

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".

	Windows PowerShell	
	Windows PowerShell (Admin)	
5 CEN 4	Task Manager	-35
A relation	Settings	
	File Explorer	
÷	Search	Entres march 2
N	Run	
	Shut down or sign out	>
	Desktop	
	U type here to search	Į.

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

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File Home Share	View							^ ()
Pin to Quick Copy Paste	Cut Copy path Paste shortcut	Move Copy to • to •	Delete Rena	me New folder	Properties	■ Open ▼ Edit History	Select all	e ttion
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🗄 Documents \land	Name	^		Date modified	Туре		Size	^
Downloads		~ BT		2/8/2019 3-08 PM	File fold	er		
h Music	pdp			4/23/2019 4:19 PM	File fold	er		
Pictures	ESD			2/8/2019 3:48 PM	File fold	er		
Videos	Fiery Driver U	Jpdater		11/14/2018 9:17 A	VI File folde	er		
Local Disk (C:)	Fiery Softwar	re Manager		11/10/2018 3:55 PI	/ File fold	er		
	inetpub			11/10/2018 3:25 Pf	/ File folde	er		
ada	nput			2/8/2019 11:35 AN	File folde	er		
_pap	Intel			11/9/2018 8:22 PM	File folde	er		
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Fiery Driver Up	PerfLogs			4/11/2018 6:38 PM	File folde	er		
Fiery Software	Program File	s		4/11/2019 3:35 PM	File folde	er		
inetpub	Program File	s (x86)		4/11/2019 3:28 PM	File folde	er		
Input	ProgramData	3		4/5/2019 12:33 PM	File fold	er		
44 items 1 item selected	Ricoh			11/10/2018 3:38 PI	A File folde	er		
Here in the selected								· · · ·

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

File Home Share	/iew Manage				^ (2)	
Pin to Quick Copy Paste Pa	At ppy path ste shortcut to v to v	Rename New folder	Properties Den Properties History	Select all Select none		
F	Organize	New	Open	Select		
$\leftarrow \rightarrow \uparrow \uparrow \square \rightarrow \text{This PC}$	> Local Disk (C:)		V O Search Lo	cal Disk (C:)	<u>م</u>	
Documents ^ Na	ime	Date modified	Туре	Size	^	
🚽 🕹 Downloads	\$WINDOWS.~BT	2/8/2019 3:08 PM	File folder			
b Music	_pdp	4/23/2019 4:19 PM	File folder			
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inetpub	Program Files (x86)	4/11/2019 3:28 PM	File folder			
Input	ProgramData	4/5/2019 12:33 PM	File folder		Give access to	
44 items	A KICON	11/10/2018 3:38 PN		Folder	New	
					Properties	

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".

File Home Share	CRC SHA	>	~ 🕜
🔺 🖻 🖌 a	Scan with Windows Defender		Select all
X 🗐 🗌 🚟 🛛	Give access to	Remove access	Select none
Pin to Quick Copy Paste access	🖞 WinZip	> 🙍 Specific people	Invert selection
Clipboard	Restore previous versions	New Open	Select
∠ → × ♠ 🐆 > This DC	Include in library	> Search Local (Dick (C)
	Pin to Start	↓ O Search Eocart	Disk (C.)
Documents ^ Na	A Syncolicity	> pdified Type Si	ize ^
🚽 🕹 Downloads		018 3:25 PM File folder	
👌 Music	Send to	> 9 11:35 AM File folder	
Pictures	Cut	18 8:22 PM File folder	
Videos	Сору	19 11:34 AM File folder	
Local Disk (C:)	Create shortcut		
	Delete	19 3:35 PM File folder	
a da	Rename	19 3:28 PM File folder	
_pap		9 12:33 PM File folder	
ESD	Properties	018 3:38 PM File folder	
Fiery Driver Up	Scans	4/24/2019 1:32 PM File folder	
Fiery Software	swsetup	17/30/2018 3:23 PW File folder	
inetpub	temp	12/27/2010 0:55 AIVE FILE TOIDER	
Input	Users	5/0/2019 3:55 PIVI File folder	
	windows	5/28/2019 8:58 AIVI File folder	
44 items 1 item selected			

