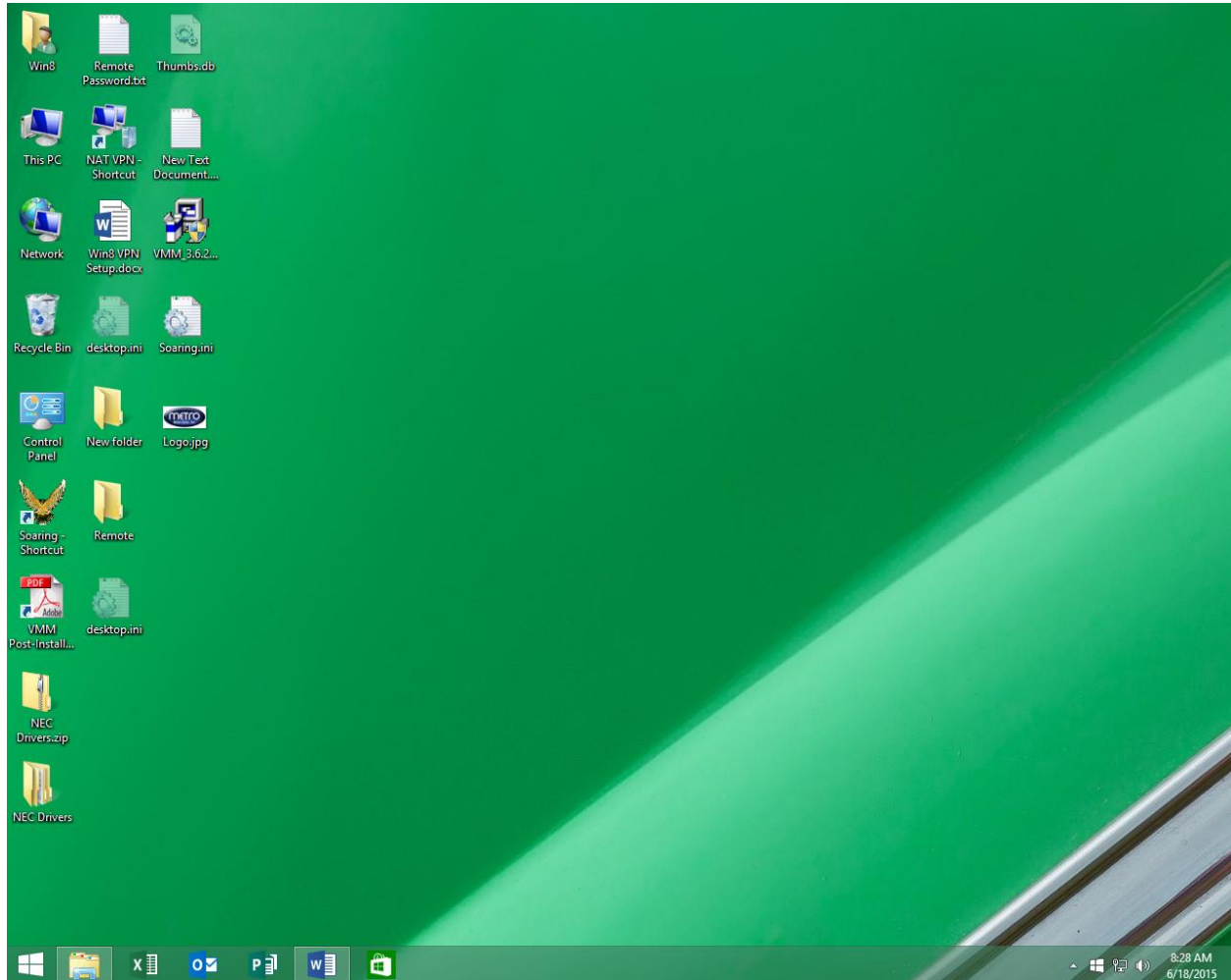
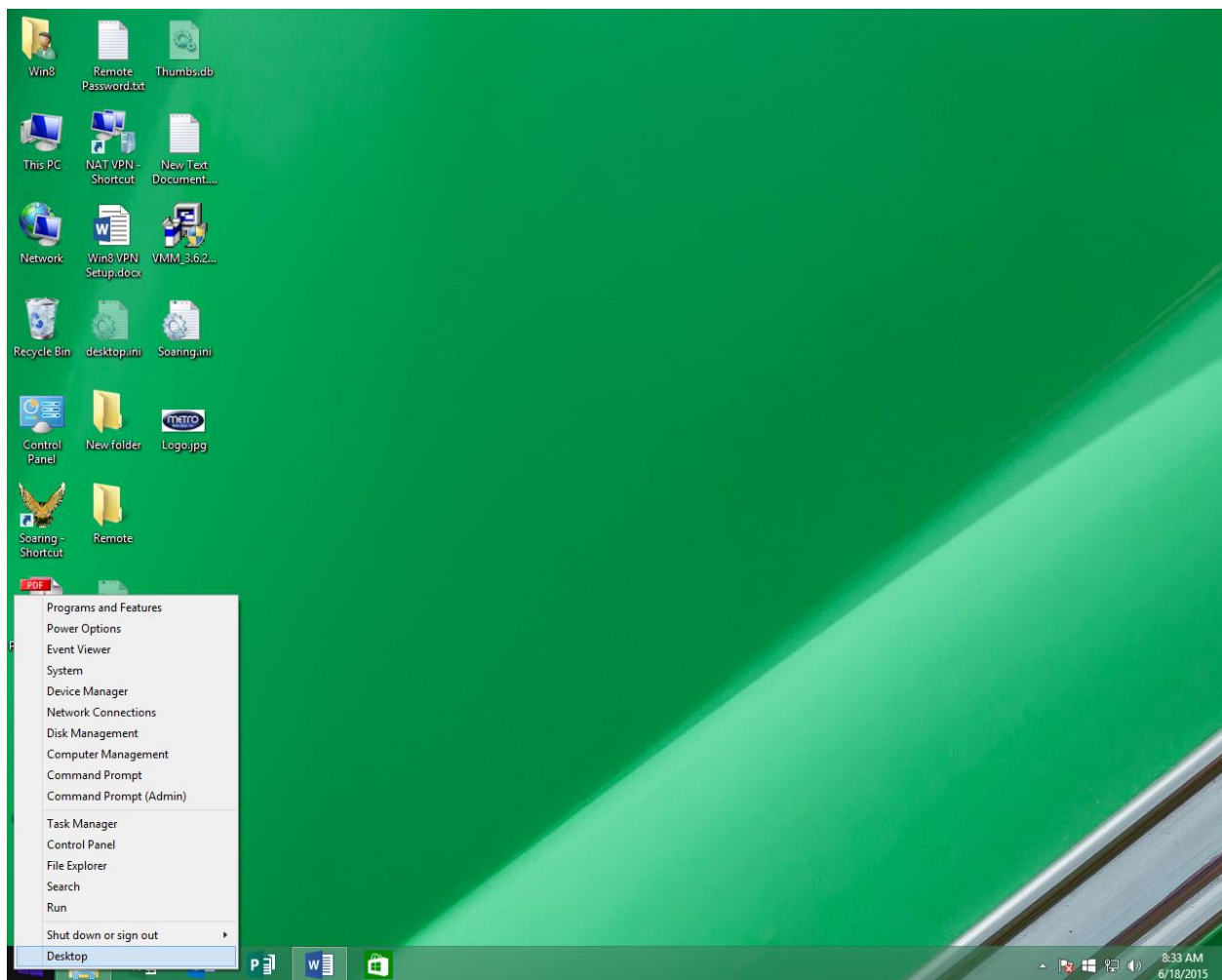


