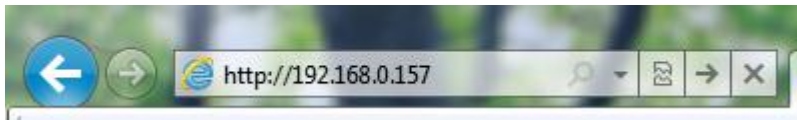


A shared Folder with Read&Write permissions will be required on the Server/PC's HDD for this to work  
{ see Folder Sharing and Permissions }

Web Browsing the Copier by it's **IP Address**



## **Scan to Folder** **Set Up**

Will bring up the "**Web Image Monitor**"



Click on the **Login button**

**RICOH**



Login User Name :   
Login Password :

User Name is: **admin**

[There is no password]

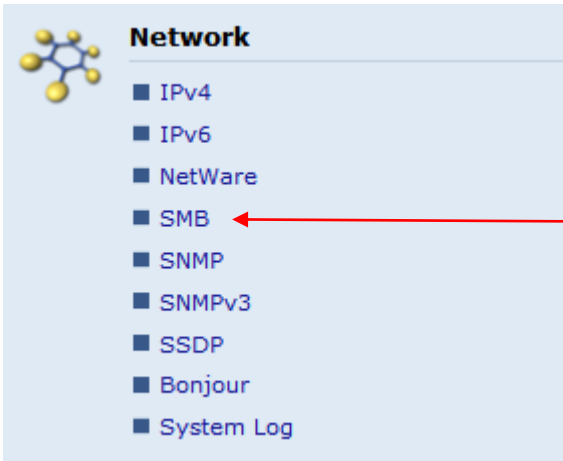
- Click on the **Login Button**

[This guide is taken from a MPC2050 Colour M/c – variations across ranges will occur]

[Login Home page]

Click on the "**CONFIGURATION**" Button

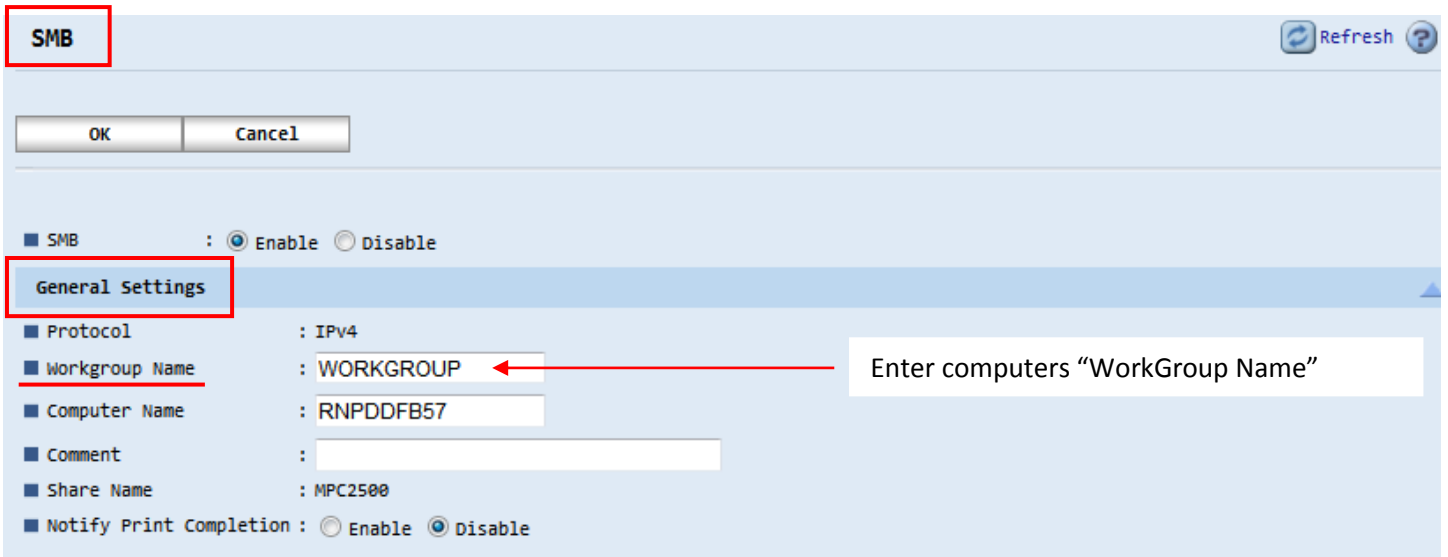
When done click "**OK**".



