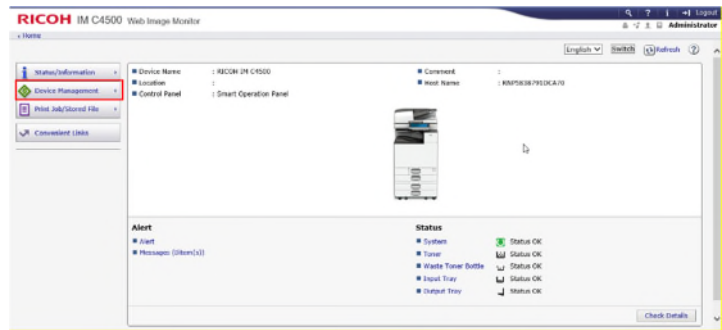
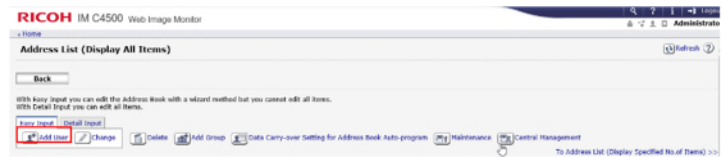


Setting Up Scan to Folder Using Web Image Monitor

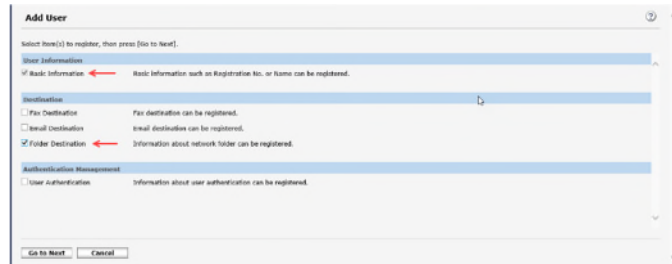
Using Web Image Monitor Login as Administrator
Select **Device Management** and **Address Book** from the Sub Category



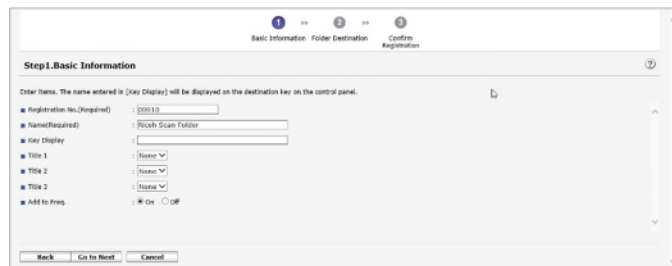
In the Address Book click **Add User**



At the Add User screen check **Basic Information** and **Folder Destination**. Click **Go to Next**.



At the basic information screen fill out name of destination. Example shown *Ricoh Scan Folder*. Click **Go to Next**.



In Folder Destination Choose **SMB**.
Input the path to the destination folder.
Input the Username
Input Password
Click Go to Next

The screenshot shows the 'Step 2. Folder Destination' configuration window. At the top, there are three numbered steps: 1. Basic Information, 2. Folder Destination (active), and 3. Confirm Registration. Below the title bar, the text 'Enter the folder information.' is followed by a radio button selection for 'SMB' (selected) and 'FTP'. A 'Path(Required)' field contains the example path '\\Computer name (or IP address)\Shared folder name'. Below this are four input fields: 'Login User Name', 'Login Password', and 'Confirm Login Password'. At the bottom, there are three buttons: 'Back', 'Go to Next', and 'Cancel'.

Scroll down to confirm Registration
Click **OK**

The screenshot shows the 'Step 3. Confirm Registration' window. At the top, the steps are: 1. Basic Information, 2. Folder Destination, and 3. Confirm Registration (active). Below the title bar, the text 'Check items, then press [OK].' is followed by a list of configuration items. Under 'Folder Destination', the items are: Protocol (SMB), Path (\\192.168.0.1\desktop\Wah Scan Folder), Login User Name (USER), and Login Password (Entered). Under 'User Authentication', the item is 'No Item'. At the bottom, there are three buttons: 'Back', 'OK', and 'Cancel'.