Setup Scan to Folder on Windows 8.1

Browser method

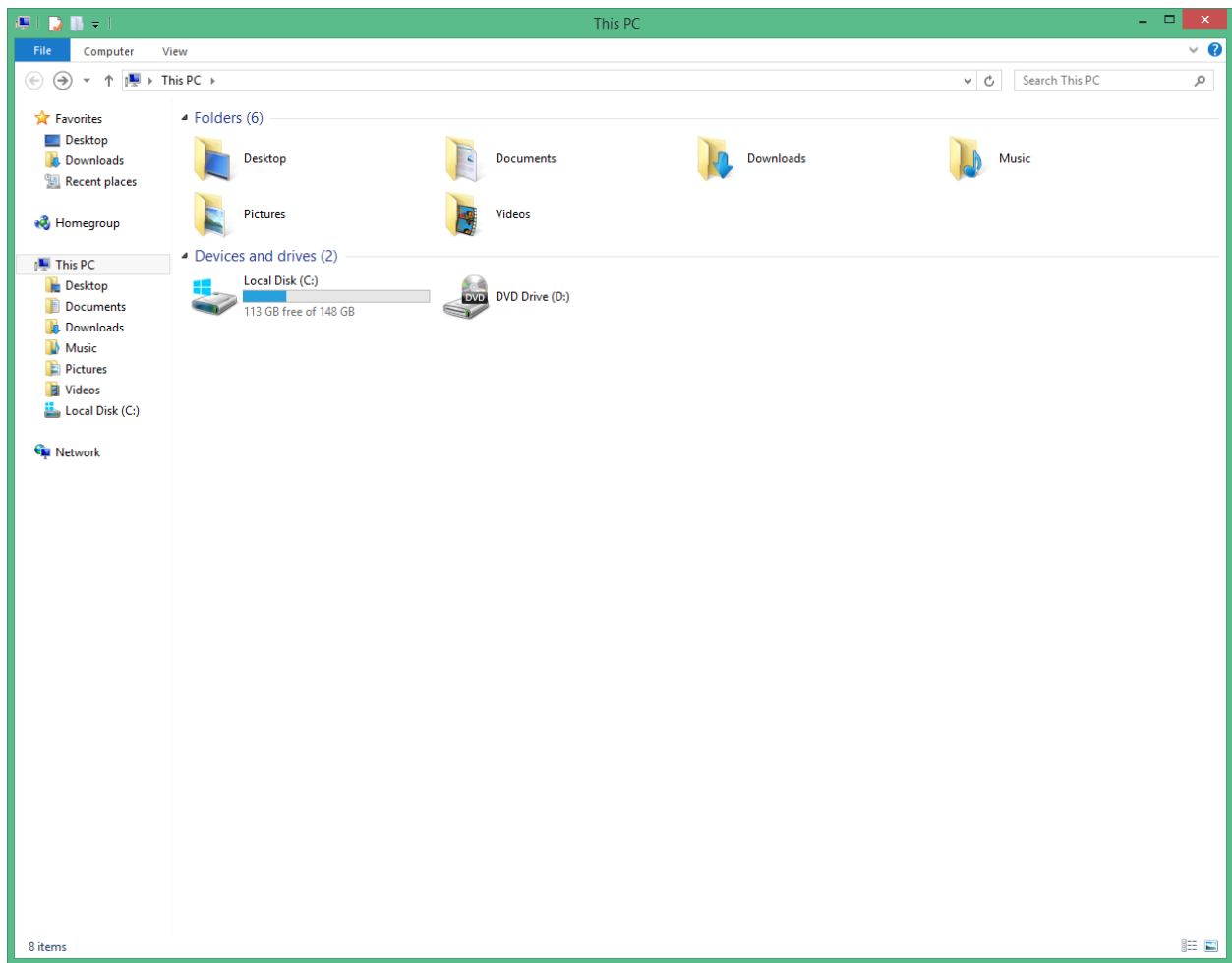


-Move your cursor to the lower left hand side by the windows logo.

