METRO SALES INC.

Windows 7 Professional/Ultimate Scan to Folder setup
(Windows 7 Home is not supported)
(Other versions of Windows may be different) (You may need to refer to your Windows documentation)

What you will need

- **Administrative rights to the destination computer**
  - **Usually just your login information**
- **A Shared destination folder**
  - **(Instructions on page 3)**
- **The path to the folder you want to scan to**
  - **(As shown on page 5)**

Computer Setup

Log on to destination computer with administrative rights. Create destination folder (c:\scans in this example). Open Computer then the "C" drive. Right-click in an open area of the c drive window and select New ⇗ Folder. Name this folder scans.
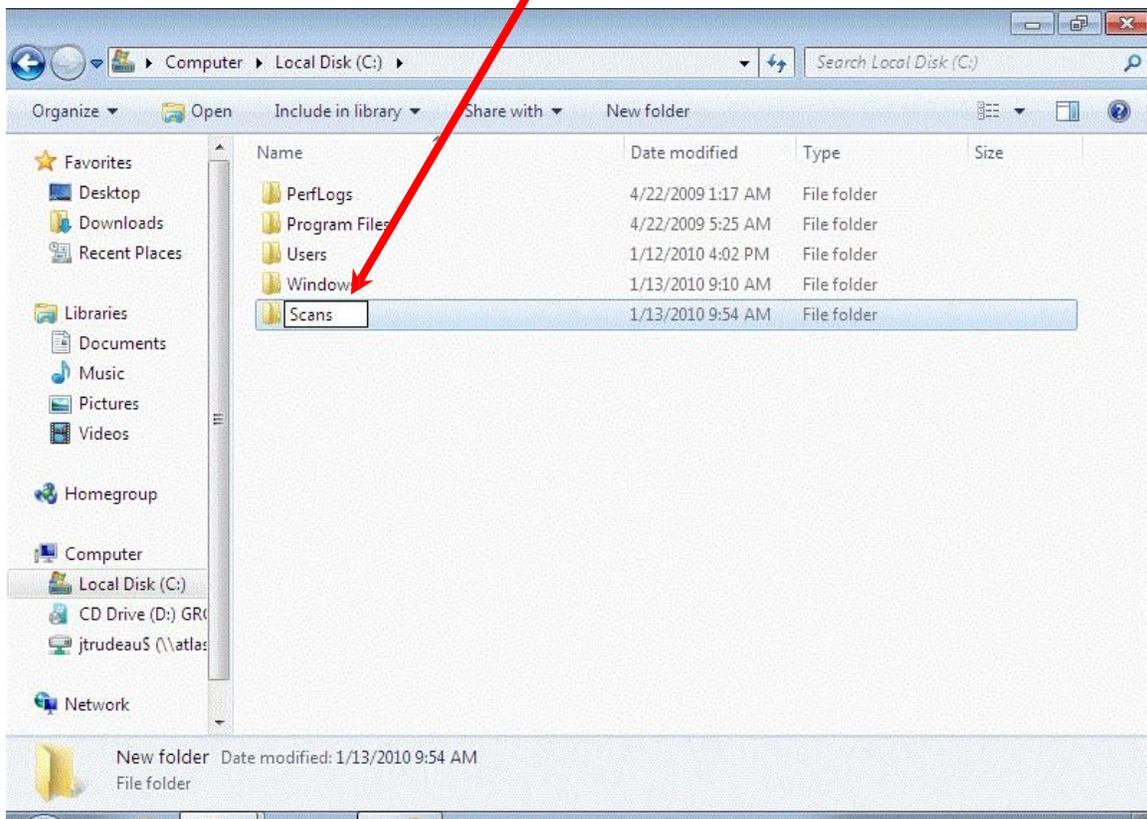
Right-click the scans folder and choose "Properties". Click on the **Sharing** tab
and click on **Share**.