**Network**

- IPv4
- IPv6
- NetWare
- SMB
- SNMP
- SNMPv3
- SSDP
- Bonjour
- System Log

Click on the "SMB" button



**SMB** Refresh ?

OK Cancel

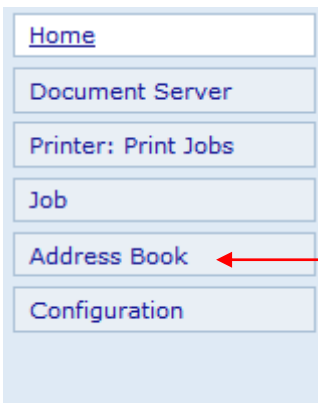
SMB :  Enable  Disable

**General Settings**

- Protocol : IPv4
- Workgroup Name : WORKGROUP
- Computer Name : RNPDDFB57
- Comment :
- Share Name : MPC2500
- Notify Print Completion :  Enable  Disable

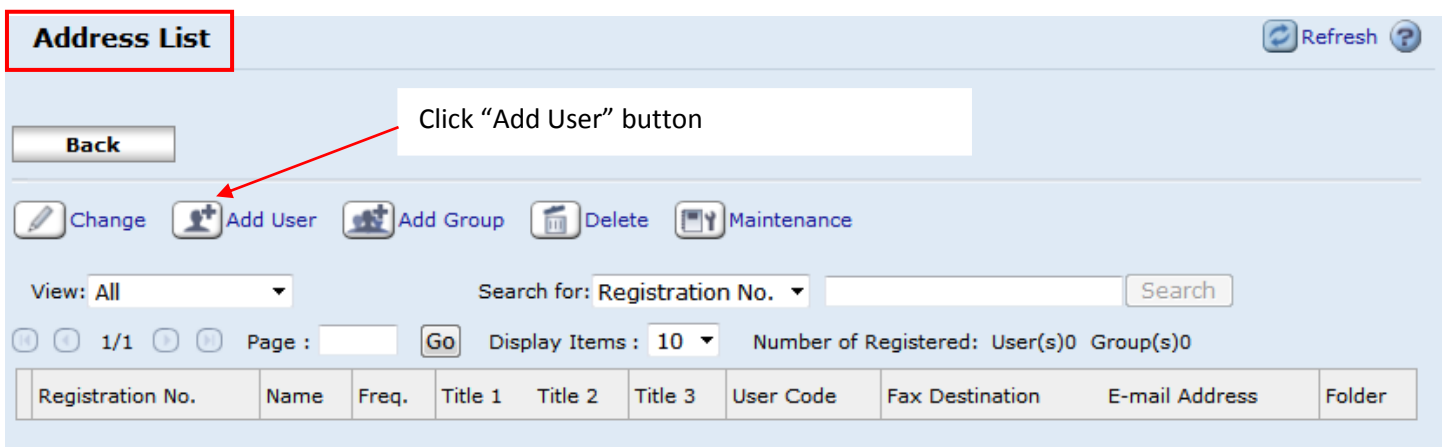
Enter computers "WorkGroup Name"

When done click on "OK"



- Home
- Document Server
- Printer: Print Jobs
- Job
- Address Book
- Configuration

On the home page click on "Address Book" button



**Address List** Refresh ?

Back

Change Add User Add Group Delete Maintenance

View: All Search for: Registration No. Search

1/1 Page: Go Display Items: 10 Number of Registered: User(s)0 Group(s)0

Registration No.	Name	Freq.	Title 1	Title 2	Title 3	User Code	Fax Destination	E-mail Address	Folder
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Click "Add User" button

■ Registration No. : 00001

■ Name :

■ Key Display :

**Title**

■ Title 1 : None

■ Title 2 : None

■ Title 3 : None

■ Add to Freq. :  On  Off

**Authentication Information**

■ User Code :

■ SMTP Authentication :  Specify Other Auth. Info below:  Do not Specify

Login User Name :

Login Password :

■ Folder Authentication :  Specify Other Auth. Info below:  Do not Specify **1**

Login User Name :  **2**

Login Password :  **3**

Enter Folder reference name

Enter Folder "Key Display" name

1 – Tick "Specify Other Auth.Info below"

2 – Enter the User Name used to log on to the Pc where the Folder is installed.