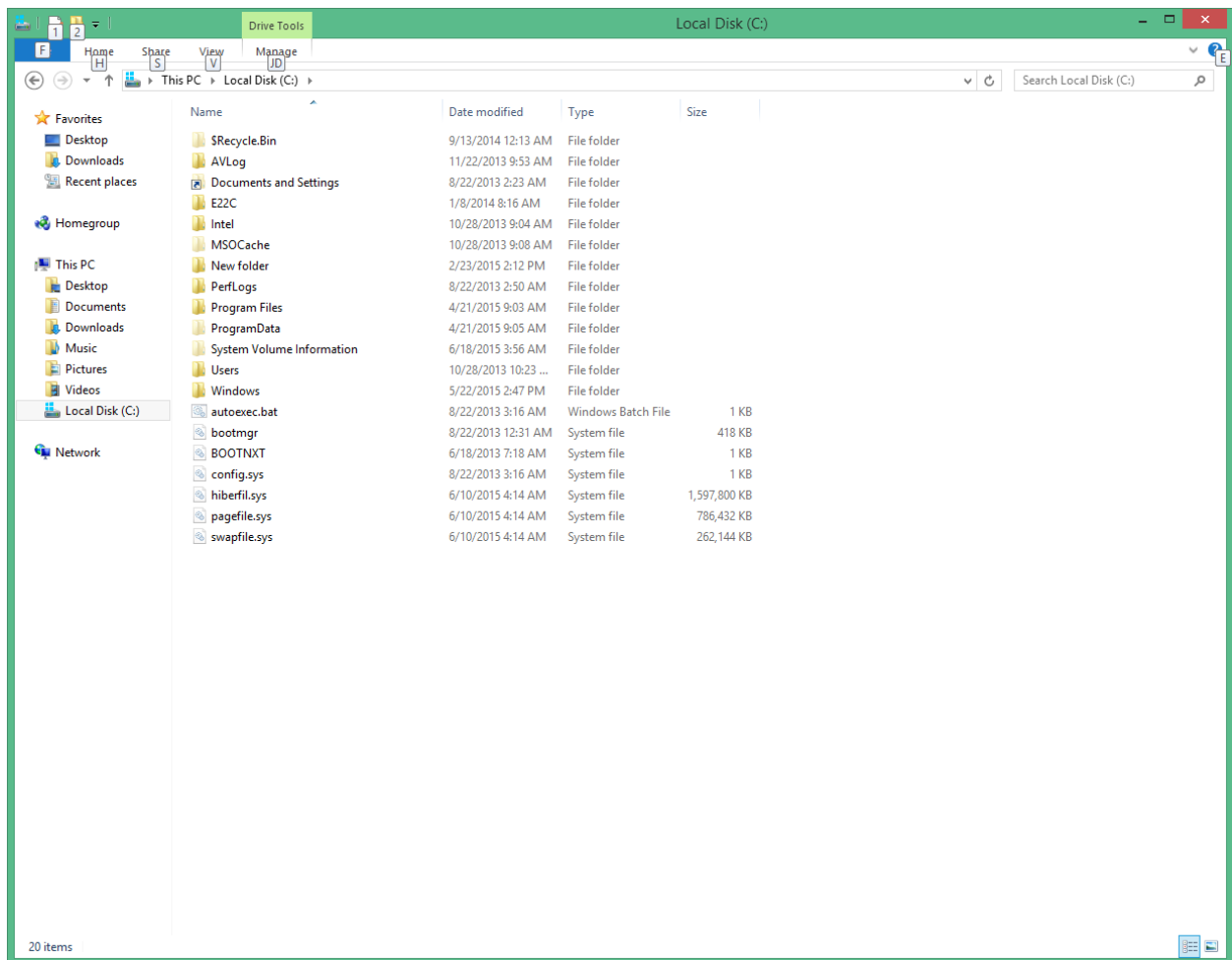


-Right click while curser is in lower left.

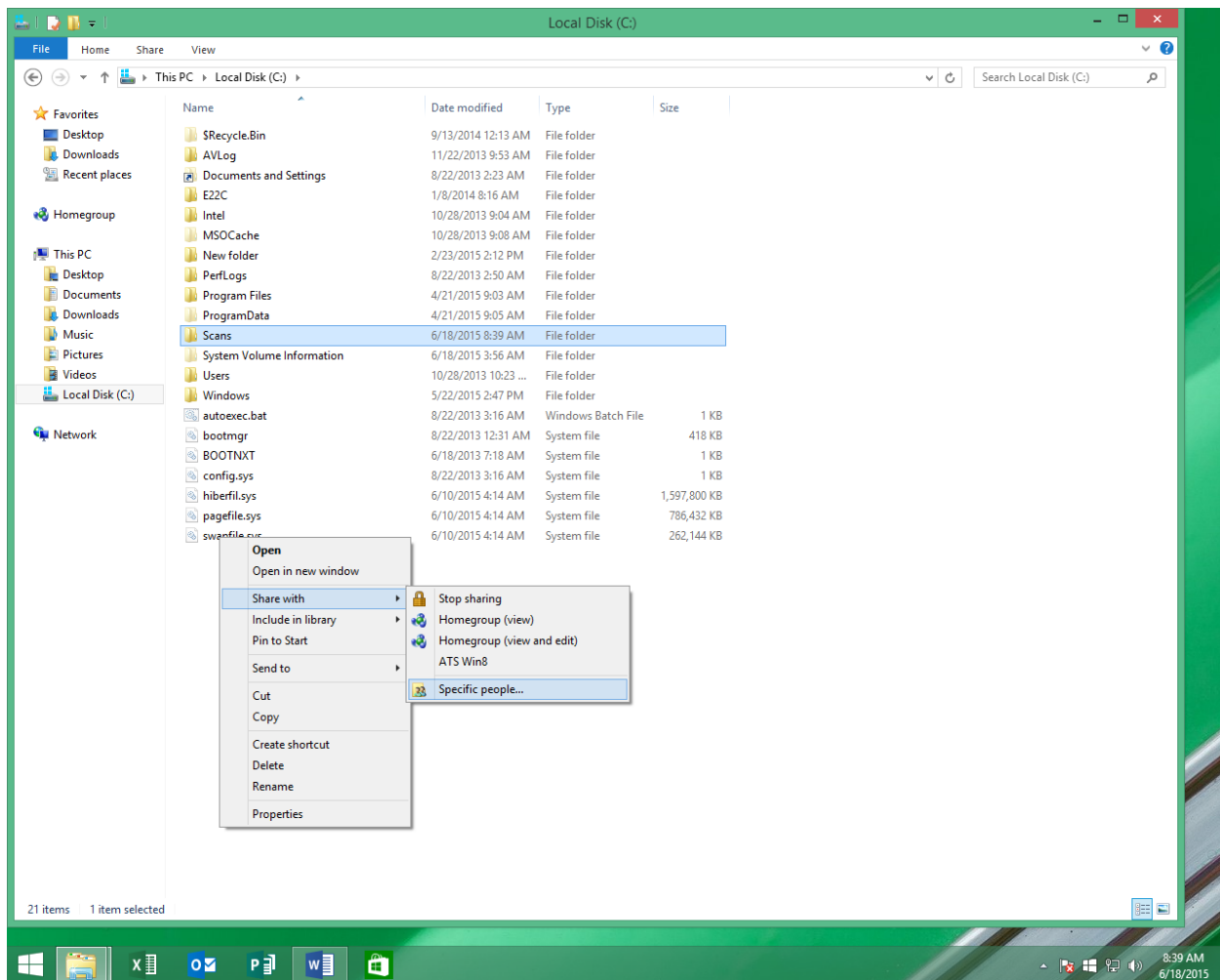
-Left mouse click file explorer.