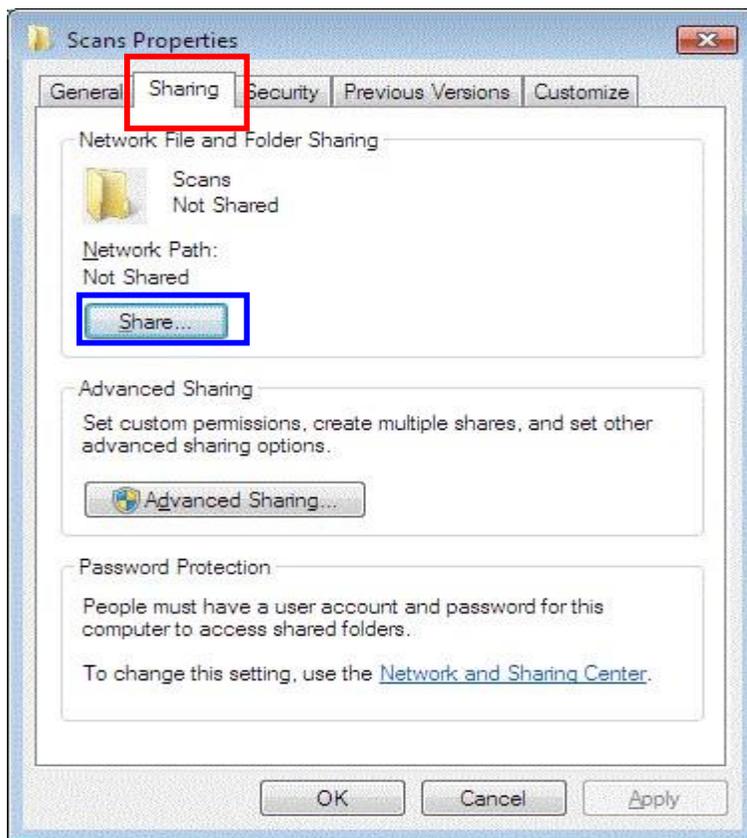
You should see your **user name** in the list, if so click on **Share**
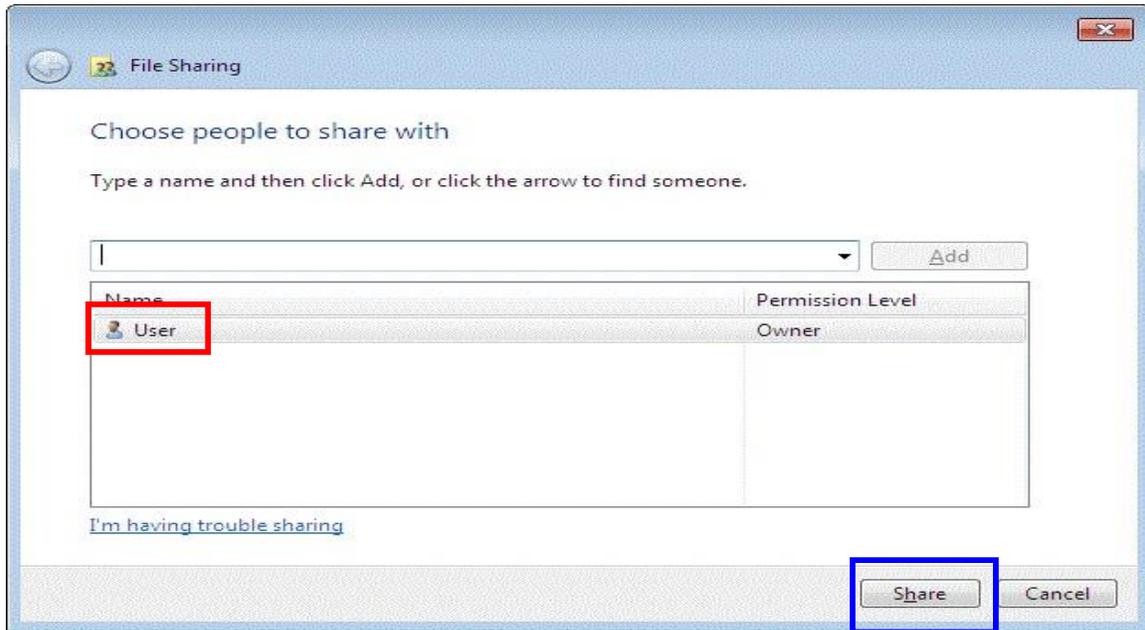
Once everything is configured properly you should receive a confirmation window like the one below. Record the path (**\\User-PC\Scans** in this example) and click **Done** to proceed back to the properties window and click Close to complete the process.
