

## 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

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- 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  $rac{1}{c}$  Folder. Name this folder scans.





Right-click the scans folder and choose "Properties". Click on the Sharing tab
 and click on Share.

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You should see your user name in the list, if so click on Share



## File Sharing Choose people to share with Type a name and then click Add, or click the arrow to find someone. I Add Name Permission Level I Owner Tim having trouble sharing Share Cancel

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.

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<b>v</b> u	Your folder is shared.
Σ	You can <u>e-mail</u> someone links to these shared items, or <u>copy</u> and paste the links into another program.
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	Network		Properties				

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 <u>User Tools</u> button, then on the touch screen: **Machine Features** (if preset) then **System Settings** 2 **Administrator Tools** 2 **Address Book Management** (may be on second page - press "Next" in lower right corner).





In the Address Book Management screen press "New Program".

Exit

Next

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Σ		Press <mark>C</mark> ł

😨 System Settings	Exit
Address Book Management	Exit
Press [New Program] to add new or select from list below to edit. Selection can be made with the Number keys.	
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System Status Job List	FEB 23,2009 9:34AM

Press Change under the name field and enter a name such as "Scans",



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Once the name is entered press Folder. For "Path", press Change.

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Program / Change Address Book	Cancel	ОК
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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.

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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.

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	Browse Network  Press [Login], then enter login use login password.  Path: \\0108611	Cancel	
	Cancel	<u>ogin</u>	FEB 23,2009
Шò	The following window will pop up; press the Enter buttor User Name.	n to the right c	9:38AM of Login
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	Enter Login user name and Login ( then press [Login]. \\0108611 Login User Name Login Password Cancel	password, Enter Enter Login	
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In the next window enter your username and press **OK**.

	User Name	Cancel	ОК
	Enter the user name, then press [OK].		
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ЧЧ	Shift     Space       Text Entry     User Text		
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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.



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Σ	This will bring up a window looking similar to the one be OK. Your path field should now look something like \\ hit OK twice and Exit three times.	elow. Press <mark>Scans</mark> an <computer name="">\Scar</computer>	id hit กร



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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.



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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