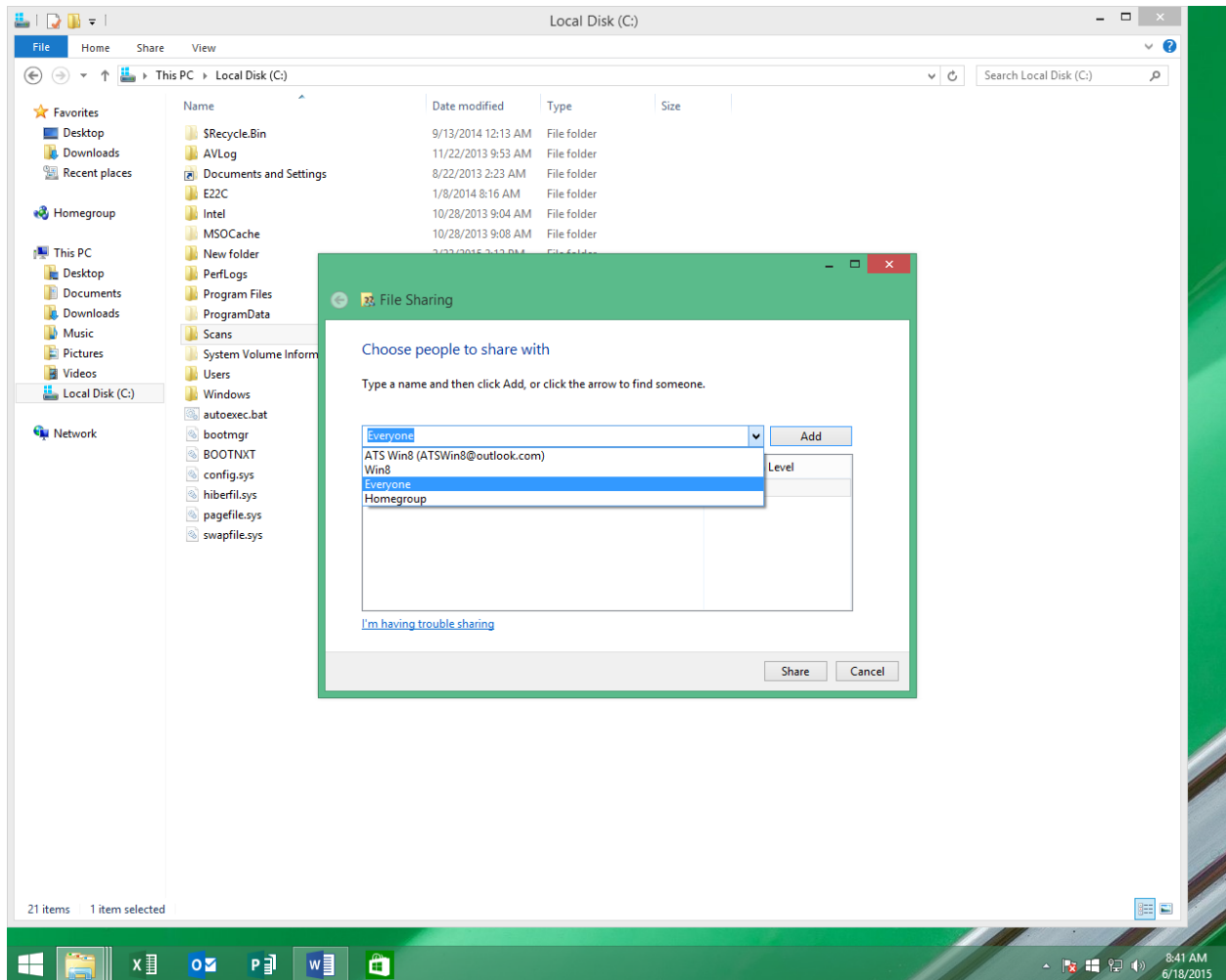
-Double click Local Disk (C:)



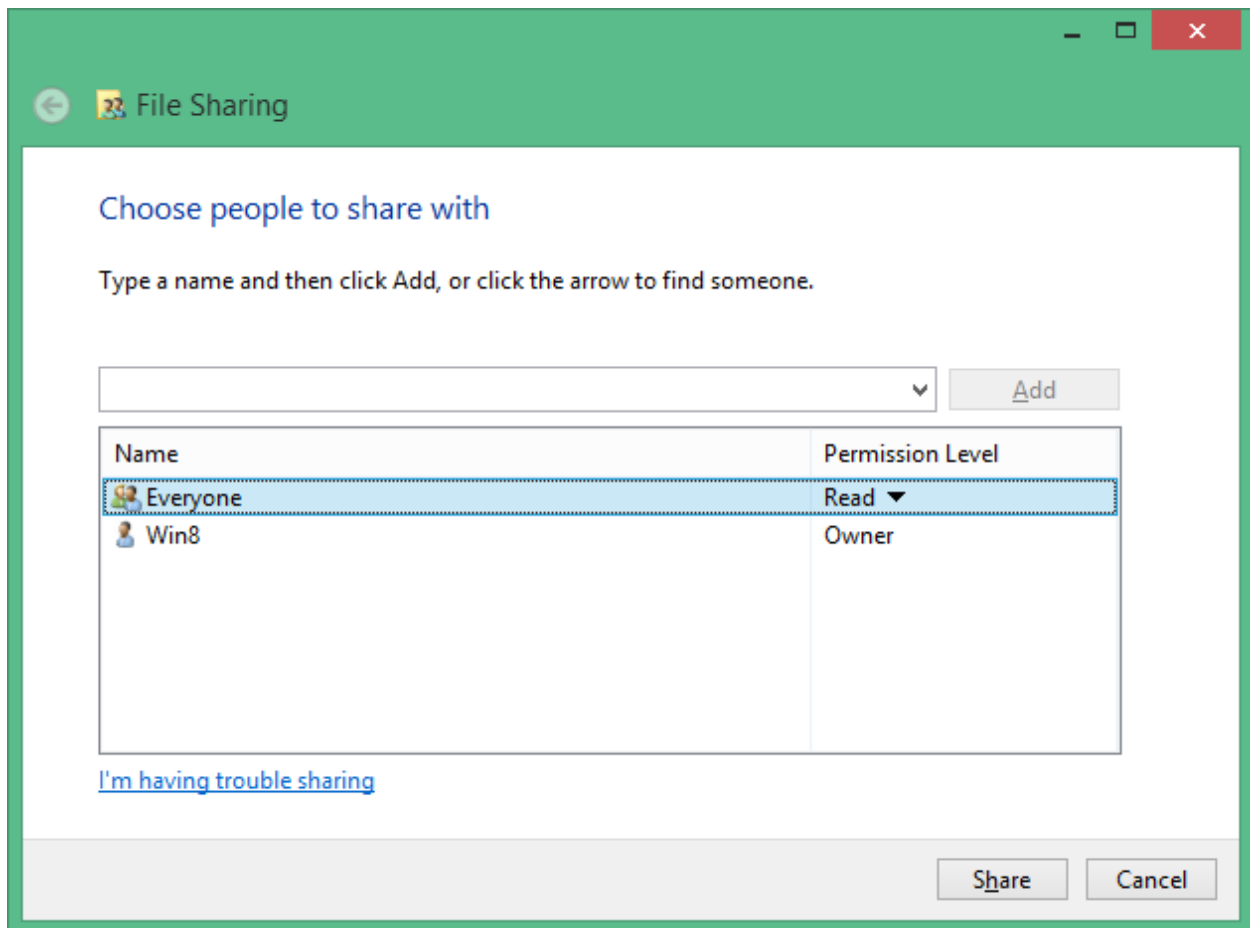
- Right click in area below the folders located in local disk (C:)
- Left click new, click on folder.
- Name the folder; Scans.