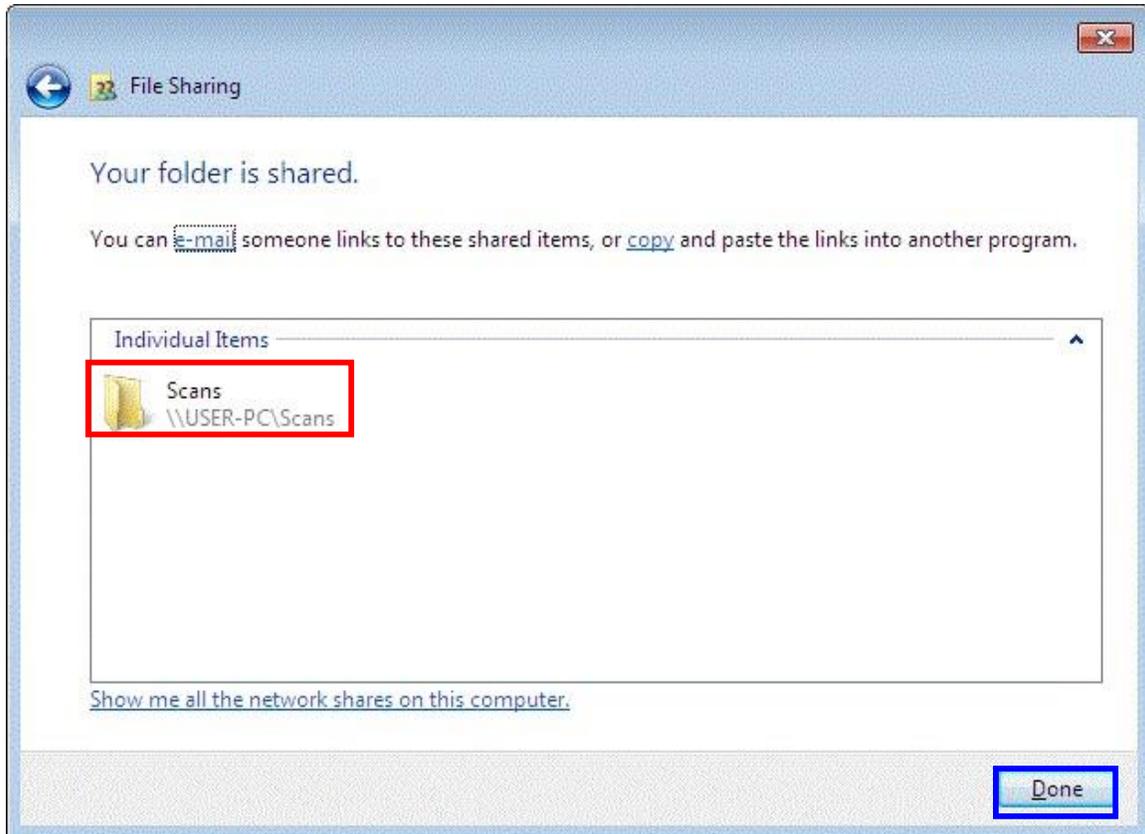
You should be back in the "c" drive window. Right-click the scans folder and select Send To ✐ Desktop (create shortcut). This will place a shortcut to the
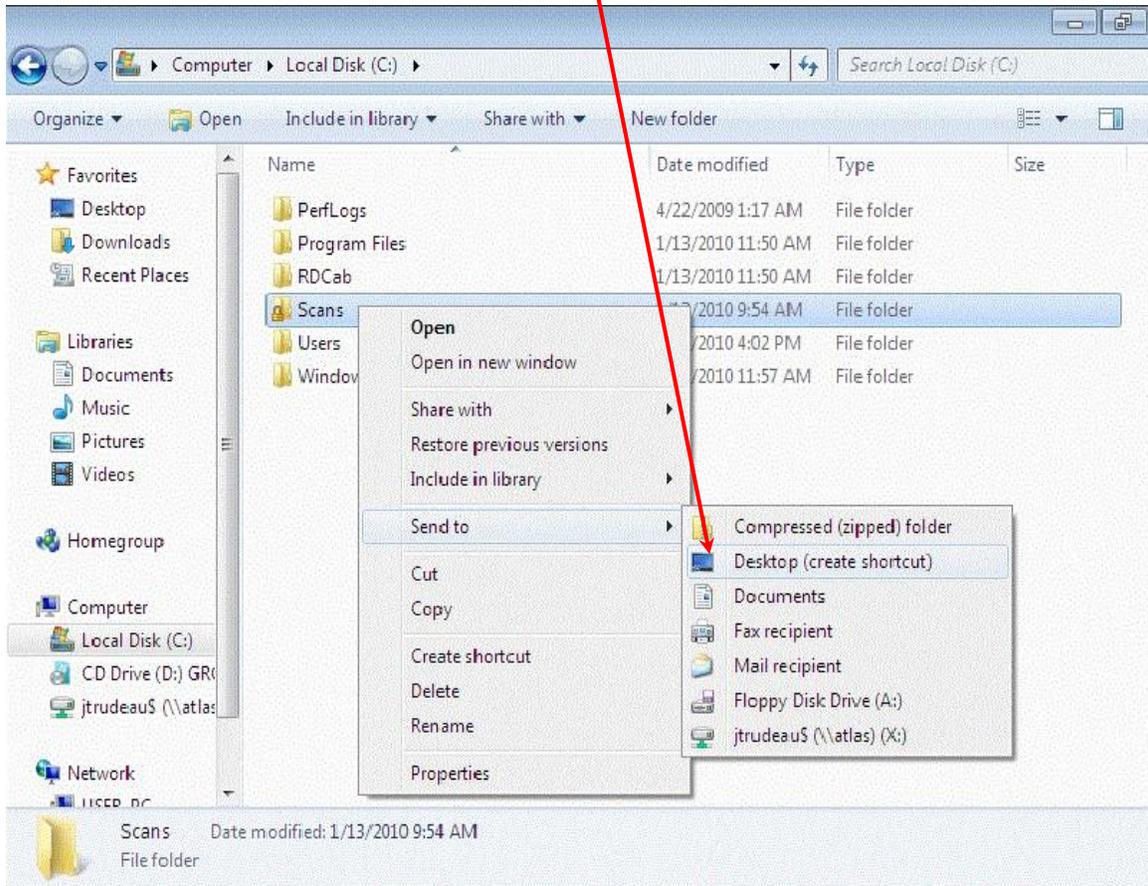
scans folder on your desktop.

MFP Setup

These instructions will work for most MFPs; you may need to refer to Operating Instructions or the Metro Sales Connectivity Helpdesk: (612)798-1348 or email us at networksupport@metrosales.com for further assistance.

