Setup Scan to Folder on Windows 8.1

Browser method



-Move your curser to the lower left hand side by the windows logo.



-Right click while curser is in lower left.

-Left mouse click file explorer.



-Double click Local Disk (C:)

≛ 🔒 📮 -	Drive Tools			Local Disk (C:)		-	□ ×
E Home Share	View Manage						~ e
	is PC & Local Disk (C1) &				ı e.	Search Local Disk (C)	0
					 0	Scaren Eocar Disk (ei)	~
🜟 Favorites	Name	Date modified	Туре	Size			
Desktop	SRecycle.Bin	9/13/2014 12:13 AM	File folder				
鷆 Downloads	\mu AVLog	11/22/2013 9:53 AM	File folder				
🔠 Recent places	Documents and Settings	8/22/2013 2:23 AM	File folder				
	🐌 E22C	1/8/2014 8:16 AM	File folder				
🝓 Homegroup	퉬 Intel	10/28/2013 9:04 AM	File folder				
	MSOCache	10/28/2013 9:08 AM	File folder				
🖳 This PC	퉬 New folder	2/23/2015 2:12 PM	File folder				
膧 Desktop	퉬 PerfLogs	8/22/2013 2:50 AM	File folder				
Documents	퉬 Program Files	4/21/2015 9:03 AM	File folder				
🚺 Downloads	퉬 ProgramData	4/21/2015 9:05 AM	File folder				
🎽 Music	System Volume Information	6/18/2015 3:56 AM	File folder				
Pictures	🍌 Users	10/28/2013 10:23	File folder				
Videos	퉬 Windows	5/22/2015 2:47 PM	File folder				
📥 Local Disk (C:)	🚳 autoexec.bat	8/22/2013 3:16 AM	Windows Batch File	1 KB			
	🗟 bootmgr	8/22/2013 12:31 AM	System file	418 KB			
Network	BOOTNXT	6/18/2013 7:18 AM	System file	1 KB			
	config.sys	8/22/2013 3:16 AM	System file	1 KB			
	hiberfil.sys	6/10/2015 4:14 AM	System file	1,597,800 KB			
	pagefile.sys	6/10/2015 4:14 AM	System file	786,432 KB			
	🚳 swapfile.sys	6/10/2015 4:14 AM	System file	262,144 KB			
20 items							==

-Right click in area below the folders located in local disk (C:)

-Left click new, click on folder.

-Name the folder; Scans.



-Right click on Scans folder and select share with, specific people.



-Select the dropdown to the left of add, select everyone, click add.

			-		×
G .	8 File Sharing				
C	Choose people to share with				
Т	ype a name and then click Add, or click the arrow to find someone.				
		~	<u>A</u> dd		
	Name	Permission	Level		
	Severyone	Read 🔻			
	≗ Win8	Owner			
Ľ	m having trouble sharing				
		[S <u>h</u> are	Can	cel

-Change the permission level from Read to Read/Write for everyone by clicking on the dropdown and then select Share.



-Write down the network path to the share, example: \\ATS-WIN8\Scans, then click done.

-Now we must create the destination on the copier.

-At the copier select User tools, Machine Features (if present), Printer Features, Configuration Page. Note: example next page.



Sustem Reference	2.F		Mar. 03 2014 09:1
Unit Number	V1205501033	Total Memory	1024 MB
Total Counter Firmware Version	258679 Printer[1.22 / D0295572F], System[1.23 / D0295562T], Engine[1.56:08 / D02	95117K], LCDC[1.09 / D0291491D],
Device Connection HDD: Font / Macro Download Printer Language Attached Equipment Consumption Status	Free Space 510440 KB , Disk Cap Adobe PostScript 3 [1.02], Adobe 1 Tray 3 (LCT), Finisher SR3030 Black Toner Remaining: [] Magenta Toner Remaining: []	acity 510446 KB PDF (1.02), RPCS (3.7.5.2.1), PCL 5c (1.0)2], PCL XL [1.02] ning: [11 1 1 1 1 1 1], lining: [11 1 1 1 1 1 1 1],
Paper Input			
Tray Priority Bypass Tray Tray 1 Tray 2 Tray 3	Tray 3 11 x 8 1/2 Plain Paper Tray L 11 x 8 1/2 Plain Paper 8 1/2 x 14 Special Paper 1 11 x 8 1/2 Plain Paper	ocked Duplex Unavailable	
Maintenance			
Menu Protect 4 Color Graphic Mode	*Off Photo Priority	List / Test Print Lock	Off
System			* indicates a non-default
Print Error Report Memory Overflow Rotate by 180 Degrees Hours to Delete Days to Delete Memory Usage Copies Reserved Job Waiting Time Sub Paper Size Letterhead Setting Edge to Edge Print Tray Switching PCL Menu Orientation East Source	Off Do not Print Off 8 3 Frame Priority 1 Short Wait Auto Off Off Off Off Off	Auto Continue Job Separation Auto Del, Temp. Print Jobs Initial Print Job List Duplex Blank Page Print Printer Language Page Size Bypass Tray Setting Priority Default Printer Language Extend Auto Tray Switching	Off Off On Complete List *Long Edge Bind On Auto 8 1/2 x 11 Driver / Command PCL Off
Font Source	Resident	Font Number Font Pitch	U 10.00
Symbol Set	PC-8	Courier Font	Regular
Extend A4 Width Resolution	Off 600 dni (Standard)	Append CR to LF	*On
lob Timeout	Lise Driver / Command	Job Timeout Time	0
Wait Timeout	Use Driver / Command	300	300
Data Format	TBCP	Resolution	600 dpi (Standard)
Process Color Model	*Black & White		Auto
PDF Menu			
Resolution Color Profile	600 dpi (Standard) Auto	Co. Process	*Fine *Black & White
Host Interface			
I/O Buffer	128 KB	I/O Timeout	15 seconds
DHCP Sub-net Mask	On 255 255 254 0(0 0 0 0)	IPv4 Address	100. 60. 47. 20(11, 22, 35, 44)
IPv6 Stateless Setting	Active	NW Frame Type	
IPv4	Active	IPv6 SMB	
AppleTalk	Active	Ethernet Speed	IP Address of
IEEE802.1X Auth.(Ethernet)	Inactive		D1 I
Interface Information	2		Ricoh
MAC Address	00.26.73.11.0d.75	Host Name	
Operation Mode (NetWare)	Print Server Not Defined	Print Server Name(NetWare)	NOT LIEUDED
Workgroups Name (SMB)	WORKGROUP Not Detected	Network Path Name (SMB)	\\RNP110D75\MPC4000

