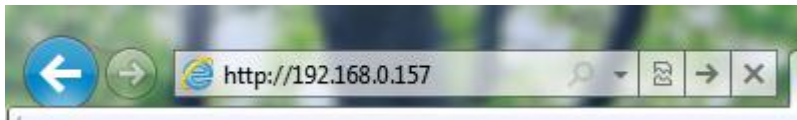


A shared Folder with Read&Write permissions will be required on the Server/Pc's HDD for this to work
{ see Folder Sharing and Permissions }

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

Click on the "IPv4" button

Turn off DHCP for a Static IP address
Obtain Domain name by DHCP
Or Specify
Enter "**Domain name**" if used.

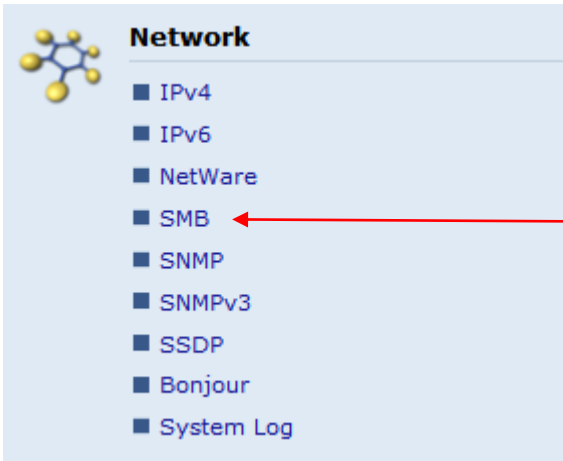
Enter "**IP address**"
Enter "**Subnet Mask address**"

Enter the "**Gateway IP Address**"

When static IP is selected DNS Auto-Obtain will switch to Specify
The parameter setting will be updated only when [Auto-Obtain (DHCP)] is clicked.

The parameter setting will be updated only when [Specify] is clicked.
Enter the "**DNS Server IP address**"

When done click "OK".



Network

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

Click on the "SMB" button



SMB Refresh ?

OK Cancel

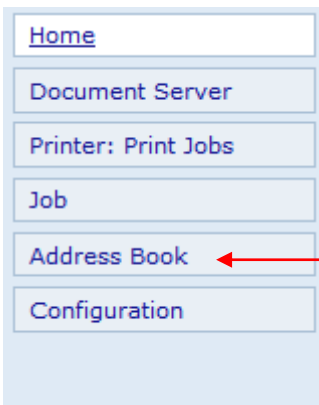
SMB : Enable Disable

General Settings

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

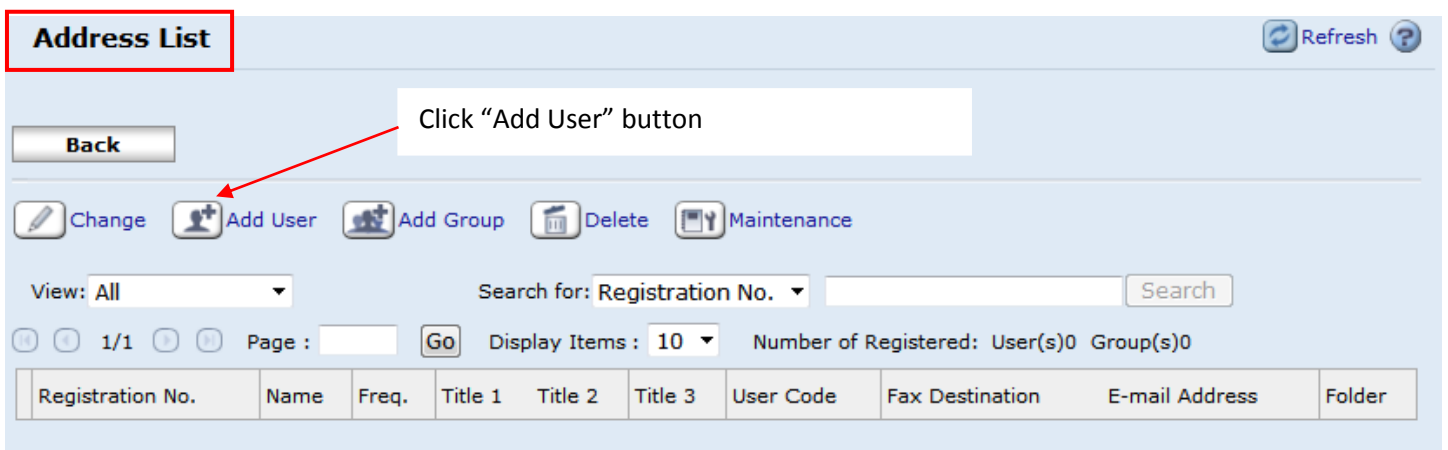
Enter computers "WorkGroup Name"

