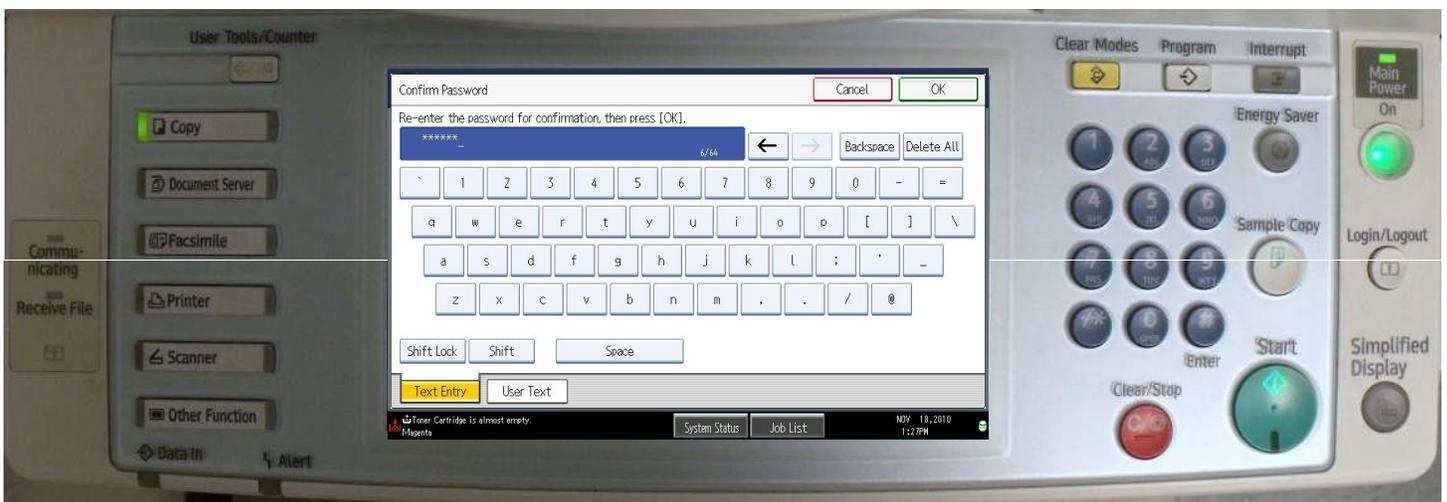
**Select the "Change" button next to
"Login Password"**



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



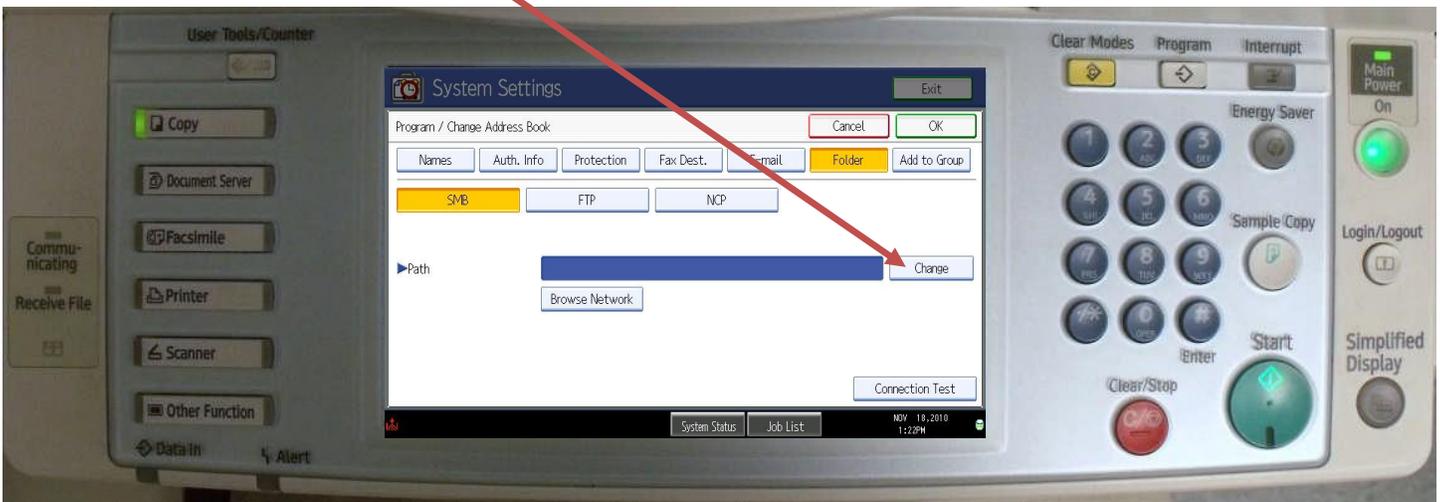
Re-enter the password from page 4
Then re-select "OK"