3 – Enter the Login Password for this Name, confirm it, and click OK

[See Note: For multiple Pc user log on's]

**Folder**

■ Protocol : SMB

■ Port No. : 21

■ Connection Type : NDS

■ Server Name :

■ Path :

Enter path eg. \\optiplex\scans

**Add to Group**

■ Details of Group :

**Path:** \\name of computer\name of folder\name of sub-folder(if any)

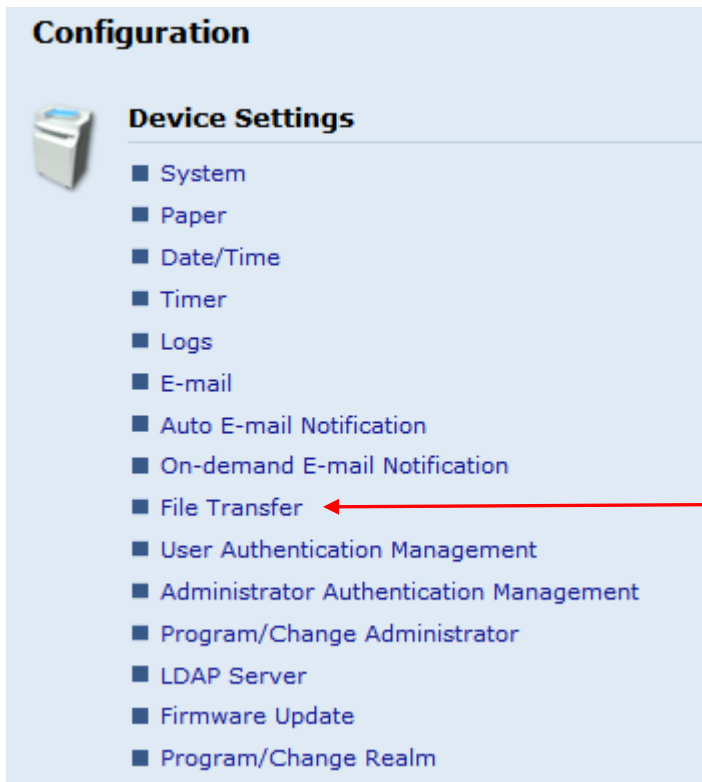
[Computer IP Address might need to be used instead of its Name if connection Fails]

When done click "OK"

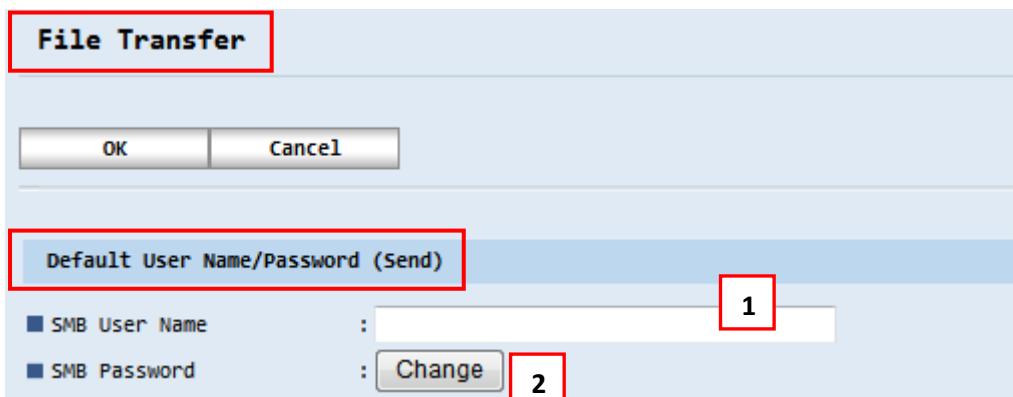
**Note:**

Folder Authentication can be replaced if multiple Pc Log On's are required, by creating a SMB User Name and Password for the Copier and then creating this as a User on the Server. Folder Authentication "do not specify" then remains ticked.

[See next page]



Select "File Transfer" button



1 – Enter a SMB User name eg. scanner

2 – Enter a Password eg. scanner, re-enter to confirm

When done click "OK"

This SMB user now needs to be created on the "Server"

> computer management > users > new user [see the IT Administrator]