How to Set Up Scan to Folder on Windows 10

1. Right click on the Windows logo (usually in the lower left corner) and select "File Explorer".
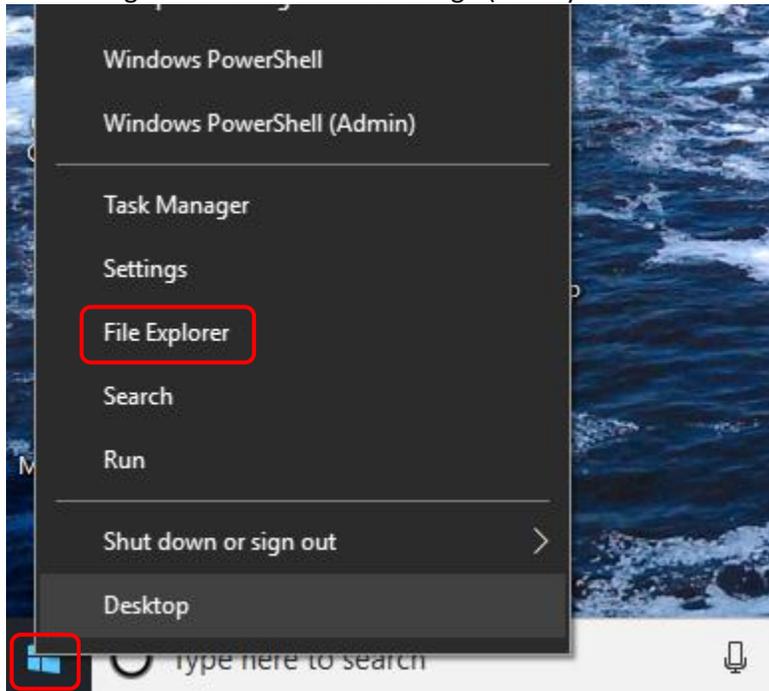
2. Scroll down to find "Local Disk (C:)" and double click it.
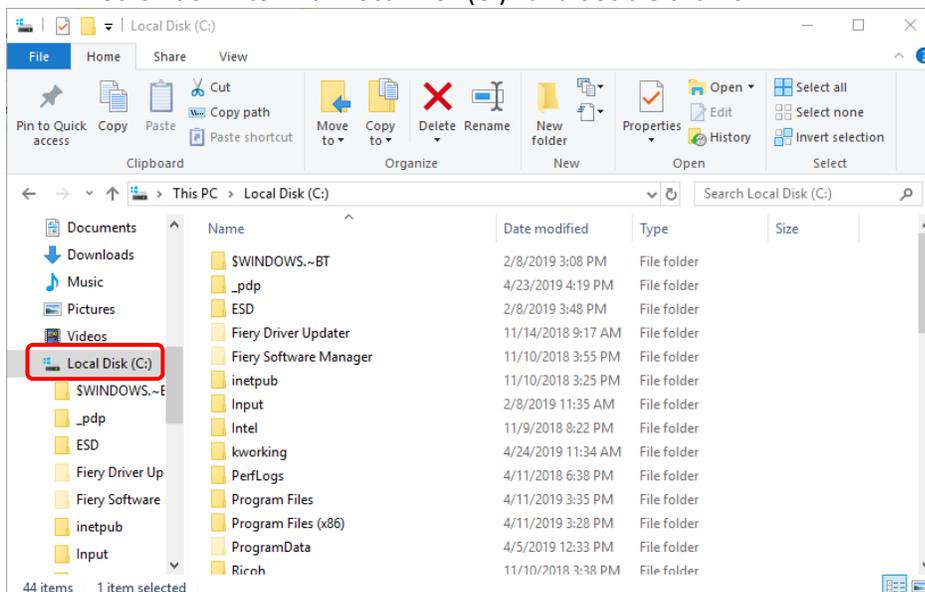
3. Right click in an unused area on the right pane and select "New Folder". Name it "Scans".