Select "Folder"



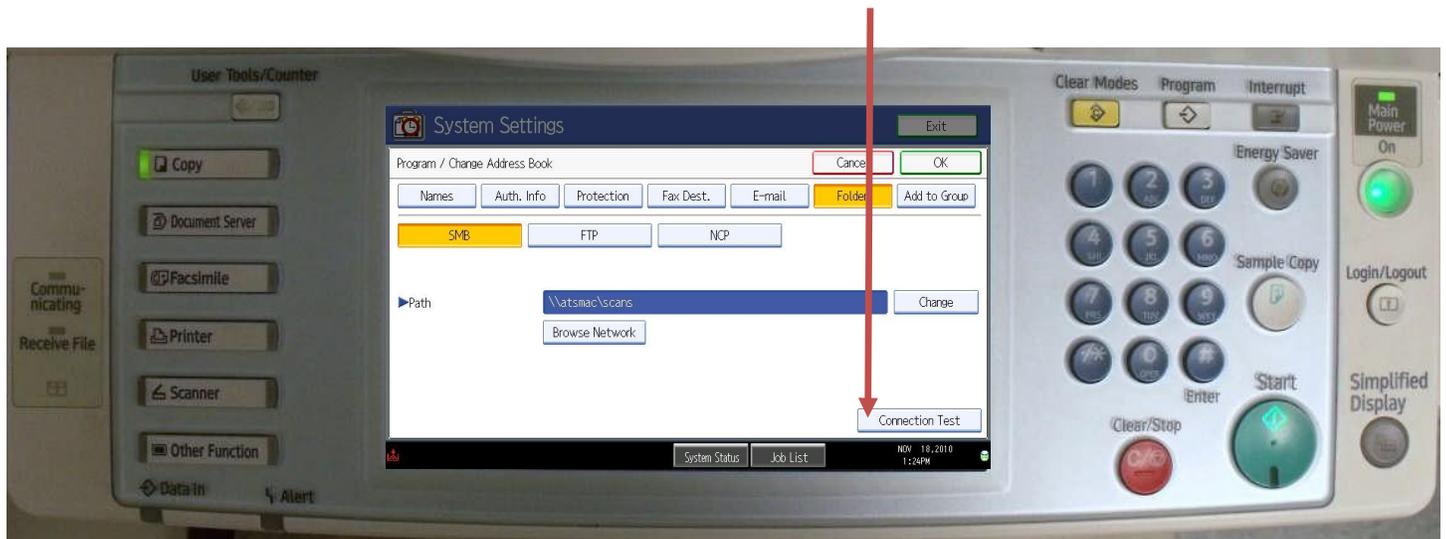
Select "Change"



