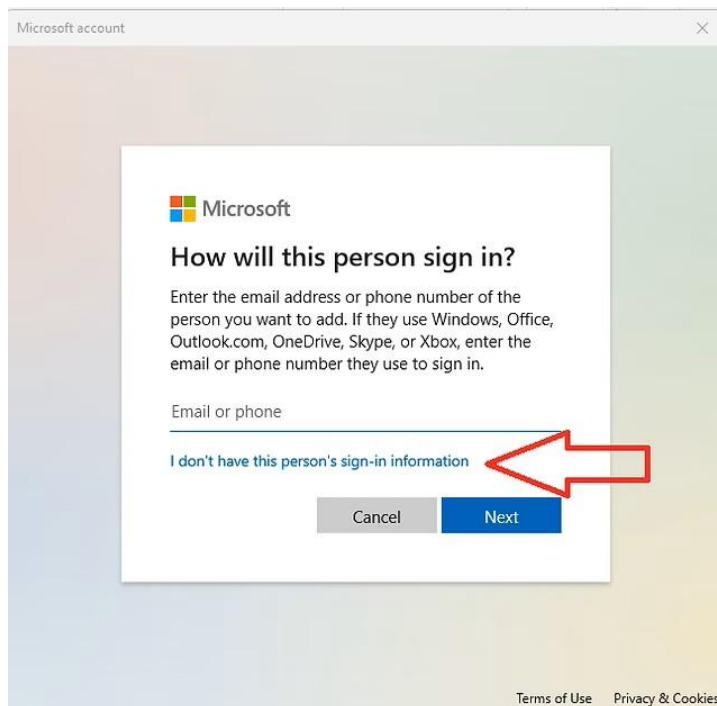


Setup Scan to Folder

Step 1 - Creating a user

1. Use the search bar to go to "Settings"
2. Accounts
3. "Other Users"
4. "Add account"
5. "I don't have this person's sign-in information"
6. Add a user without a Microsoft account
7. Create a user with a secure password (Make sure to fill out the Security Questions)



Setup Scan to Folder

Microsoft account

 Microsoft

Create account

someone@example.com

[Get a new email address](#)

[Add a user without a Microsoft account](#)

[Back](#) [Next](#)

[Terms of Use](#) [Privacy & Cookies](#)

Microsoft account

Create a user for this PC

If this account is for a child or teenager, consider selecting **Back** and creating a Microsoft account. When younger family members log in with a Microsoft account, they'll have privacy protections focused on their age.

If you want to use a password, choose something that will be easy for you to remember but hard for others to guess.

Who's going to use this PC?

Scans

Make it secure.

.....

.....