6. Verify that you are listed as the owner and click "Share".

_	at Natural array		_		×
~	a Network access				
	Choose people on your network to share with				
	Type a name and then click Add, or click the arrow to find someone				
		\sim	Add		
	Name	Permission	Level		
	🔏 Gary	Owner			
	I'm having trouble sharing				
		G			
			Share	Ca	ncel

7. Make note of the folder path. It will be used later in the process. Example: \\011737L\Scans

		_		\times
←	2 Network access			
	Your folder is shared.			
	You can <u>e-mail</u> someone links to these shared items, or <u>copy</u> and paste the links into	anothe	r app.	
	Individual Items			^
	\\011737L\Scans			
	Shared items aren't accessible when your computer is asleep.			
c	Show me all the network shares on this computer.			
			Do	one

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.

Configuration Pa	ge		RICOH Aficio MP C4000
System Reference	1		Mar. 03,2014 09:13:56AM
Unit Number	V1205501003	Total Memory	1024 MB
Total Counter Firmware Version	258679 Printer[1.22 / D0295572F], Sj NBJ8.27 / D0295553F]	ntem[1.23 / 002955627], Engine(1.55:08 / 00	295117KQ, LCDC[1.09 / D0291491D]_
Device Connection HDD: Fort / Nacio Download Printer Language Attached Equipment Concumption Status	Free Bpace 510440 KB , Di Adobe PostScript 3 (1.02), A Tray 3 (LCT), Finisher SR300 Black Toner Remaining:	A Copecity 510445 KB 5066 PDF (1.02), RPC5 (3.7.5.2.1), PCL 5r (1 10 () () () () () () () () () ()	.023, PCI, XI. [1.82] Initig: (
Paper Inud	Magenta Toner Remaining:	(WEWWD), Yelow Toner Rem	isking: [🖬 🖬 🖬 🗍]
Tray Prinity	Tay 3		
Bypass Tray Tray 1 Tray 2 Tray 3	11 x 8 1/2 Plain Paper 11 x 8 1/2 Plain Paper 8 1/2 x 14 Special Paper 1 11 x 8 1/2 Plain Paper	Fray Looked Duplex Unavailable	
Maintenance			
Manu Protect 4 Color Graphic Mode	*citl Photo Priority	List / Test Print Lock	or
System	1		* indicates a non-default setting.
Print Enter Report Memory Overflow Rotale by 160 Degrees Hours to Delote Days to Delote	Off Do not Print Off 8 3	Auto Continue Job Separation Auto Dei, Temp, Print Joba Auto Dei Stenef Print Joba Initial Print Job List	Off Off Off On Complete List
Memory Usage Copies	Frame Priority 1	Daplex Blank Page Print	"Long Edge Bind On
Sub Paper Size	Auto	Page Size	8 1/2 x 11
Letterhead Setting	or	Bypass Tray Setting Priority	Driver / Command
Tray Switching	OF	Esland Auto Tray Switching	OH .
PCL Menu	-		
Orientation	Portrait	Form Lines	60
Fort Source Point Sine	Flosident 12.00	Fort Number Fort Pitch	0 10 05
Symbol Set	PC-8	Courier Font	Regular
Extend A4 Width Resolution	Of 600 doi (Standard)	Append CR to LF	*0#
DC Meau	and which for the state of		
Job Timeout	Use Driver / Command	Job Timeout Time	0
Wait Timeout	Use Driver / Command	300	350
Data Format Color Setting	TECP	Resolution Color Pastie	600 dpi (Standard) Auto
Process Color Model	"Black & White		
PDF Menu			
Resolution Color Profile	600 dpi (Standard) Auto	Prosent	*Fine *Black & White
Host Interface			
VO Buffer	128 KB	NO Timesut	15 seconds
DHCP Sub-oel Mark	On 255.255.254 0 0	Prid Galessav Address	195, 56, 47, 29,
Pv6 Stateless Setting	Activo	NW Frame Type	
Pv4	Active	IPv6 SMR	ID Address of
AppleTak	Active	Ethernel Speed	IP Address of
Interface Information	anacaye		Ricoh
MAC Address	00.26.73.11.0d.75	Host Name	
Operation Mode (NetWare) File Server Neme (NetWare)	Print Server Not Defined	Print Berver Name(NetWare) NDS Cartest Name (NetWare)	No. Dalinas
Workgroups Name (SMB) Invalid Interface	WORKGROUP Not Detected	Network Path Name (SMB)	VRNP110075WPC4000

