

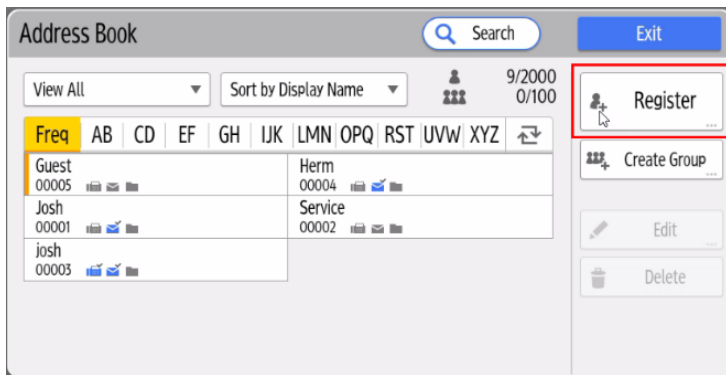
How to Set Up Scan to Folder on Ricoh MFD IMC Series

Follow these instructions for set up of Scan to Folder *after* a folder has been created on the network that the Ricoh MFD has privileges to scan to.

At the Home Screen select **Address Book Management** icon.



Press **Register** button.



On the first tab fill in folder name next to the **Name** field.

Input the Name of the folder to scan to i.e.: "Ricoh Scan Folder"

Name * Required <0/20>

Select **Folder**

Fax	Not Registered
Email Address	Not Registered
Folder	Not Registered

For **Protocol** leave as SMB

Folder :

Protocol **SMB (Send to Shared Folder on PC)**

Path * Required <0/256>

Folder Authentication Info

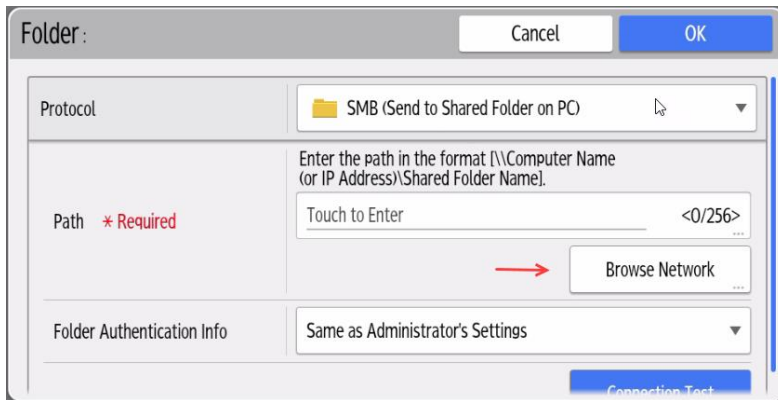
Press **Browse Network** icon

Select the group that the destination computer belongs

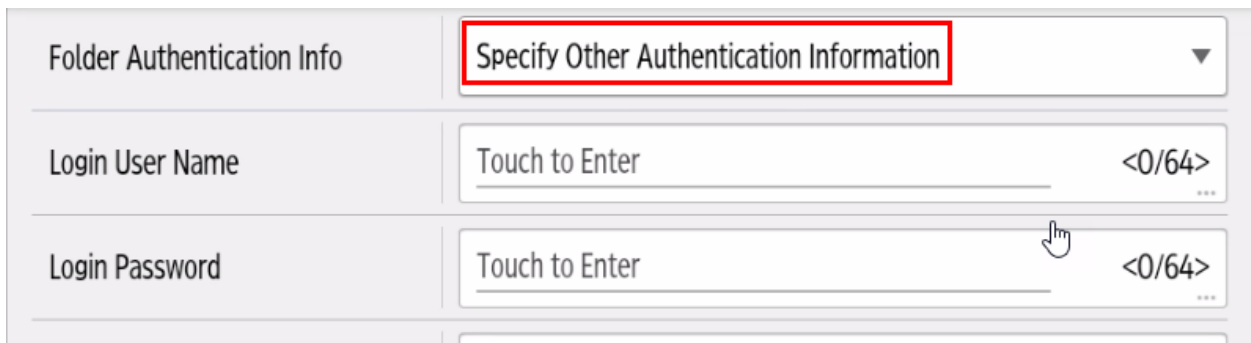
Browse the domain/work group name

Select the computer that has the scan folder

Select the shared folder on the destination computer.