In case you forget your password

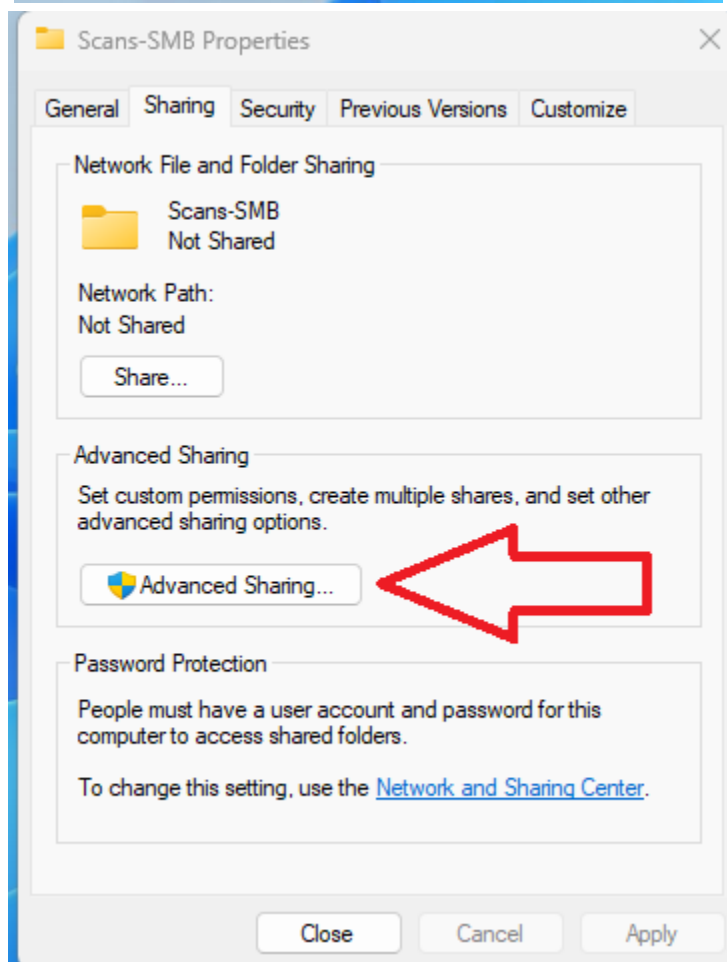
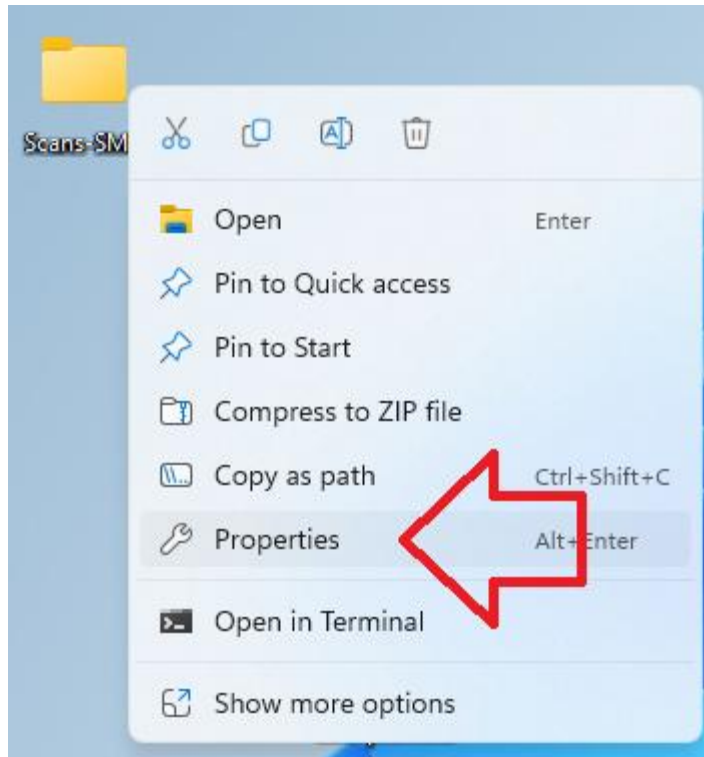
[Next](#) [Back](#)