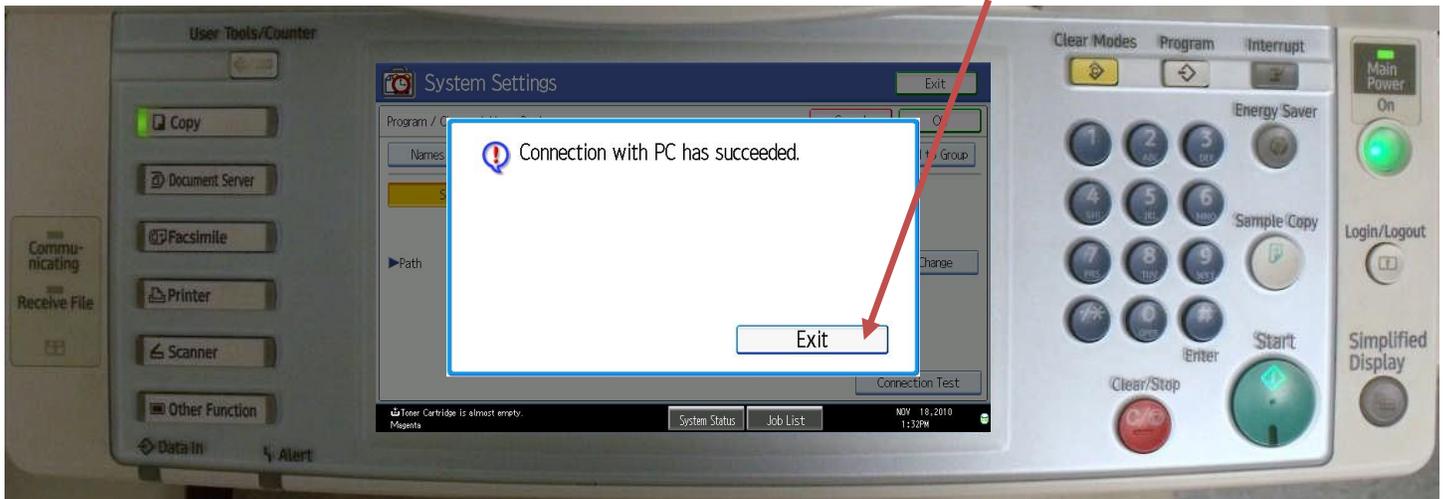
**Enter the path you wrote down on page 6
Then select "OK"**



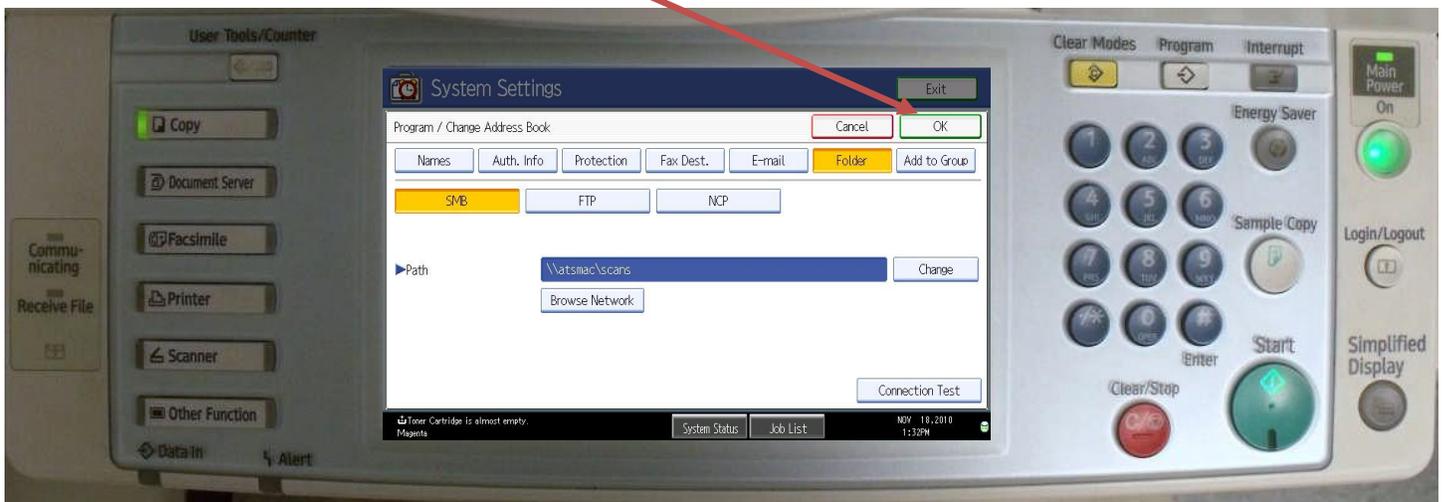
Select "Connection Test"