-Now from your computer, open an internet browser, Internet Explorer, Chrome, Firefox, etc....



-Clear contents of the address window, and type in the ip address off the configuration page, just the ip address, no www or http, Note<mark>: example 192.168.3.67</mark>

-Click login located in upper right corner.

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← → C □ 192.168.3.67/web/guest/en/v	vebsys/webArch/authForm.cgi	☆ =
RICOH		
Web Image	e Monitor	
Login User Name : admin		
Login Password :		
Login		
Cancel		

-Login user name is admin, all lowercase.

- -Login pw is left blank.
- -Click Login.

→ C 192.168.	3.67/web/entry/en/websys	/webArch/mainFrame.cgi			5
	C4503 Web Image Mo	nitor		Q ? ≜ '∄ ≗	i →) Log ■ Administra
tome			En	glish 🔻 Switch 💽	Refresh ?
Status/Information	Device Name	: RICOH MP C4503a	Comment	: Comcenter Printer	
Device Management	Configuration		Host Name	: CommCenter	
	Address Book				
Print Job/Stored File	Reset Printer Job				
Convenient Links	Reset the Machine				
	Device Home Manageme	nt			
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			0		
	Alert		Status		
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					HP Connect

-Click Device Management, Address Book.

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RICOH MP C4503 Web Image Monitor	Q ? i →) Logout
Address List (Display All Items)	Refresh 🧿
Back With Easy Input you can edit the Address Book with a wizard method but you cannot edit all items.	
With Detail Input you can edit all items. Easy Input Detail Input Image: The second	To Address List (Display Specified No.of Items) >>
Number of Registered : User(s)36 Group(s)0 Selected0 Select All Deselect All Completed	36 / 36item(s)

-Note: If your copier has an easy input and detail input, select detail input.

-Select Add User.

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RICOH MP C4	503 Web Image Monitor	♀ ? i →) Logout
Add User	Add Another Cancel	
Registration No. Name Key Display Display Priority	:00028 :Scans :Scans : Priority5 V 1: High Priority - 10: Low Priority	>>
Title		•
 Title 1 Title 2 Title 3 Add to Freq. 	: RST ▼ : None ▼ : None ▼ :● On ○ Off	
Authentication Informat	ion	A
User Code SMTP Authentication Login User Name Login Password Folder Authentication Login User Name Login User Name Login User Name Login Dserword	Specify Other Auth. Info below: Do not Specify Change Specify Other Auth. Info below: Do not Specify Change Change Specify Other Auth. Info below: Do not Specify Change	

-Enter a name of folder and key display, example; Scans

-Select dropdown for title 1 and select the letter category that includes the 1st letter of your name/key display, example Scans, letter S, RST.

-Select specify other Auth. Info, for Folder Authentication.

-Enter your windows username, then click change for password.

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← → C 🗋 192.168.3.67/web/entry/en/websys/webArch/mainFrame.cgi	ත් ස
RICOH MP C4503 Web Image Monitor	९ ? i →) Logout ≜ ४ ॒ ∎ Administrator
Change Folder Authentication Password [Note] SSL communication is currently unavailable. The following items will be transmitted without being encrypted. New Password Confirm Password	() () () () () () () () () () () () () (
OK Cancel	~

-Enter your password 2 times, then click ok.

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3rd Line	No Stamp	
Email		A
Email Address Use Email Address for Send via SMTP Server User Certificate Status User Certificate Encryption	: : Email / Internet Fax Destination Internet Fax Destination Only : This function is only available for internet fax or Email sending by fax. : On Off : None : Change : Set Individually Encrypt All	*>
Internet Fax Data Form	at	•
Select Mode Compression Type Paper size Resolution	:	
Folder		A
Protocol Port No. Server Name Path	: SMB 21 : (\ATS-WIN8\Scans	
Add to Group		A
Details of Group	:Change	
OK Save and	Add Another Cancel	· ·

-Scroll to the bottom of the page, and enter the network path you wrote down earlier <u>ATS-WIN8</u>

-Click ok, Congratulations you have created a scan to folder destination!