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
------------------	------	-------	---------	---------	---------	-----------	-----------------	----------------	--------

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

Login User Name :

Login Password :

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 :

Add to Group

Details of Group :

OK Save and Add Another Cancel

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

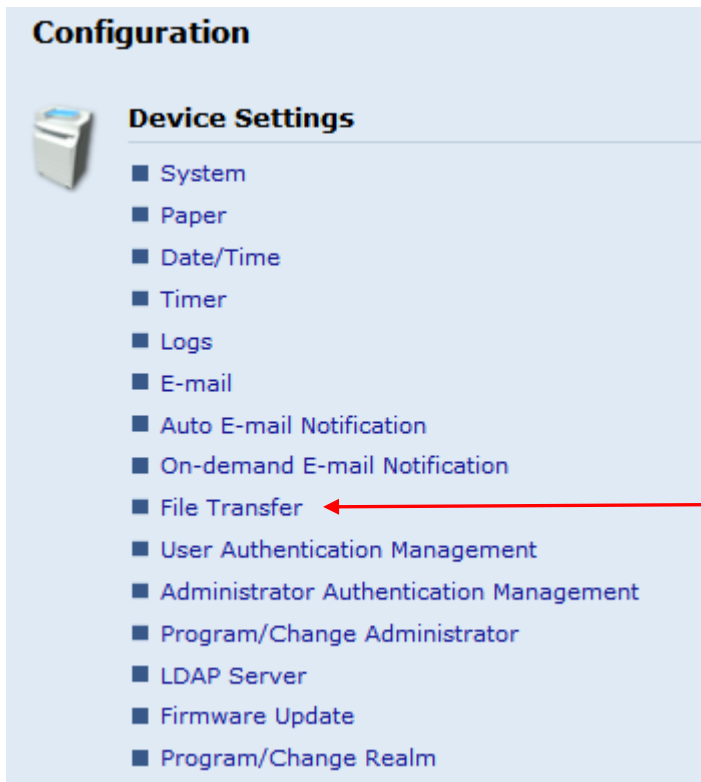
[Computer IP Address might need to be used instead of its Name if connection Fails]

When done click “OK”

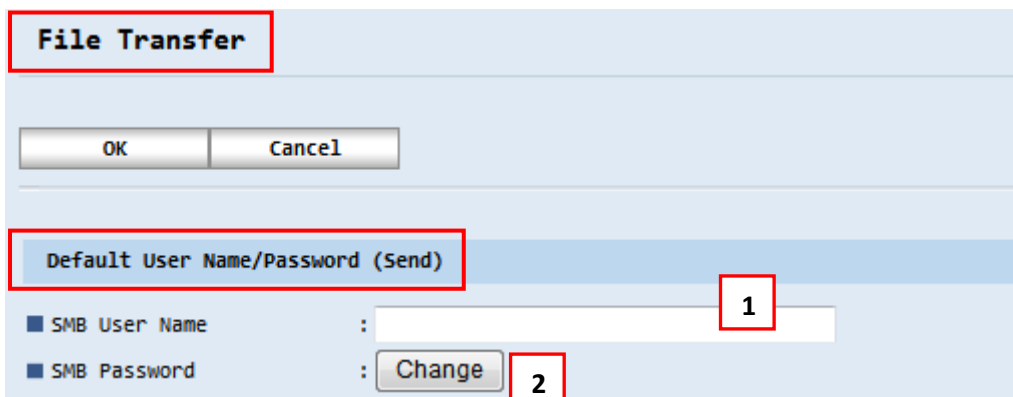
Note:

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]