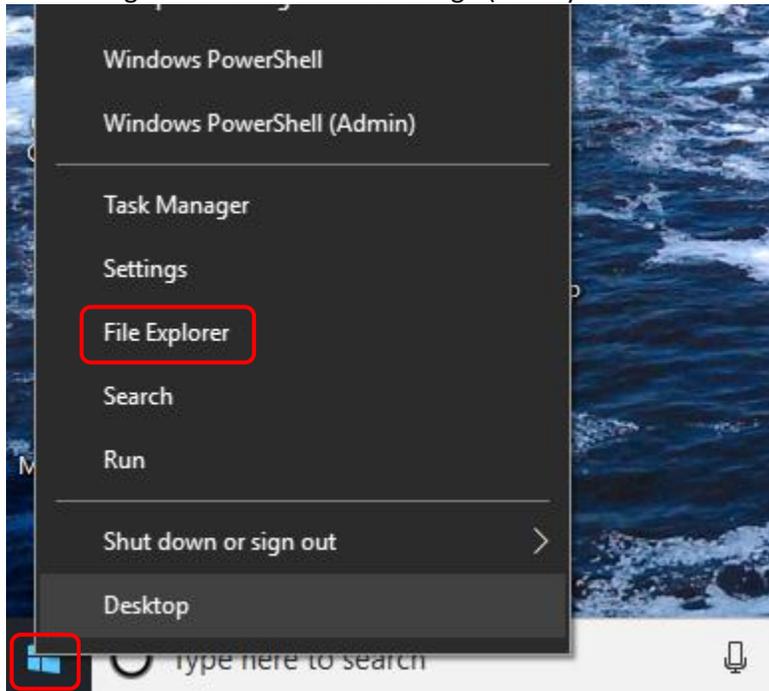
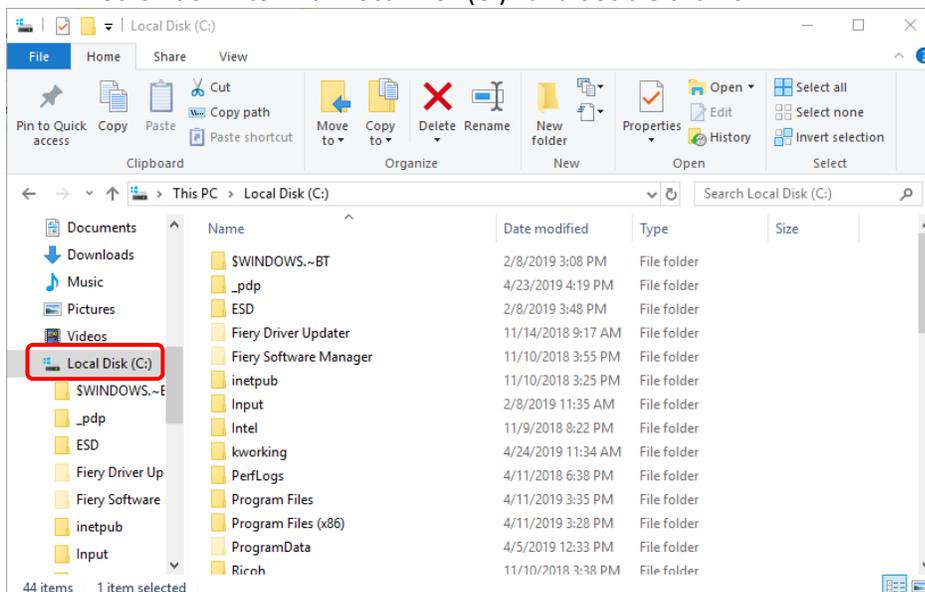