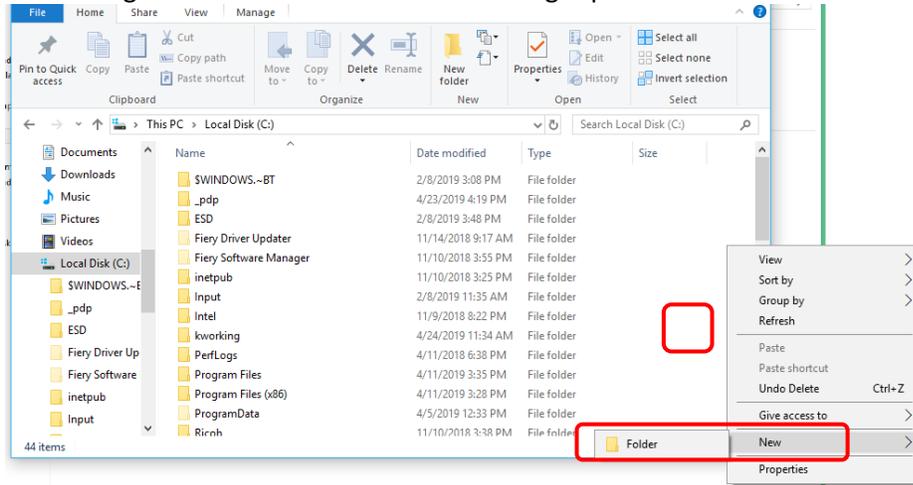
4. Right click on the newly created folder and select "Send to Desktop (create shortcut)".
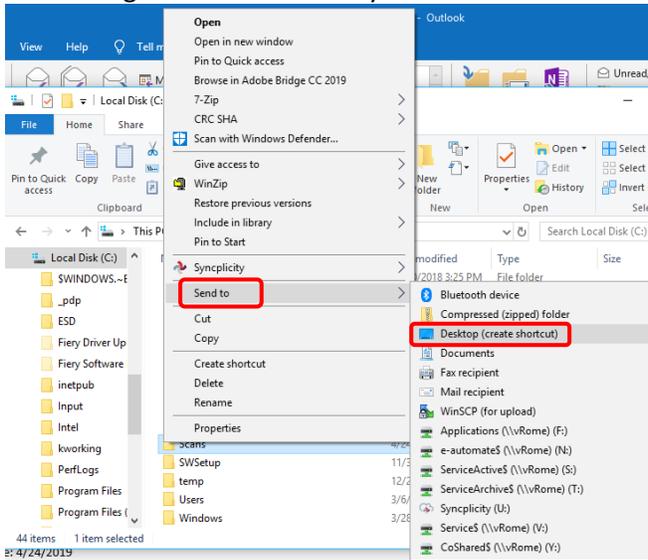
5. Then right click on the folder again and select "Give access to Specific People".
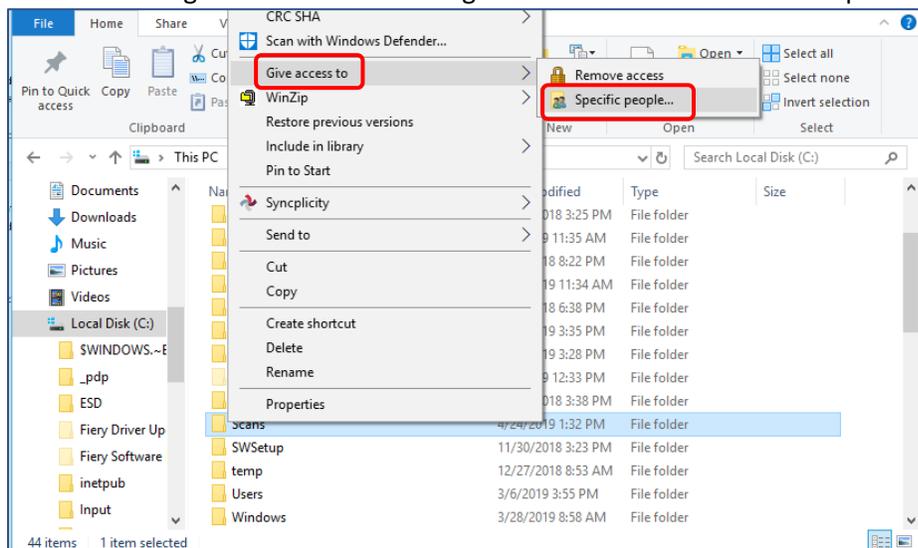
6. Verify that you are listed as the owner and click "Share".