Setup Scan to Folder

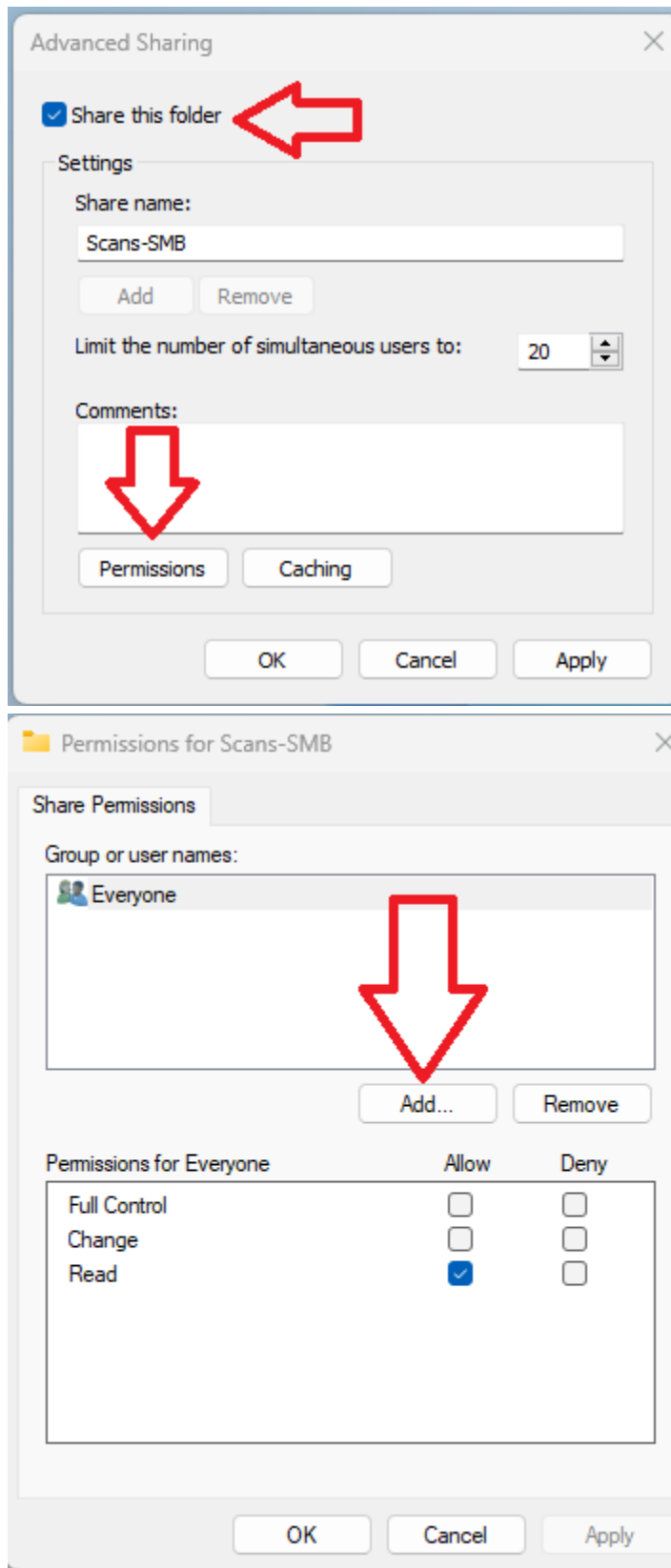
Step 2 - Sharing a Folder

1. Create a shared folder on the Windows computer
 1. Example: A folder named "Scan-SMB" is created on the desktop of Windows
2. Right-click the shared folder you created and select [Properties].
3. Click the [Sharing] tab and click [Advanced Sharing].
4. Add a check mark to [Share this folder] and click [Permissions].
5. Select the group/user name you created to give access permissions and add a check mark for Full Control.