## How to Set Up Scan to Folder on Windows 10

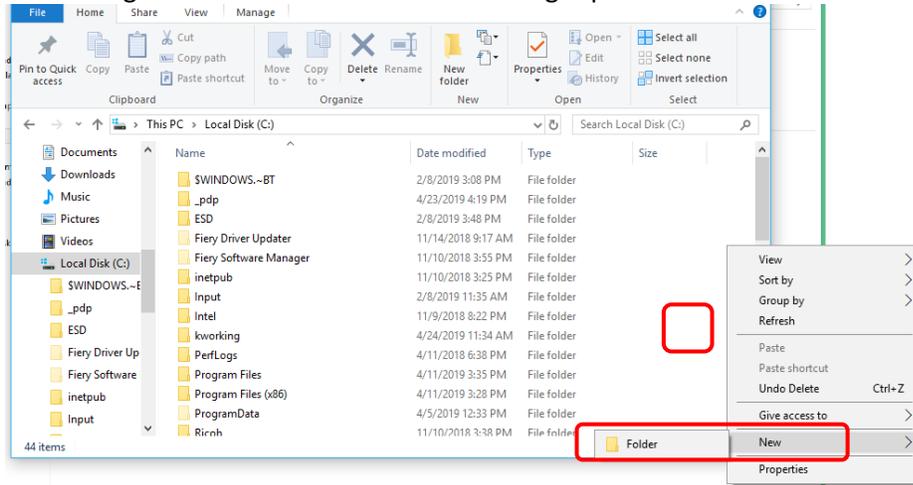
1. Right click on the Windows logo (usually in the lower left corner) and select "File Explorer".



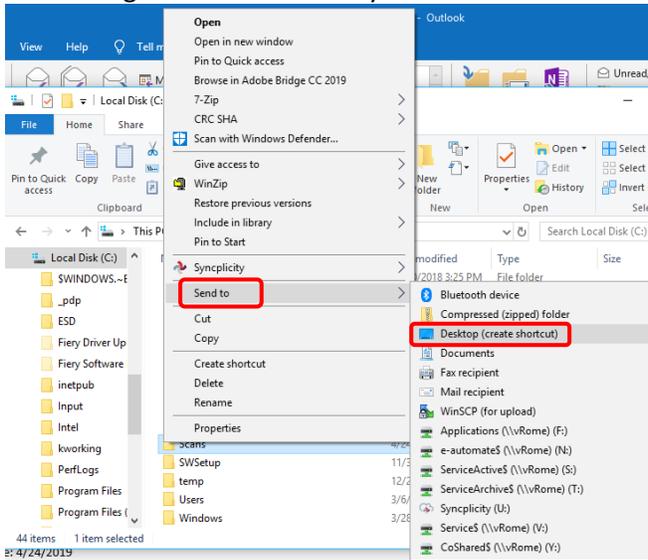
2. Scroll down to find "Local Disk (C:)" and double click it.



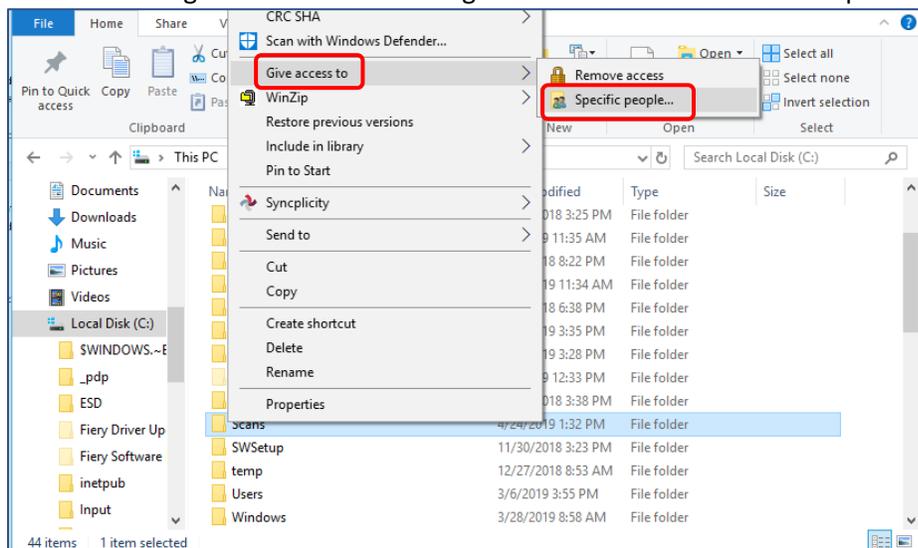
3. Right click in an unused area on the right pane and select "New Folder". Name it "Scans".