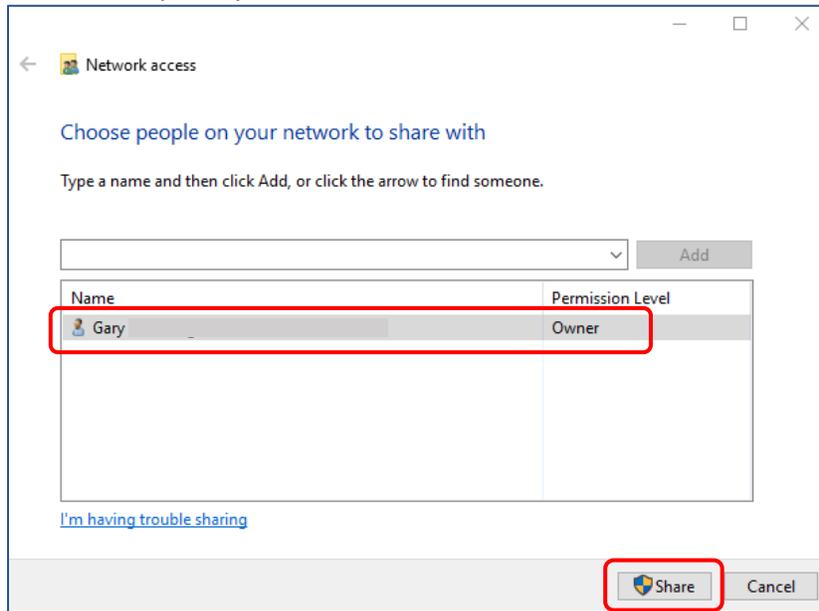
7. Make note of the folder path. It will be used later in the process. Example: \\011737L\Scans
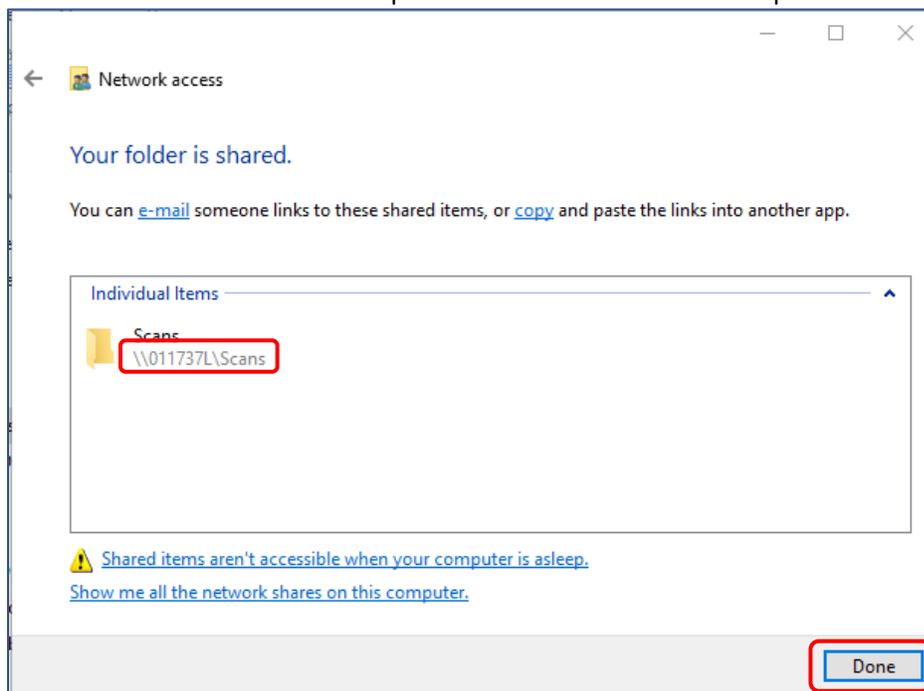
8. At the copier select User Tools or Settings, Machine Features (if present), Printer Features, Configuration Page. Locate the machine IPv4 address from the configuration page.