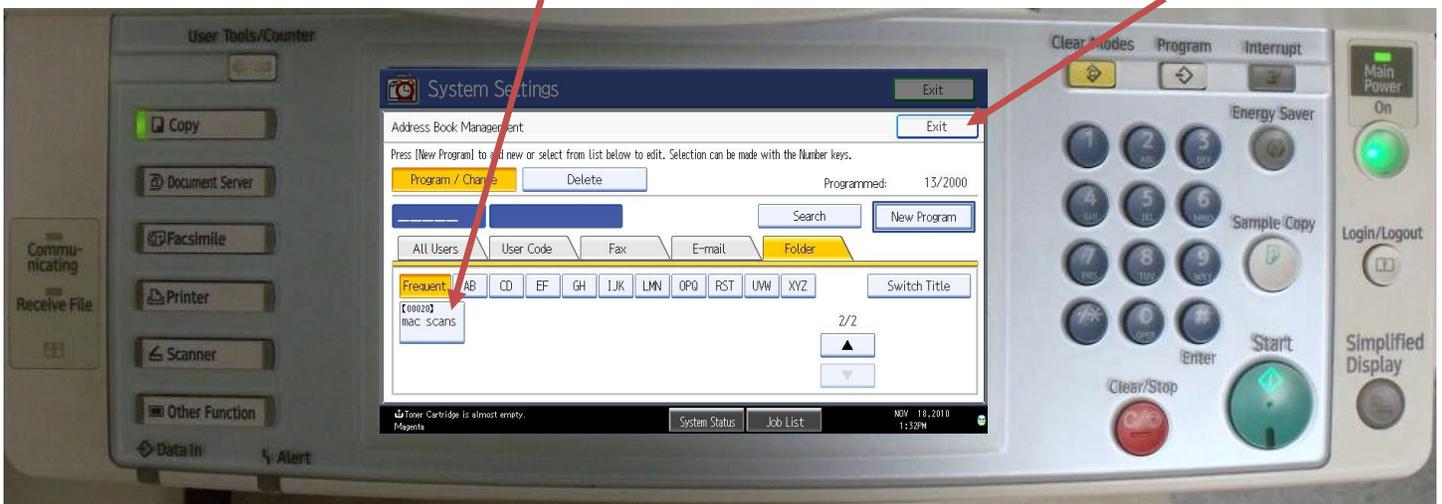
If your connection succeeds you are ready to test scan a document. Select "Exit"



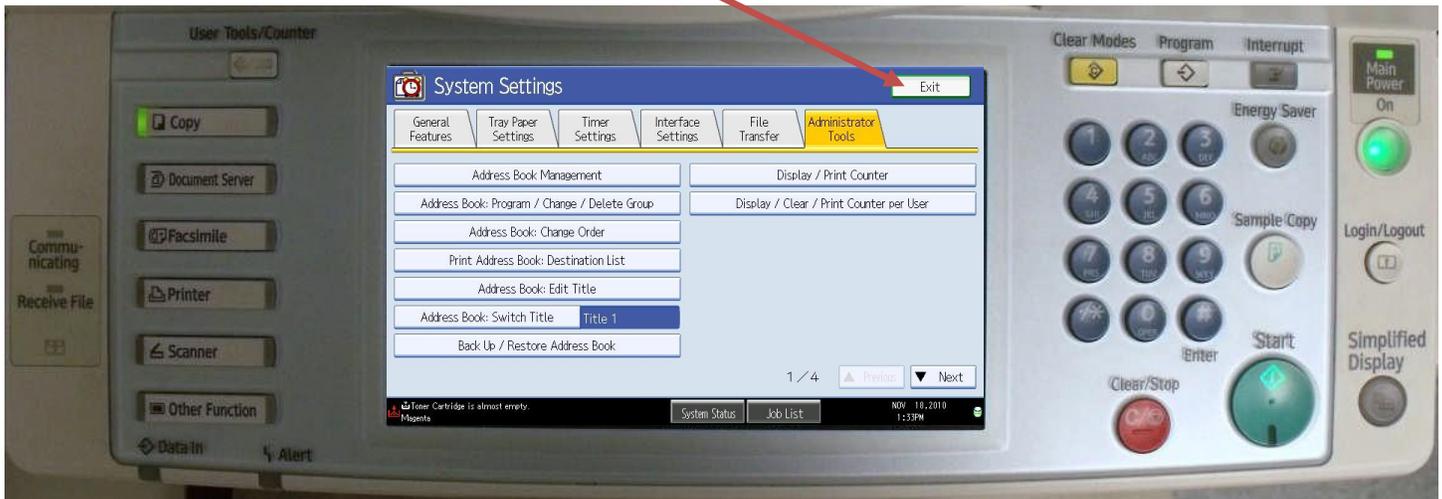
Select "OK"