What you will need

•   **Your computer name from page 1**
•   **The IP address of the Ricoh**

Once we have the computer name we can proceed from the copier. At the copier, press the **User Tools** button, then on the touch screen: **Machine Features** (if preset) then **System Settings** ⟿ **Administrator Tools** ⟿ **Address Book Management** (may be on second page - press "**Next**" in lower right corner).
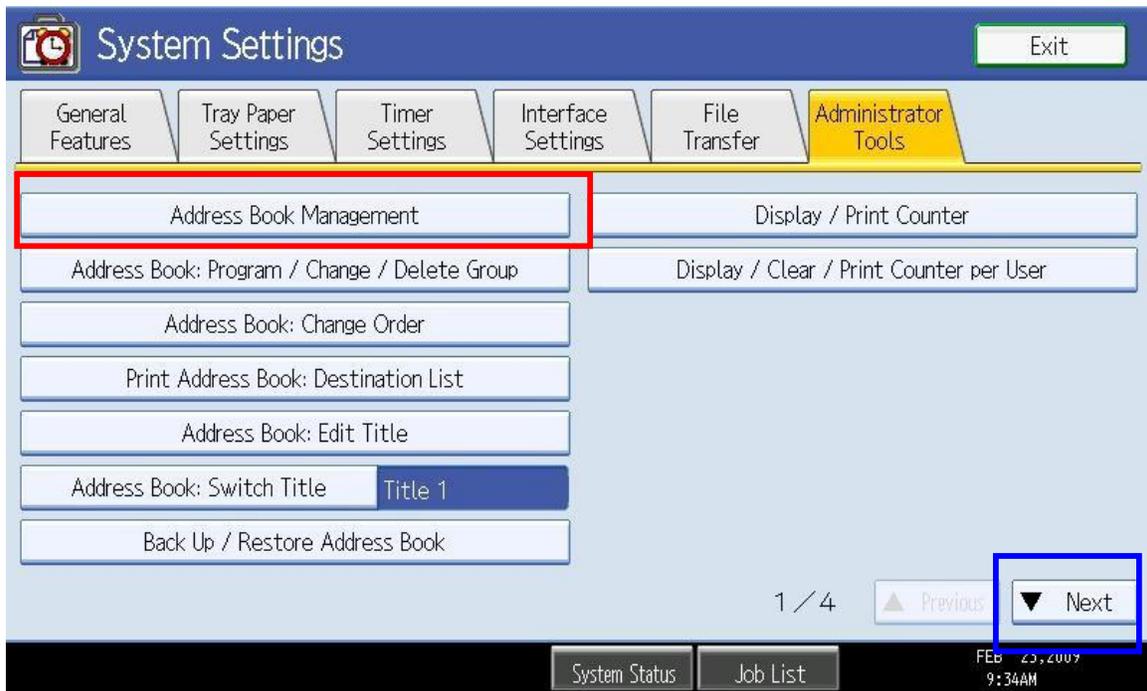
In the Address Book Management screen press "**New Program**".