9. Now open a web browser on your computer and enter the IP address from the configuration page into the address bar, then hit enter.

10. Log in with "admin" for user (must be lower case) and leave the password field black.
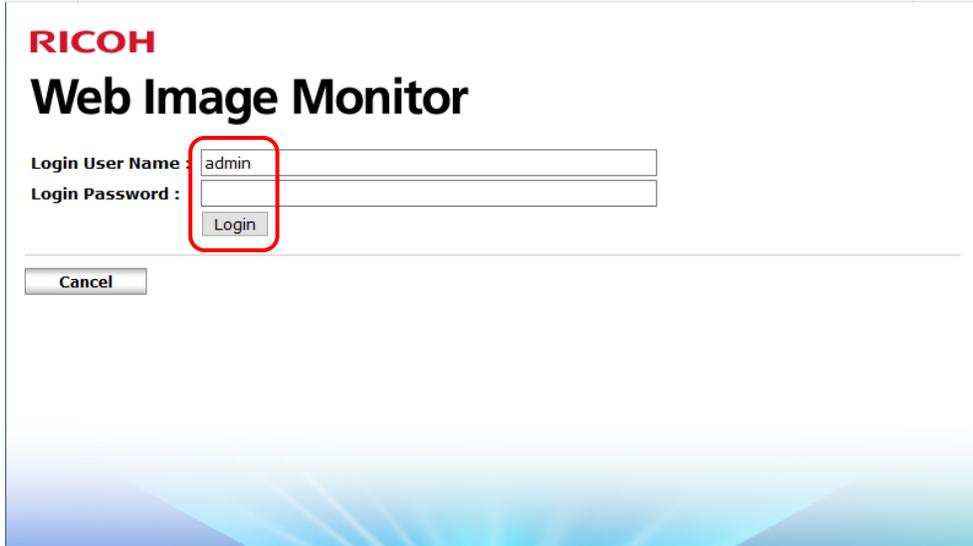
RICOH

Web Image Monitor

Login User Name : admin
Login Password :

Login

Cancel

11. Once logged in, go to Device Management/Address Book. (your screen may differ slightly)
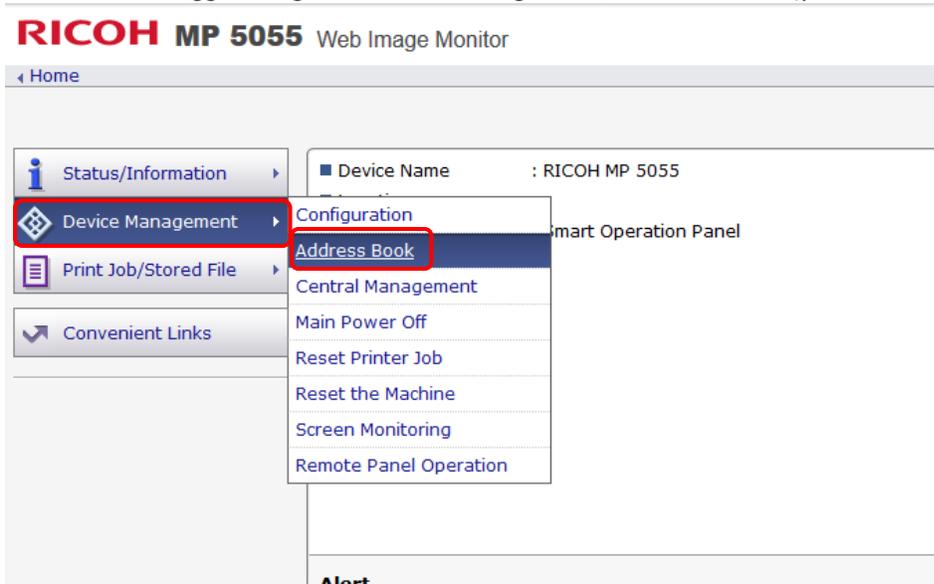
RICOH MP 5055 Web Image Monitor