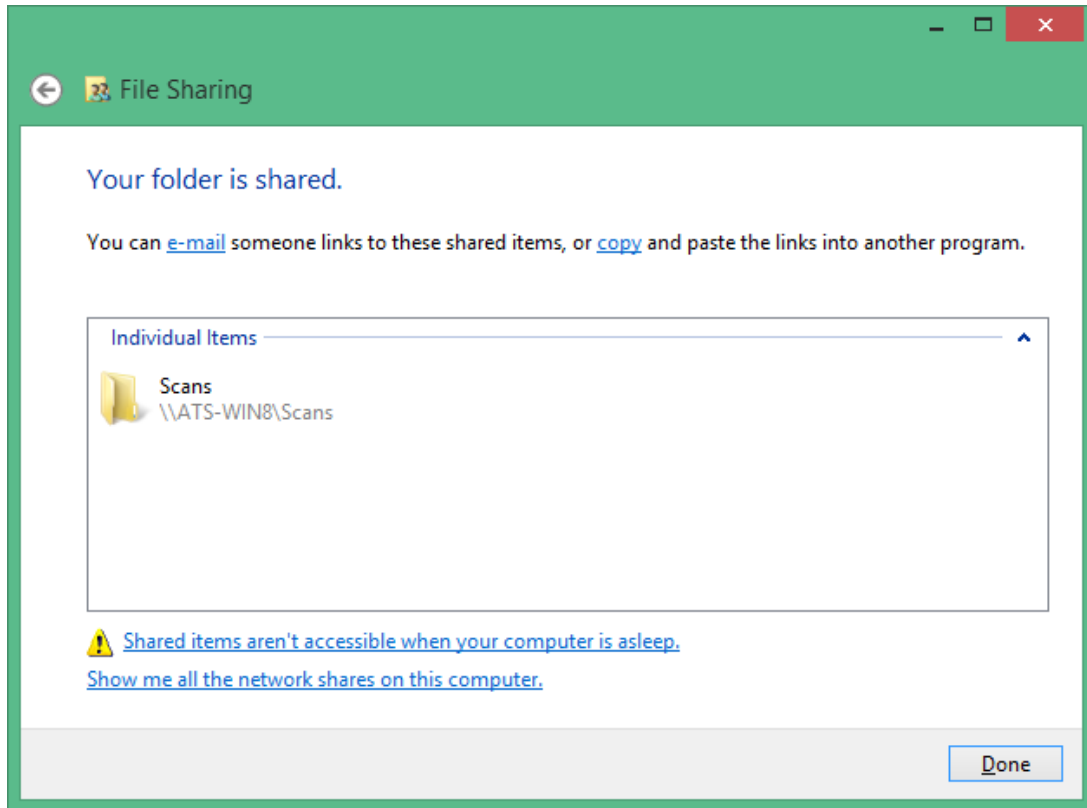
-Right click on Scans folder and select share with, specific people.



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



-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.**



Configuration Page

RICOH Aficio MP C4000

Mar. 03,2014 09:13:56AM

System Reference

Unit Number	V1205501033	Total Memory	1024 MB
Total Counter	258679		
Firmware Version	Printer[1.22 / D0295572F], System[1.23 / D0295562T], Engine[1.56:08 / D0295117K], LCDC[1.09 / D0291491D], NIB[8.27 / D0295563F]		
Device Connection	-		
HDD: Font / Macro Download	Free Space 510440 KB , Disk Capacity 510446 KB		
Printer Language	Adobe PostScript 3 [1.02], Adobe PDF [1.02], RPCS [3.7.5.2.1], PCL 5c [1.02], PCL XL [1.02]		
Attached Equipment	Tray 3 (LCT), Finisher SR3030		
Consumption Status	Black Toner Remaining: [■ ■ ■ ■ ■ ■ ■ ■ ■ ■]	Cyan Toner Remaining: [■ ■ ■ ■ ■ ■ ■ ■ ■ ■]	
	Magenta Toner Remaining: [■ ■ ■ ■ ■ ■ ■ ■ ■ ■]	Yellow Toner Remaining: [■ ■ ■ ■ ■ ■ ■ ■ ■ ■]	

Paper Input

Tray Priority	Tray 3	
Bypass Tray	11 x 8 1/2 Plain Paper	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	List / Test Print Lock	Off
4 Color Graphic Mode	Photo Priority		

System

Print Error Report	Off	Auto Continue	Off
Memory Overflow	Do not Print	Job Separation	Off
Rotate by 180 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	1	Blank 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

* indicates a non-default setting.