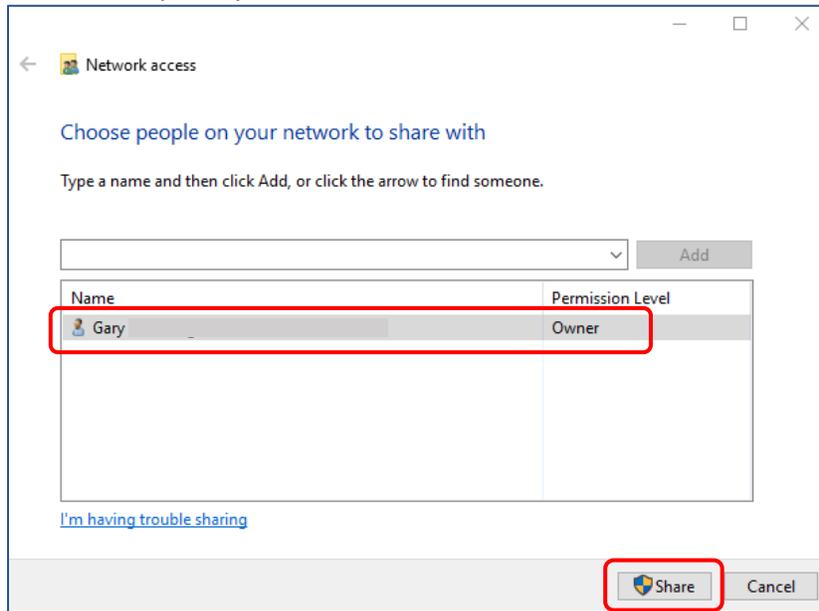
4. Right click on the newly created folder and select "Send to Desktop (create shortcut)".



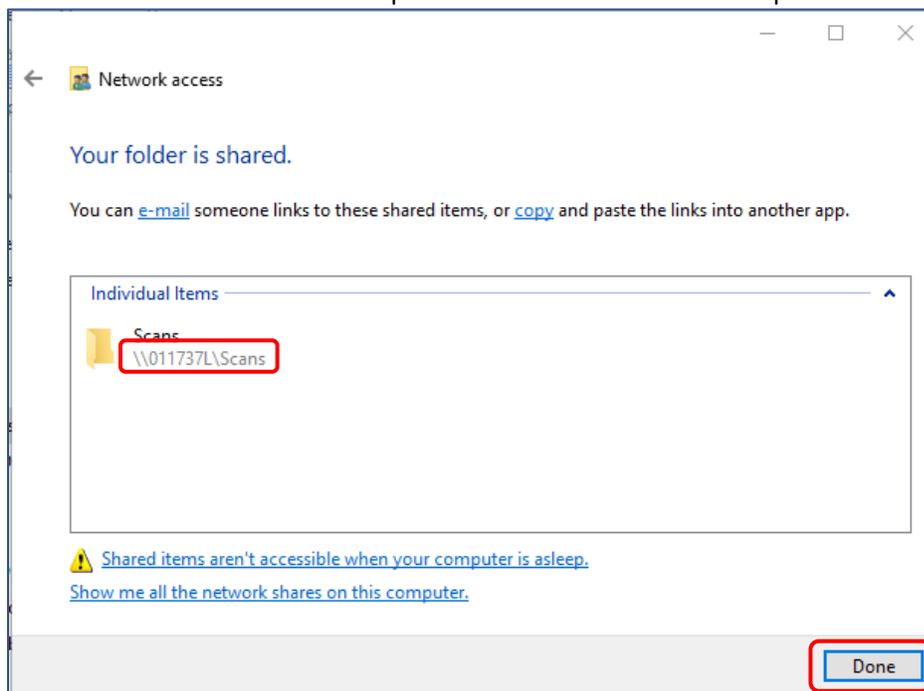
5. Then right click on the folder again and select "Give access to Specific People".



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



- 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.

