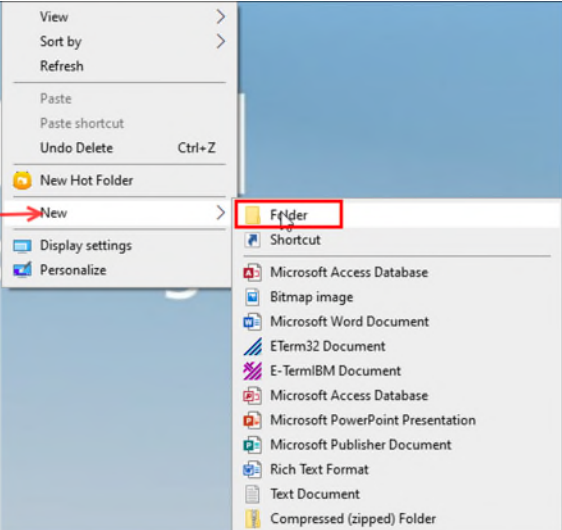
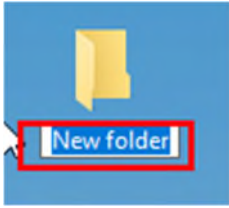
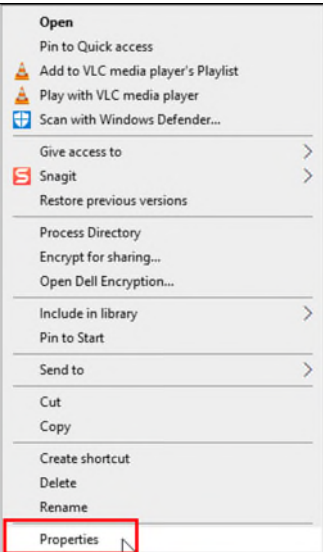
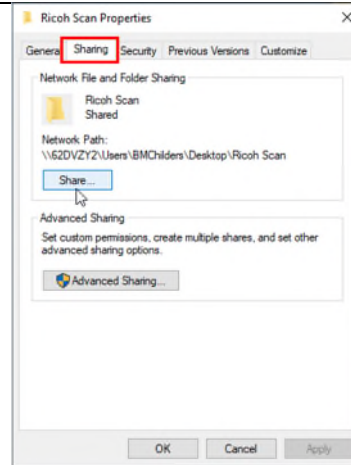


How to Create a Shared Folder using Microsoft Windows 10

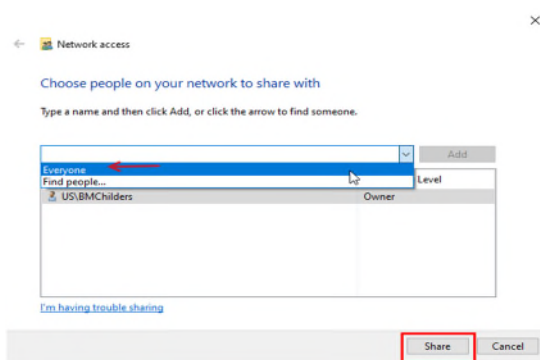
The user must have Administrator right to perform these actions

<p>On the desktop of the main screen Right click the mouse button. Scroll to New and select Folder</p>	
<p>Once the folder is created name the folder ie: Ricoh Scans</p>	
<p>Right click the folder icon and select Properties</p>	

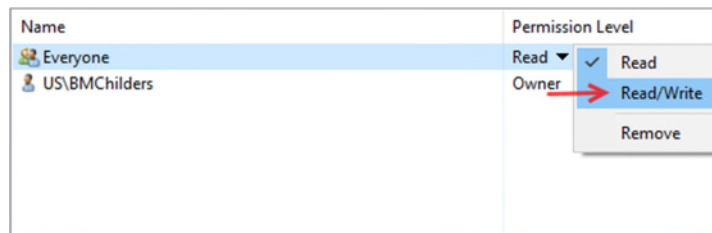
Click the **Sharing** tab
Then click **Share...**



Click the **\ /** next to the greyed out
Add button and select **Everyone**.
Once selected click **Add**.



Click Read and change to
Read/Write



The path of the shared folder is
displayed. This is the path to input
in the Ricoh device