Press **Change** under the name field and enter a name such as "Scans",
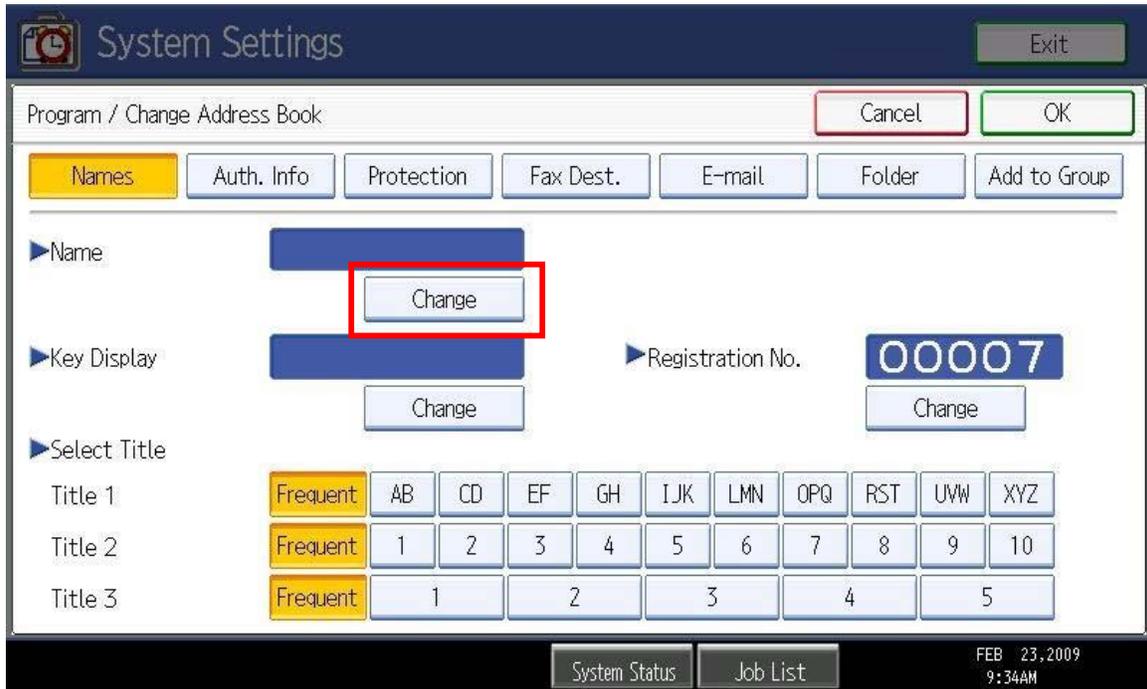
Once the name is entered press **Folder**. For "Path", press **Change**.