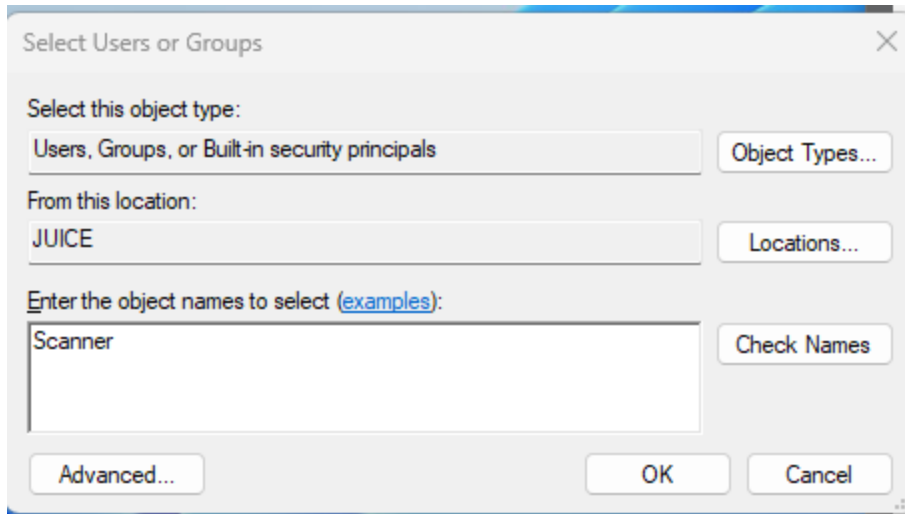
Setup Scan to Folder



Setup Scan to Folder



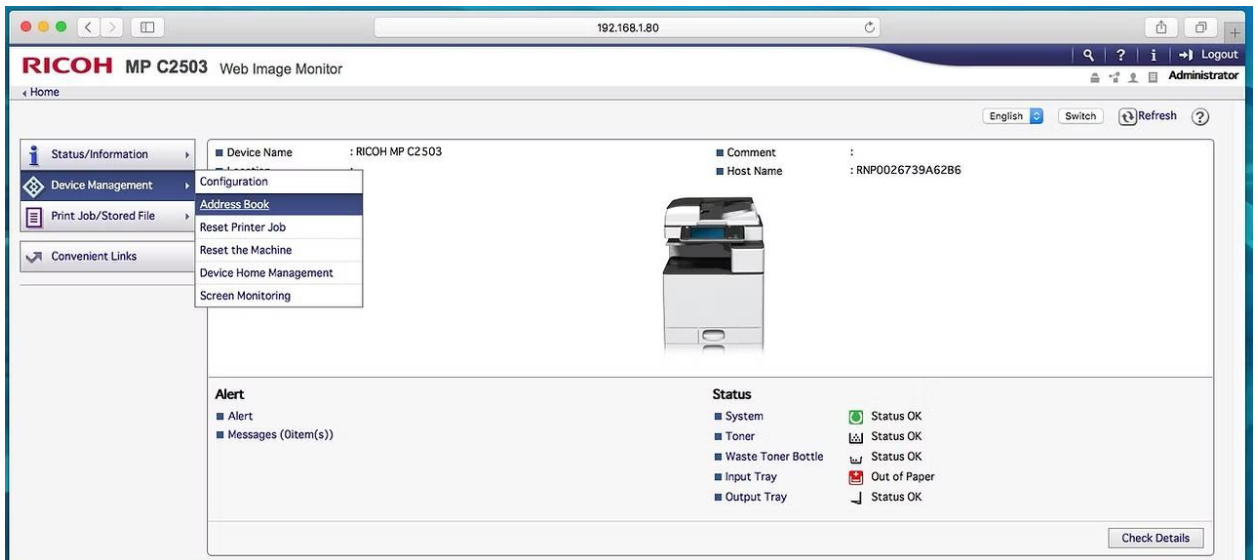
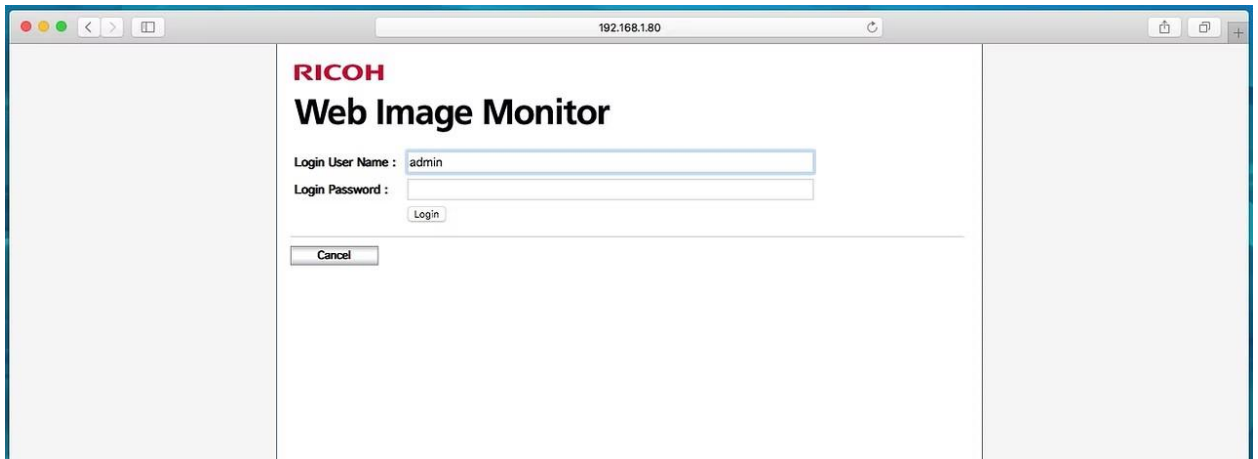
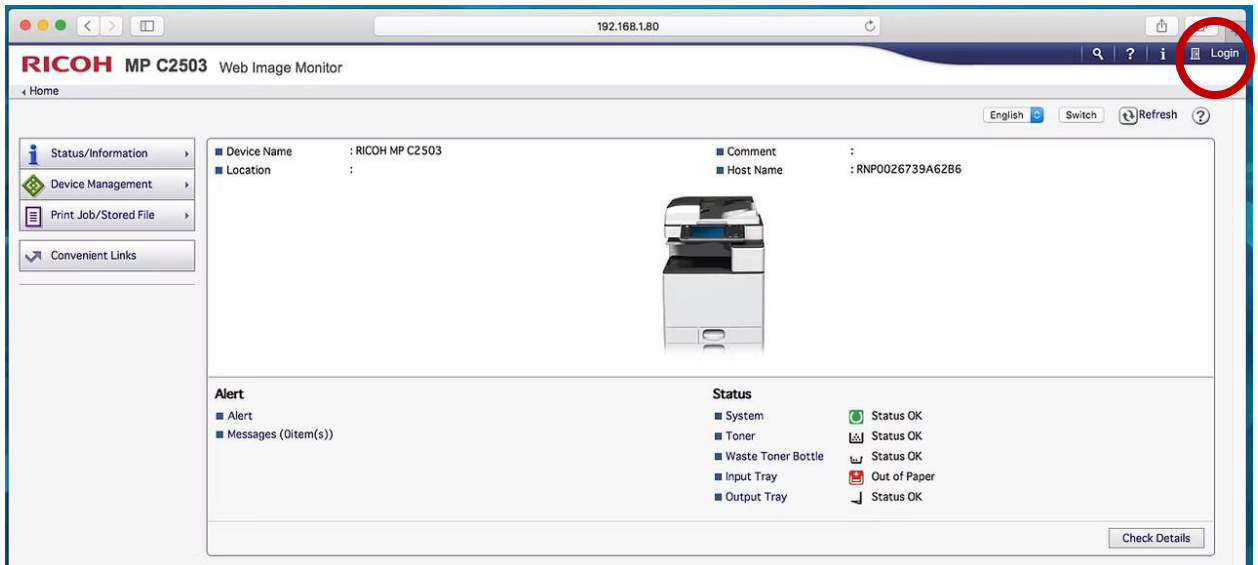
Setup Scan to Folder