PCL Menu

Orientation	Portrait	Form Lines	60
Font Source	Resident	Font Number	0
Point Size	12.00	Font Pitch	10.00
Symbol Set	PC-8	Courier Font	Regular
Extend A4 Width	Off	Append CR to LF	*On
Resolution	600 dpi (Standard)		

PS 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)		*Fine
Color Profile	Auto		*Black & White

Host Interface

I/O Buffer	128 KB	I/O Timeout	15 seconds
DHCP	On	IPv4 Address	166. 66. 47. 20(11. 22. 33. 44)
Sub-net Mask	255.255.254. 0(0. 0. 0. 0)	IPv4 Gateway Address	
IPv6 Stateless Setting	Active	NW Frame Type	
IPv4	Active	IPv6	
NetWare	Inactive	SMB	
AppleTalk	Active	Ethernet Speed	
IEEE802.1X Auth.(Ethernet)	Inactive		

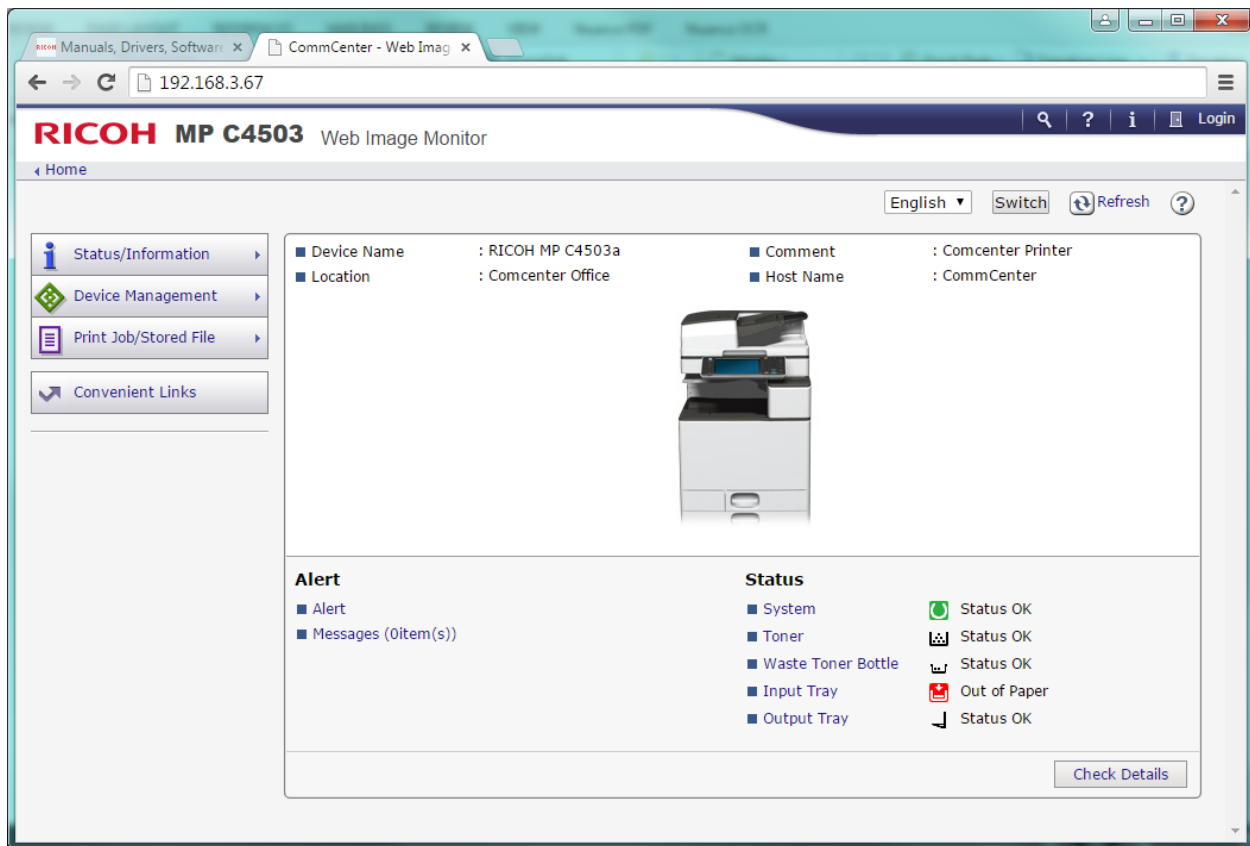
Interface Information

MAC Address	00.26.73.11.0d.75	Host Name	
Operation Mode (NetWare)	Print Server	Print Server Name(NetWare)	
File Server Name (NetWare)	Not Defined	NDS Context Name (NetWare)	
Workgroups Name (SMB)	WORKGROUP	Network Path Name (SMB)	
Invalid Interface	Not Detected		