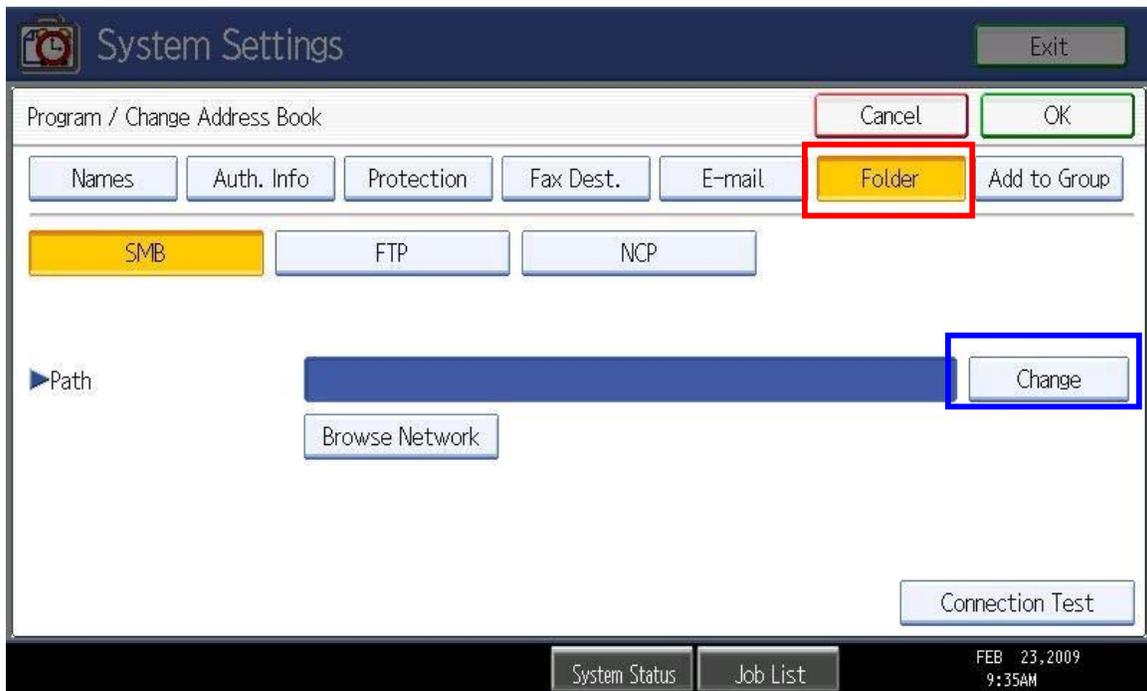
Then enter your computer name in the following format: **\\<computer name>\scans** then press OK. Now the path field should have something in it, now press the **Browse Network** button.
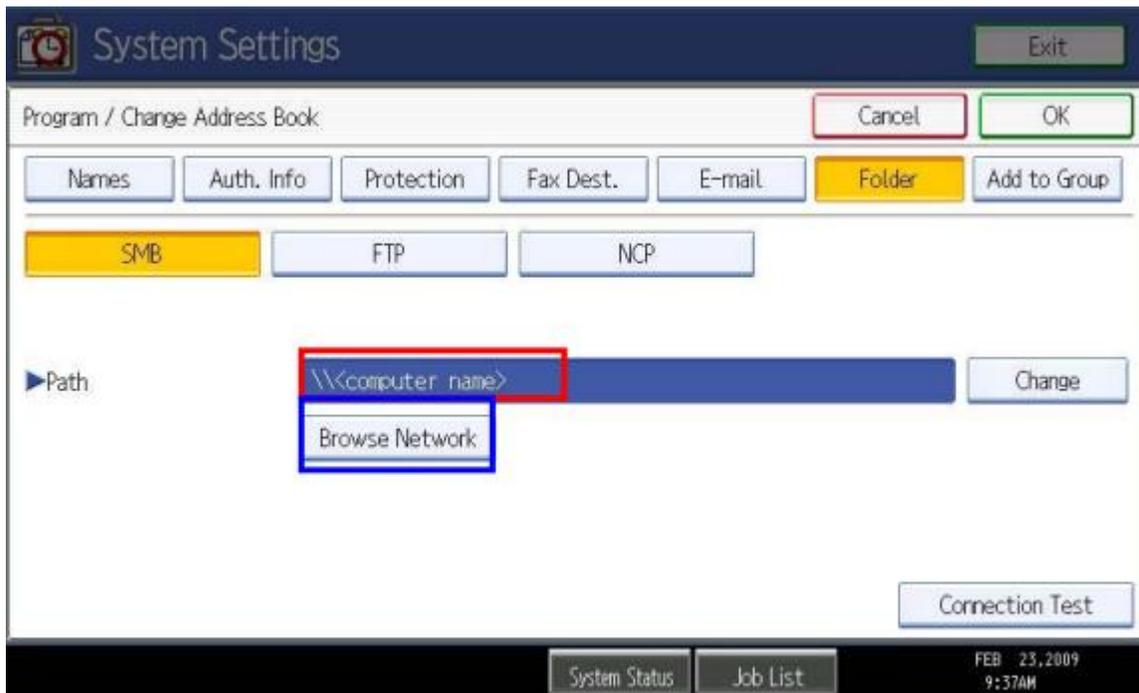
This should connect up to your computer and give you the following screen. If you do get this window it means the MFP was able to connect up to your computer and now just needs a username and password. Press **Login** to proceed. Some MFP's skip this window and ask for the Username and password, if yours does skip to the next screenshot.