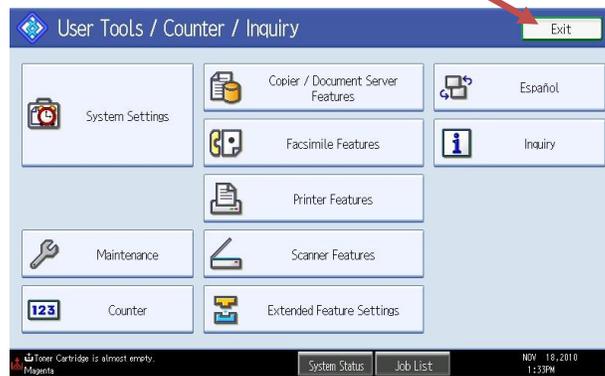
You should now see your programmed destination, if so, select "Exit"



Select "Exit"

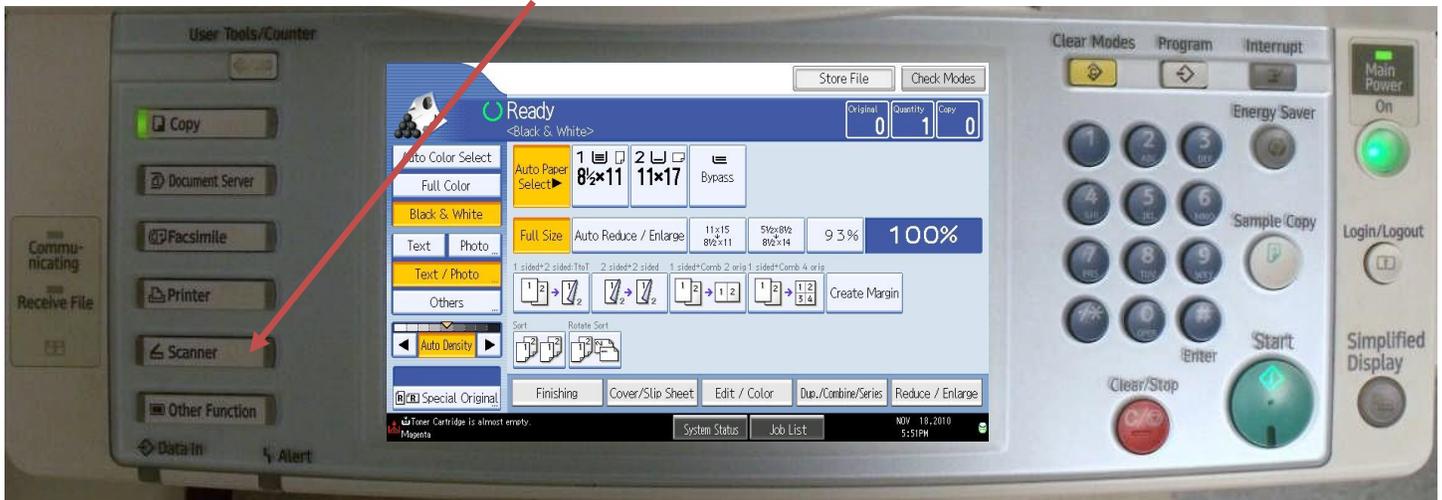


Select "Exit"