IP Address of Ricoh

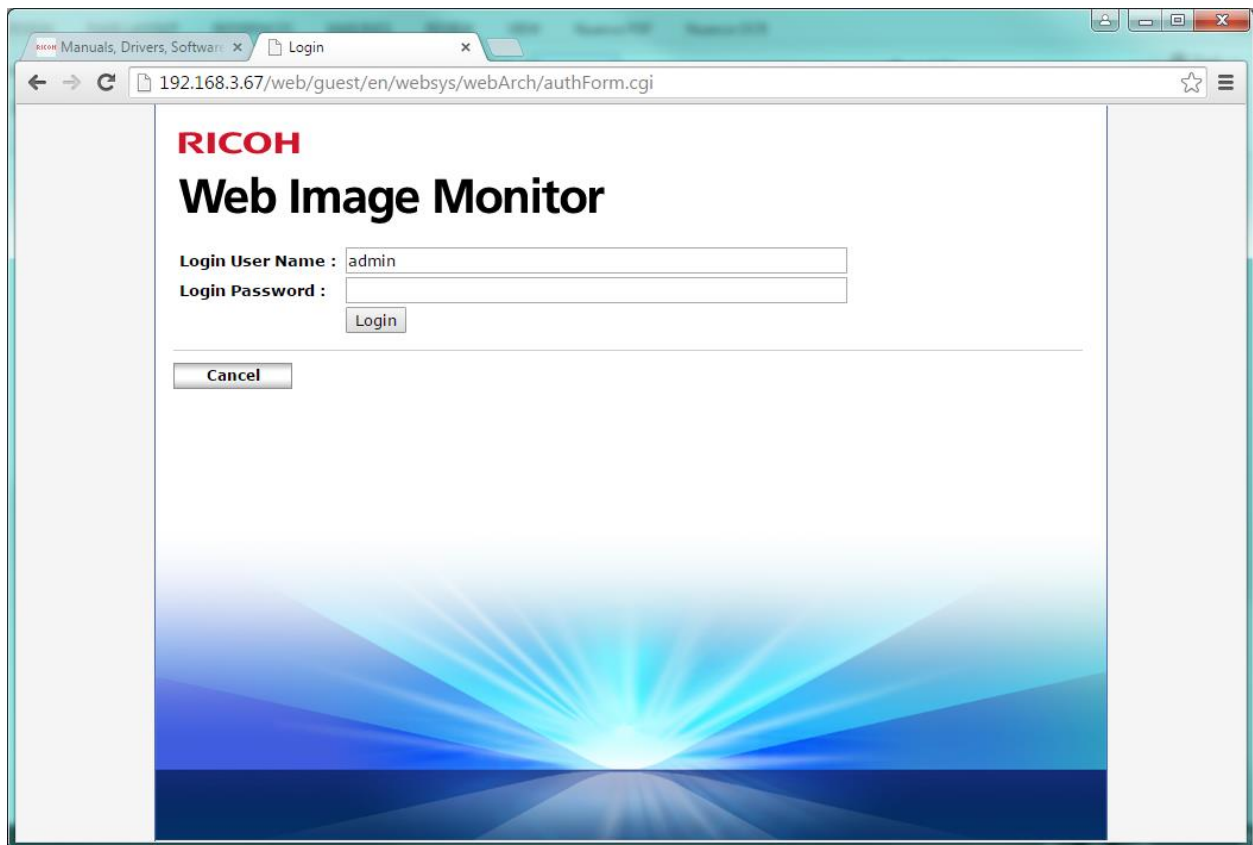
Not Defined
\\RNP110D75\\MPC4000

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

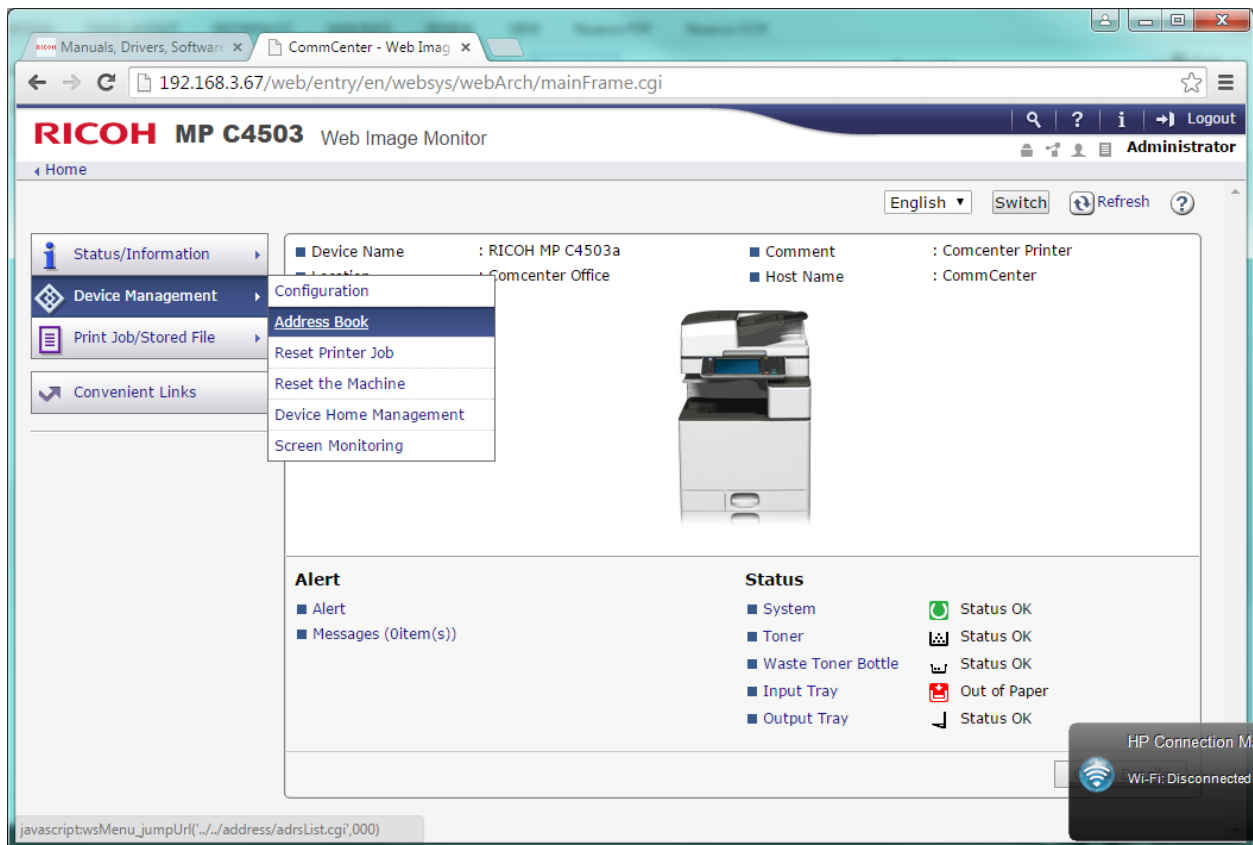


-Clear contents of the address window, and type in the ip address off the configuration page, just the ip address, no www or http, Note: example 192.168.3.67

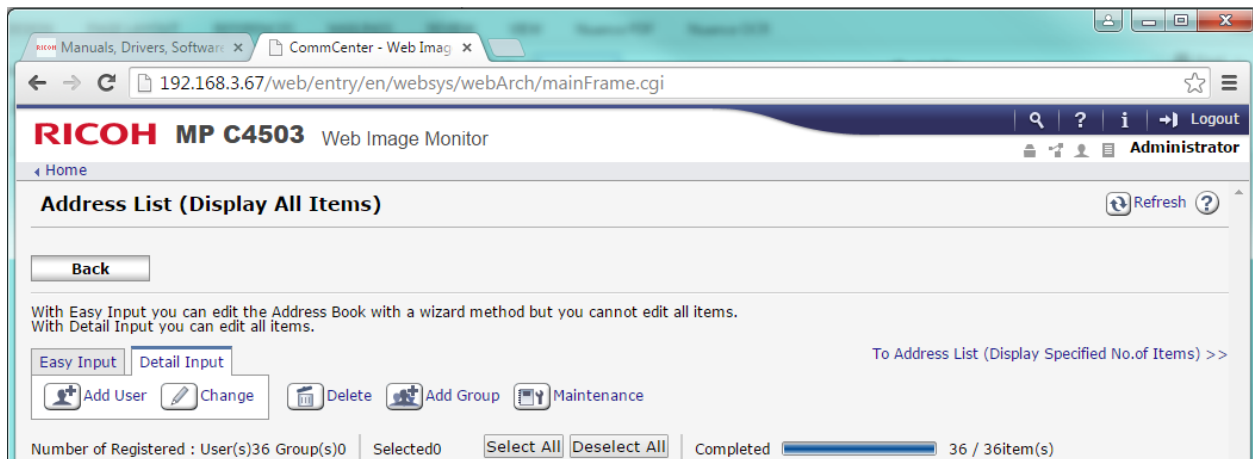
-Click login located in upper right corner.