The following window will pop up; press the Enter button to the right of Login User Name.

In the next window enter your username and press **OK**.

Now it will bring up the previous window with your username in the Login User Name field. Press **Enter** to the right of Login Password and the keyboard window will come up to enter in the password for that user. Press **Login** to proceed.
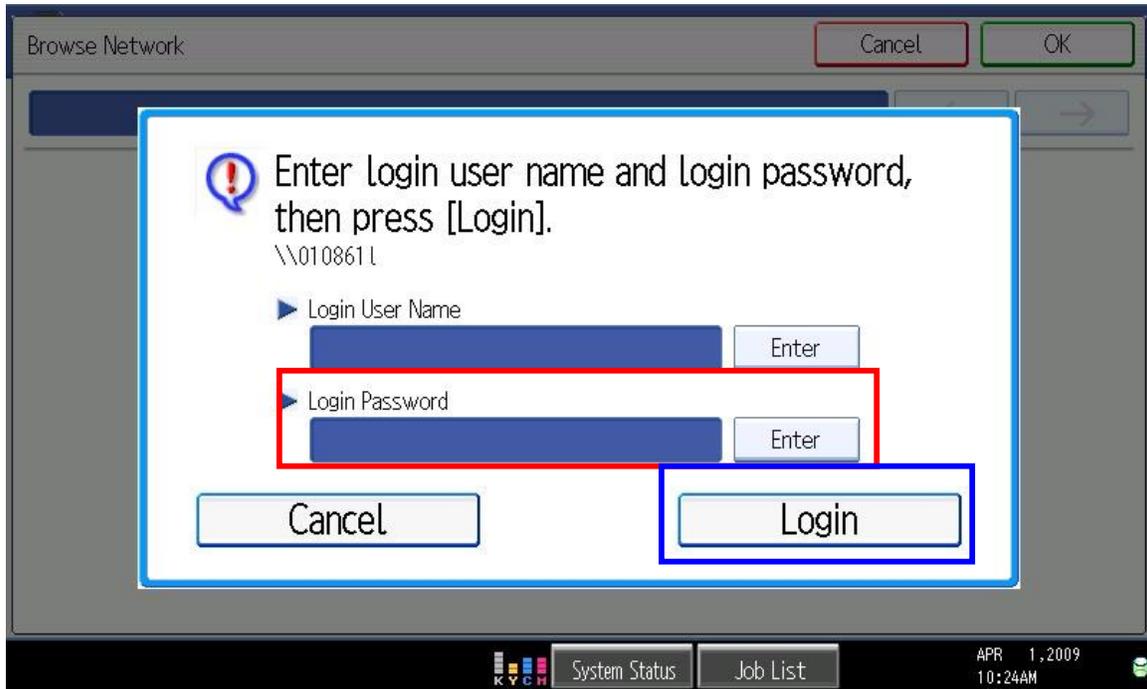
This will bring up a window looking similar to the one below. Press **Scans** and hit OK. Your path field should now look something like \\<computer name>\Scans hit OK twice and Exit three times.