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.

RNP002673EE939D - Web Image Mc \boldsymbol{X}	+									
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Generation Koninet Metro Sales ***** Ricol	h USA 🔟 Metro Franklin 🔇	🔓 Google	🖨 Ricoh Learning	Metro Tech Portal 🔘 RICOH ARMS	G FlexRelease CX	RAMP Subscriber	E FM Audit	Central Log		>>
RICOH MP 5055	Web Image Monitor							? i	II L	ogin
Home										
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Status/Information	Device Name	: RICOH MP 5055		Comment	:					
*	Location	:		Host Name	: RNP002673	E939D				
	Control Panel	: Smart Operation Panel								
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							[Check Detai	ls	

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

<mark>кісон</mark> Web Im	age Monitor	
Login User Name : Login Password :	admin Login	
Cancel		

11. Once logged in, go to Device Management/Address Book. (your screen may differ slightly)

RICOH MP 5055 Web Image Monitor

Home	
1 Status/Information	Device Name : RICOH MP 5055
🐼 Device Management 🕠	Configuration mart Operation Panel
Print Job/Stored File	Address Book
Convenient Links	Main Power Off
	Reset Printer Job
	Reset the Machine
	Screen Monitoring
	Remote Panel Operation
	Alart

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

RICOH MP 5055 Web Image Monitor

Home	
Address List (Display A	All Items)
Back	
With Easy Input you can edit the With Detail Input you can edit all	Address Book with a wizard method but you (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.

ок	Save and Add Another Cancel
 Registration N Name Key Display Display Priority 	o. :00005 :Gary's Scans :Gary's Scans y :Priority5 v 1: High Priority - 10: Low Priority
Title	
■Title 1 ■Title 2 ■Title 3 ■Add to Freq.	: None ↓ : None ↓ : ● On ○ Off
Authenticatio	n Information
 Authentication Login User N Login Passwa SMTP Authenti Login User N Login Passwa Folder Authenti Login User N Login Passwa LDAP Authentia Login User N Login Passwa Available Function 	Info at Login lame : ord : Change ication : O Use Auth. Info at Login O Specify Other Auth. Info below: O Do not Specify lame : ord : Change tication : O Use Auth. Info at Login O Specify Other Auth. Info below: O Do not Specify lame : Gary ord : Change cation : O Use Auth. Info at Login O Specify Other Auth. Info below: O Do not Specify lame : ord : Change cation : O Use Auth. Info at Login O Specify Other Auth. Info below: O Do not Specify lame : ord : Change tions Copier Fax Scanner Document Server Printer Browser ications O Depending on the settings in [Available Functions], you may not be able to u
Protection	
 Use Name as Protect Destina Protection Obj Protection Co Access Privile Protect File(s) Access Privile 	i Destination ation ect : □ Folder Destination ode : Change ege : Change ege : Change
Email	
Email Address User Certificat User Certificat Encryption	e Status :None e :Change : Set Individually Encrypt All
Folder	
 Protocol Port No. Server Name Path 	: SMB :21 : :\\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

O 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.