**Configuration Page** RICOH Aficio MP C4000 Mar. 03, 2014 09:13:56AM

**System Reference**  
 Unit Number: V1205601003 Total Memory: 1024 MB  
 Total Counter: 258670  
 Firmware Version: Printer[1.23 / D0295572F], System[1.23 / D0295562T], Engine[1.56/08 / D0295117K], LCD[1.09 / D0291491D], NWP[.27 / D029553F]

**Device Connection**  
 HDD: Full / Memory Download: Free Space 510440 KB, Disk Capacity 510448 KB  
 Printer Language: Adobe PostScript 3 [1.02], Adobe PDF [1.02], RPCS [3.7.5.2.1], PCL 5e [1.02], PCL XL [1.02]  
 Attached Equipment: Tray 3 (LCT), Finisher SR3030  
 Consumption Status: Black Toner Remaining: [██████], Cyan Toner Remaining: [██████], Yellow Toner Remaining: [██████], Magenta Toner Remaining: [██████]

**Paper Input**  
 Tray Priority: Tray 3  
 Bypass Tray: Tray Locked Duplex Unavailable  
 Tray 1: 11 x 8 1/2 Plain Paper  
 Tray 2: 8 1/2 x 14 Special Paper 1  
 Tray 3: 11 x 8 1/2 Plain Paper

**Maintenance**  
 Menu Protect: \*Off Lid / Test Print Lock: Off  
 4 Color Graphic Mode: Photo Priority

**System**  
 Print Error Report: Off Auto Continue: Off  
 Memory Overflow: Do not Print Job Suspension: Off  
 Rotate by 90 Degrees: Off Auto Del. Temp. Print Jobs: Off  
 Hours to Delete: 8 Auto Del Stored Print Jobs: On  
 Days to Delete: 3 Initial Print Job List: Complete List  
 Memory Usage: Frame Priority: Duplex: %Long Edge Bind  
 Copies: Black Page Print: On  
 Reserved Job Waiting Time: Short Wait: Printer Language: Auto  
 Sub Paper Size: Auto Page Size: 8 1/2 x 11  
 Letterhead Setting: Off Bypass Tray Setting Priority: Driver / Command  
 Edge to Edge Print: Off Default Printer Language: PCL  
 Tray Switching: Off Extend Auto Tray Switching: Off

**PCL Menu**  
 Orientation: Portrait Form Lines: 60  
 Font Source: Resident Font Number: 0  
 Print Size: 12.00 Font Pitch: 10.30  
 Symbol Set: PC-8 Courier Font: Regular  
 Extend A4 Width: Off Append CR to LF: \*On  
 Resolution: 600 dpi (Standard)

**PG Menu**  
 Job Timeout: Use Driver / Command Job Timeout Time: 0  
 Wait Timeout: Use Driver / Command 300  
 Data Format: TBCP Resolution: 600 dpi (Standard)  
 Color Setting: \*Fine Color Profile: Auto  
 Process Color Model: \*Black & White

**PDF Menu**  
 Resolution: 600 dpi (Standard)  
 Color Profile: Auto

**Host Interface**  
 IO Buffer: 128 KB IO Timeout: 15 seconds  
 DHCP: On IPv4 Address: 192.168.47.20  
 Sub-net Mask: 255.255.254.0 IPv4 Gateway Address:  
 IPv6 Stateless Setting: Active IPv6 Frame Type: IPv6  
 NetWare: Inactive SMB:  
 AppleTalk: Active Ethernet Speed:  
 IEEE802.1X Auth (Ethernet): Inactive

**Interface Information**  
 MAC Address: 00:28:73:11:0d:75 Host Name:  
 Operation Mode (NetWare): Not Defined Print Server Name(NetWare):  
 File Server Name (NetWare): Not Defined NDS Context Name (NetWare):  
 Workgroups Name (SMB): WORKGROUP Network Path Name (SMB):  
 Inactive Interface: Not Detected Network Path Name (SMB): \\RNP11075\MPC4000

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

RNP002673EE939D - Web Image Monitor

166.66.47.20

**RICOH MP 5055** Web Image Monitor

Home English Switch Refresh

**Status/Information**

- Device Name: RICOH MP 5055
- Location:
- Control Panel: Smart Operation Panel
- Comment:
- Host Name: RNP002673EE939D