Adding the Folder Destination on the Ricoh

1. Go to the copier's Web Interface (get there by typing the copier IP Address into the search bar of any browser)
 1. Ex. `https://192.168.1.80`
2. Login with:
 1. Username: admin
 2. Password: <blank>
3. Hover over "device management"
4. Then select "Address Book"
5. Select the "Detail Input" tab
6. Then select "Add User"
7. Enter name under "Name" and "Key Display"
8. Path = the full folder share path that we created earlier.
 1. `\\YOURPCNAME\Scans-SMB`
9. The username field is filled with the Username and Password, of any user that we shared the scan folder with, (I usually use the current local admin Ex. Whoever is logged in, or create a new user for the scans, typically "Scanner" with a simple password)

Setup Scan to Folder



Setup Scan to Folder

RICOH MP C2503 Web Image Monitor 192.168.1.80 Administrator

Add User

OK Save and Add Another Cancel

Registration No. : 00001
Name : Andremag
Key Display : Andremag
Display Priority : Priority5 1: High Priority - 10: Low Priority

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 : Change
Folder Authentication : Specify Other Auth. Info below: Do not Specify
Login User Name : tsakkestel
Login Password : Change
LDAP Authentication : Specify Other Auth. Info below: Do not Specify
Login User Name :
Login Password : Change

Available Functions

Copier : Full Color Two-color Single Color Black & White
Color Copy Mode Limitation : Limit to Auto Color Selection Full Color / Auto Color Selection
Printer : Color Black & White
Other functions : Document Server Facsimile Scanner Browser

Protection

Use Name as : Destination Sender
Protect Destination :
Protection Object : Sender Folder Destination
Protection Code : Change

Email

Email Address :
User Certificate Status : None
User Certificate : Change
Encryption : Set Individually Encrypt All

Folder

Protocol : SMB
Port No. : 21
Server Name :
Path : \\192.168.1.180\scans

Add to Group

Details of Group : Change

OK Save and Add Another Cancel