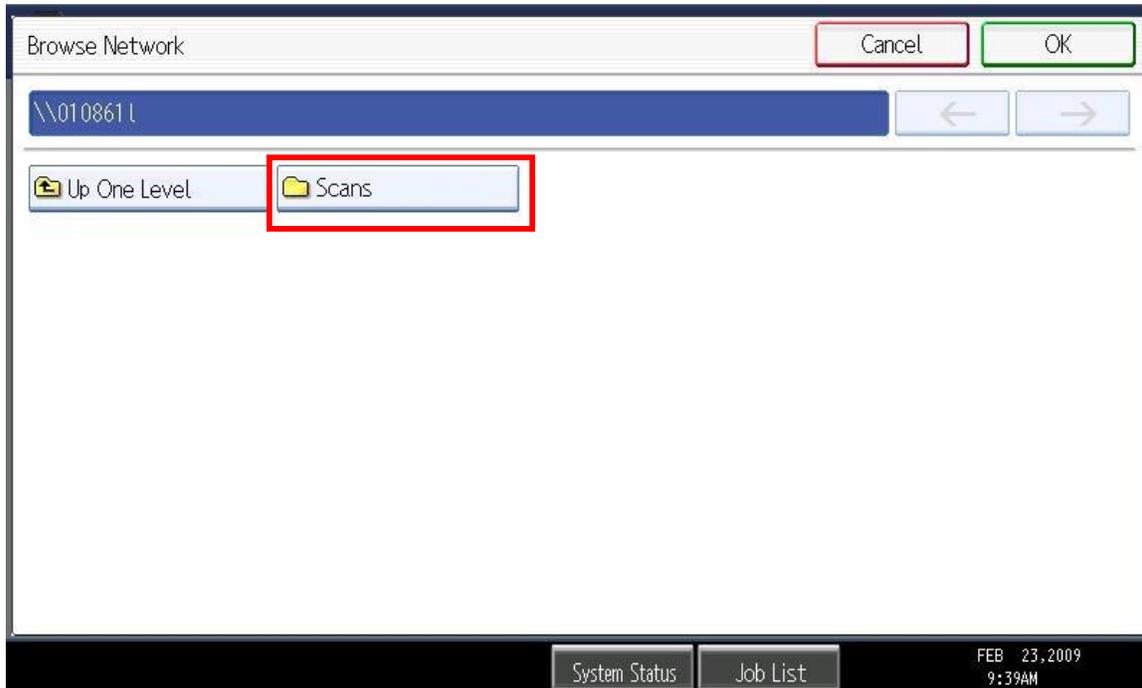
Your scan destination should now be setup. Go ahead and press the Scanner button on the left side, if you're not defaulted to scan to folder choose the **Folder** tab, select **Scans**, and attempt a scan.
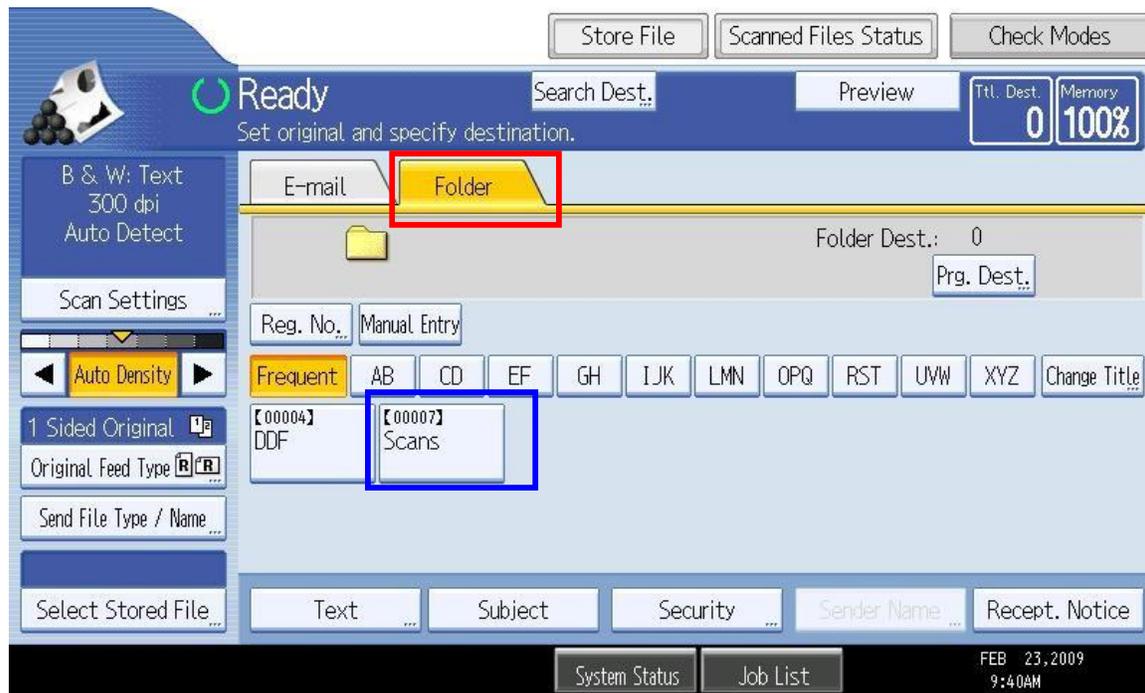
If it goes through you're all set, if not feel free to give our printing/scanning helpdesk a call at (612)798-1348 or email us at networksupport@metrosales.com