**Alert**

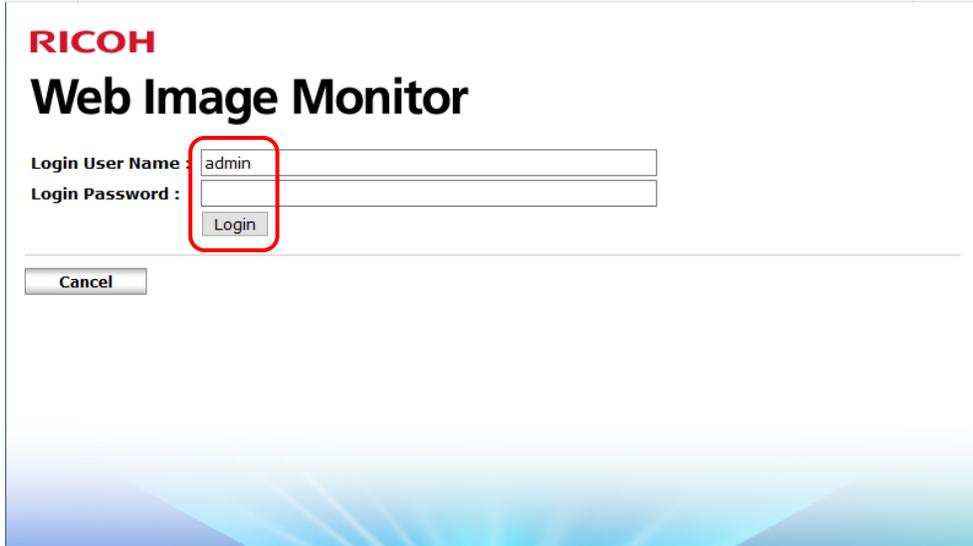
- Alert
- Messages (1item(s)) Functional Problem:Finisher Please call service. SC:792-00

**Status**

- System: Call Service
- Toner: Status OK
- Input Tray: Out of Paper
- Output Tray: Status OK

Check Details

10. Log in with “admin” for user (must be lower case) and leave the password field blank.

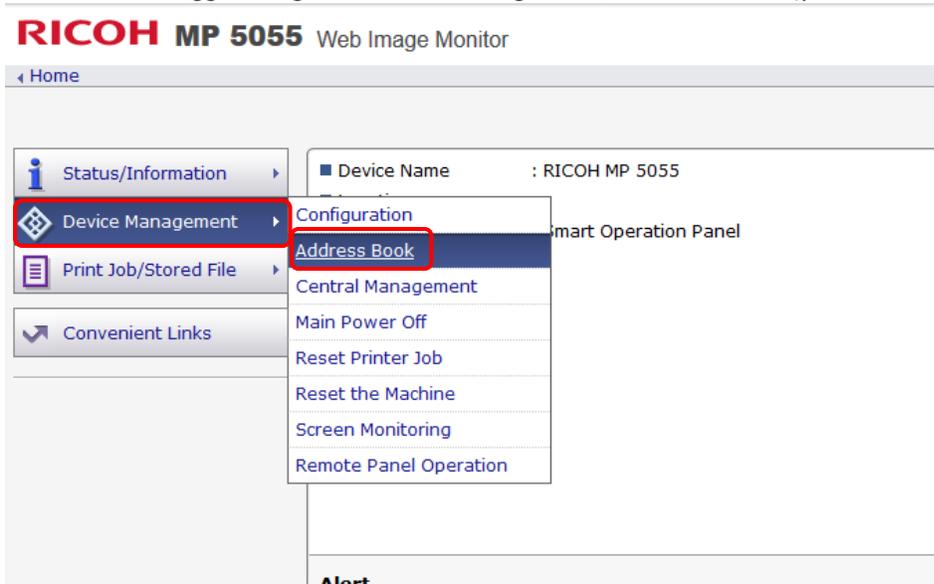


**RICOH**  
**Web Image Monitor**

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

Status/Information  
Device Management  
Print Job/Stored File  
Convenient Links

Device Name : RICOH MP 5055

Configuration  
Address Book  
Central Management  
Main Power Off  
Reset Printer Job  
Reset the Machine  
Screen Monitoring  
Remote Panel Operation

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 can't edit all items.  
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](mailto:networksupport@metrosales.com).