- Login user name is admin, all lowercase.
- Login pw is left blank.
- Click Login.



-Click Device Management, Address Book.



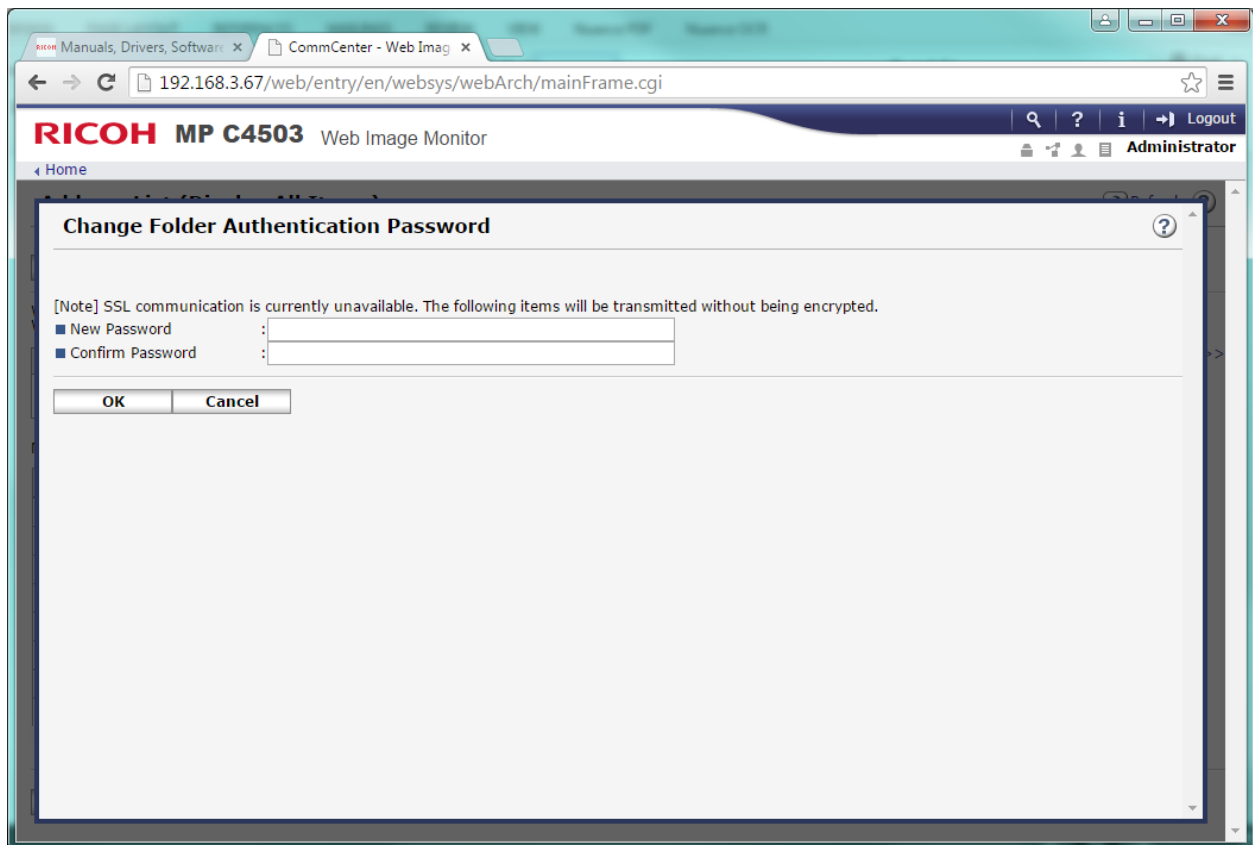
-Note: If your copier has an easy input and detail input, select detail input.

-Select Add User.

The screenshot shows a web browser window with the URL `192.168.3.67/web/entry/en/websys/webArch/mainFrame.cgi`. The page title is "RICOH MP C4503 Web Image Monitor" and the user is logged in as "Administrator". The "Add User" form contains the following fields:

- Registration No.:** 00028
- Name:** Scans
- Key Display:** Scans
- Display Priority:** Priority5 (1: High Priority - 10: Low Priority)
- Title:**
 - Title 1: RST
 - Title 2: None
 - Title 3: None
 - Add to Freq.: On
- Authentication Information:**
 - User Code:** (empty)
 - SMTP Authentication:** Specify Other Auth. Info below: Do not Specify
 - Folder Authentication:** Specify Other Auth. Info below: Do not Specify
 - Login User Name: tpeterson
 - Login Password: (empty)
 - LDAP Authentication:** Specify Other Auth. Info below: Do not Specify
 - Login User Name: (empty)
 - Login Password: (empty)

- 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.



-Enter your password 2 times, then click ok.

The screenshot shows the RICOH MP C4503 Web Image Monitor configuration interface. The browser address bar displays the URL 192.168.3.67/web/entry/en/websys/webArch/mainFrame.cgi. The page title is 'RICOH MP C4503 Web Image Monitor'. The user is logged in as 'Administrator'. The configuration page is divided into several sections: 'Email', 'Internet Fax Data Format', 'Folder', and 'Add to Group'. The 'Folder' section is currently expanded, showing the 'Path' field set to '\\ATS-WIN8\Scans'. Other sections include 'Email' with fields for 'Email Address', 'Use Email Address for', 'Send via SMTP Server', 'User Certificate Status', 'User Certificate', and 'Encryption'. The 'Internet Fax Data Format' section includes 'Select Mode', 'Compression Type', 'Paper size', and 'Resolution'. The 'Add to Group' section includes 'Details of Group'.

-Scroll to the bottom of the page, and enter the network path you wrote down earlier example \\ATS-WIN8\Scans

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