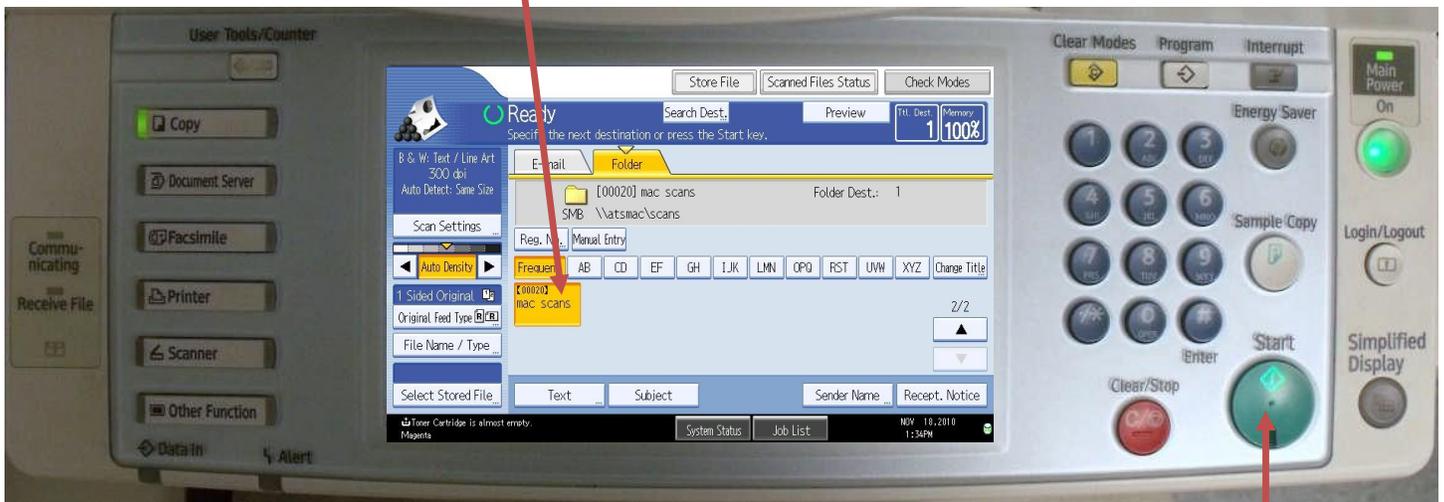


Step 3: Test Scan

Select the "Scanner" key



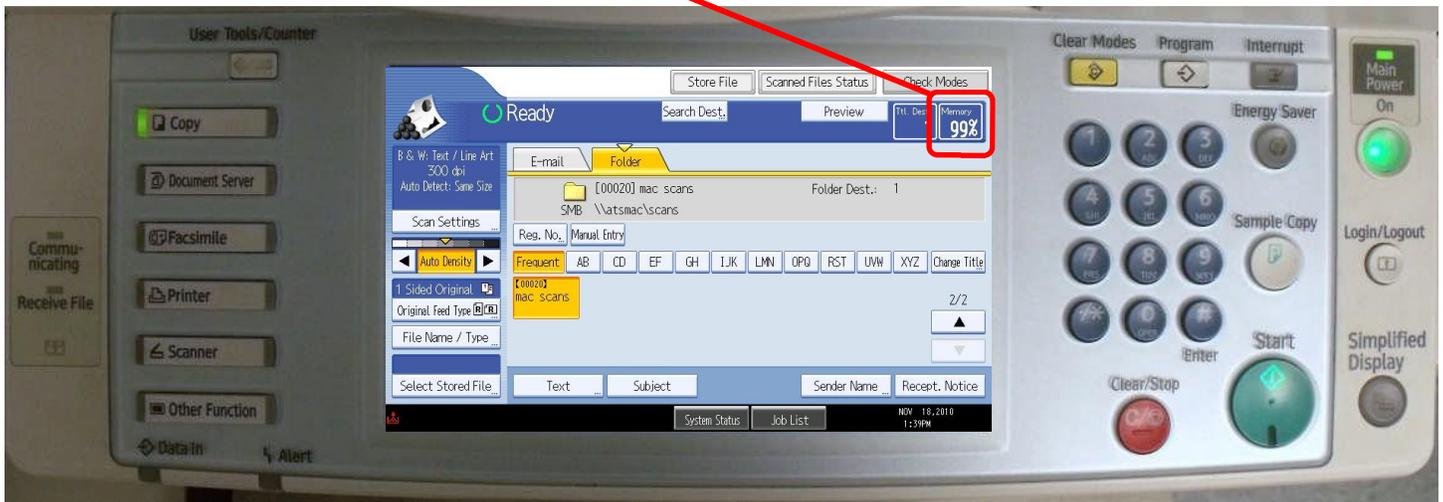
Select your destination



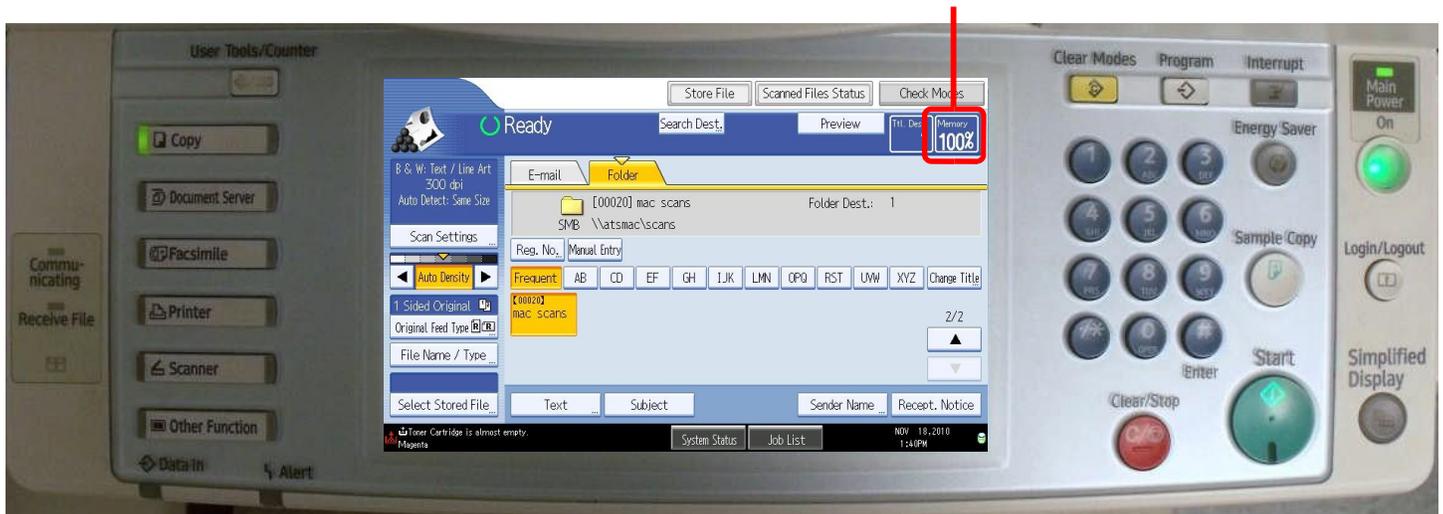
**Place a document in the document feeder and press "Start"
The document will be scanned**



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



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

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The image shows a Mac desktop environment. At the top, a Firefox browser window is open with a menu bar (File, Edit, View, History, Bookmarks, Tools, Window, Help) and a status bar (Fri 12:02 PM). On the desktop, there are two icons: 'Macintosh HD' and 'Mac Class'. A red arrow points from the text 'Double-click on Macintosh HD' to the 'Macintosh HD' icon.

Below the desktop, a Finder window titled 'scans' is open. The left sidebar shows 'DEVICES' with 'ATSmac' selected. The main pane shows a 'Shared Folder' view of 'Macintosh HD' with a tree view containing folders like 'AJones', 'Applications', 'Developer', 'Library', 'Resources', 'scans', 'System', 'Temp', and 'Users'. The 'scans' folder is selected, and a red arrow points from the text 'Check your "scans" folder' to it. Inside the 'scans' folder, a single PDF document named '20101118...46665.pdf' is visible, with another red arrow pointing to it.

At the bottom of the Finder window, the status bar shows '1 item, 222.98 GB available'.

**Double-click on
Macintosh HD**

Check your "scans" folder

If you see a new document in that folder, you have successfully setup scan to folder.

Congratulations!

If you were not able to successfully scan a document, contact our Connectivity Helpdesk at 612-798-1348