◂ Home

ℹ Status/Information ▸	■ Device Name : RICOH MP 5055
◈ Device Management ▸	Configuration
📄 Print Job/Stored File ▸	Address Book
🔗 Convenient Links	Central Management
	Main Power Off
	Reset Printer Job
	Reset the Machine
	Screen Monitoring
	Remote Panel Operation

Smart Operation Panel

Alert

12. Select "Detail Input" (if present) and "Add User".

RICOH MP 5055 Web Image Monitor

◂ Home

Address List (Display All Items)

Back

With Easy Input you can edit the Address Book with a wizard method but you c
With Detail Input you can edit all items.

Easy Input | Detail Input

👤⁺ Add User | ✏ Change | 🗑 Delete | 👥⁺ Add Group | 📇 Data C

13. Enter a name that you want to appear on the scan button in both the Name and Key Display fields. In Folder Authentication select "Specify" and enter your PC login user name. Click change to enter the password you use to log into your PC (you will need to enter it twice). Hit "OK" to the password menu. Then enter the folder path that was noted in step 7. Leave the other fields at their default values. Hit "OK" at the top or bottom of the menu.

OK	Save and Add Another	Cancel

- Registration No. : 00005
- Name : Gary's Scans
- Key Display : Gary's Scans
- Display Priority : Priority5 ⌄ 1: High Priority - 10: Low Priority

Title

- Title 1 : None ⌄
- Title 2 : None ⌄
- Title 3 : None ⌄
- Add to Freq. : ⦿ On ○ Off

Authentication Information

- Authentication Info at Login
  - Login User Name :
  - Login Password : Change
- SMTP Authentication : ○ Use Auth. Info at Login ○ Specify Other Auth. Info below: ⦿ Do not Specify
  - Login User Name :
  - Login Password : Change
- Folder Authentication : ○ Use Auth. Info at Login ⦿ Specify Other Auth. Info below: ○ Do not Specify
  - Login User Name : Gary
  - Login Password : Change
- LDAP Authentication : ○ Use Auth. Info at Login ○ Specify Other Auth. Info below: ⦿ Do not Specify
  - Login User Name :
  - Login Password : Change
- Available Functions : ☐ Copier ☐ Fax ☐ Scanner ☐ Document Server ☐ Printer ☐ Browser
- Available Applications : ⓘ Depending on the settings in [Available Functions], you may not be able to us

Protection

- Use Name as : ☑ Destination
- Protect Destination
  Protection Object : ☐ Folder Destination
    Protection Code : Change
    Access Privilege : Change
- Protect File(s)
    Access Privilege : Change

Email

- Email Address :
- User Certificate Status : None
- User Certificate : Change
- Encryption : ⦿ Set Individually ○ Encrypt All

Folder

- Protocol : SMB ⌄
- Port No. : 21
- Server Name :
- Path : \\011737L\Scans

You should now be set up to scan to your PC. If you have trouble, make sure your PC is set to "Private Network" or "Domain Network" and not "Public Network".

Network profile

○ Public

Your PC is hidden from other devices on the network and can't be used for printer and file sharing.

● Private

For a network you trust, such as at home or work. Your PC is discoverable and can be used for printer and file sharing if you set it up.

Also verify that there isn't a firewall that could block scanning. If you need further assistance, call our helpdesk at (612)798-1348 or email us at networksupport@metrosales.com.