Press Specify Other Auth Information in **Folder Authentication Info**



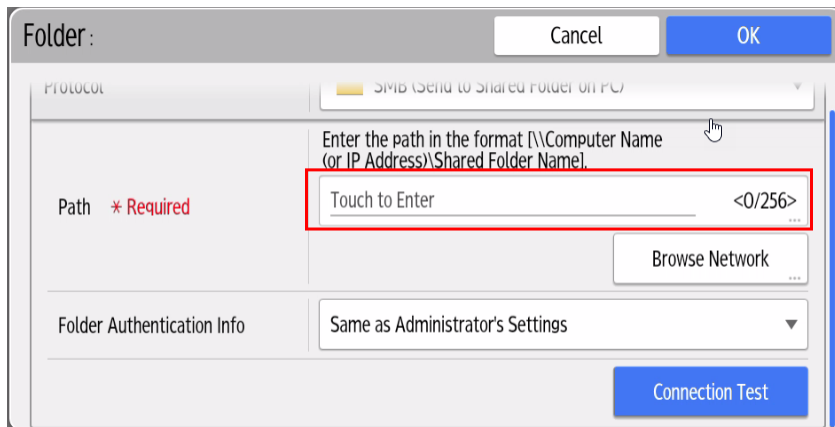
Insert User_Name into the **Login User Name** field.

Enter the username that is used to login onto the computer that the MFD will be scanning to.

Insert Password into the **Login Password** field.

Reenter Password in confirmation

IF YOU CANNOT BROWSE NETWORK



Folder: Cancel OK

PROTOCOL: SMB (Send to Shared Folder on PC)

Enter the path in the format (\\Computer Name (or IP Address)\Shared Folder Name).

Path * Required: Touch to Enter <0/256>

Browse Network

Folder Authentication Info: Same as Administrator's Settings

Connection Test

Enter the destination into the **Path** field

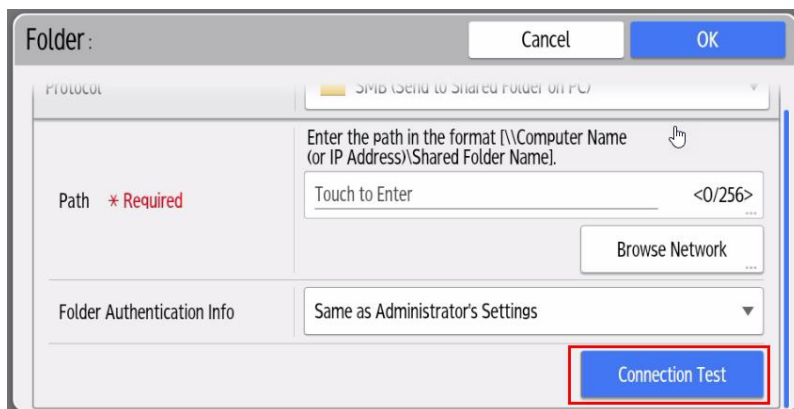
Use the following parameters

\\Computer Name\folder\sub folder\”Destination Folder”

or

\\IP Address\folder\sub folder\”Destination Folder”

Once entered completed press **Connection Test**



Folder: Cancel OK

PROTOCOL: SMB (Send to Shared Folder on PC)

Enter the path in the format (\\Computer Name (or IP Address)\Shared Folder Name).

Path * Required: Touch to Enter <0/256>

Browse Network

Folder Authentication Info: Same as Administrator's Settings

Connection Test

When a message indicating that “Connection has been successfully established” appears press OK

Exit Address Book