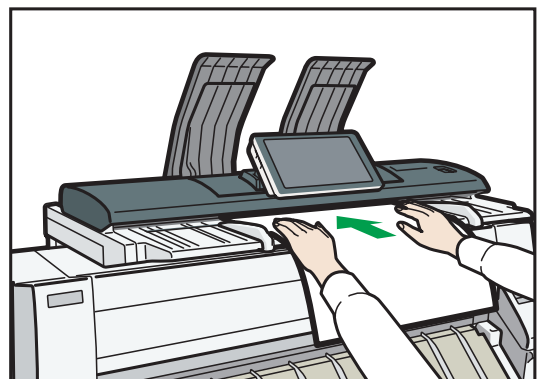
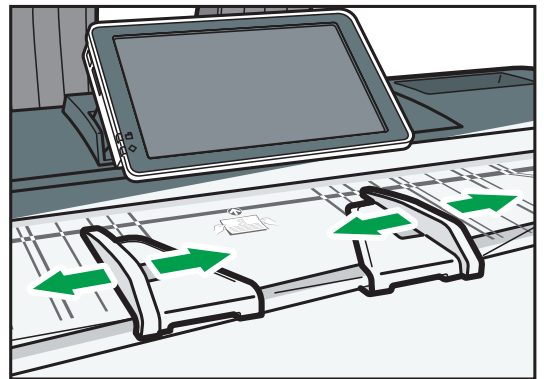


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Scan

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Scan

Scan

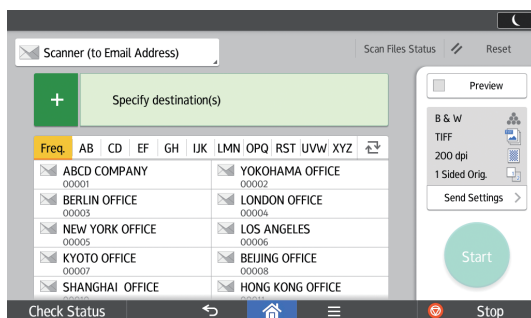
This chapter describes frequently used scanner functions and operations. For information not included in this chapter, see Scan available on our website.

Basic Procedure When Using Scan to Folder

★ Important

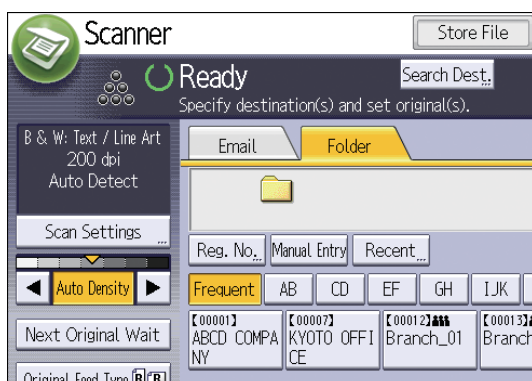
- Before performing this procedure, see "Preparation for Sending by Scan to Folder", Scan and confirm the details of the destination computer. See also "Registering Folders", Connecting the Machine/ System Settings, and register the address of the destination computer to the address book.

📄 When Using the Scanner Application



📄 When Using the Scanner (Classic) Application

1. Press [Home] (🏠) at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [Scanner (Classic)] icon.
3. Make sure that no previous settings remain.
If a previous setting remains, press [Reset].
4. Press the [Folder] tab.



Scan

5. If necessary, specify the scan settings according to the original to be scanned.

Example: Scanning the document in color mode, and saving as a PDF file.

- Press [Scan Settings], press [Full Color: Text / Photo] in the [Original Type] tab, and then press [OK].
- Press [Send File Type / Name], press [PDF], and then press [OK].

6. If necessary, press [Next Original Wait].

7. Specify the destination.

8. Place the originals.

If scanning does not start automatically, press [Start].

Creating a Shared Folder on a Computer Running Windows/Confirming a Computer's Information

The following procedures explain how to create a shared folder on a computer running Windows, and how to confirm the computer's information. In these examples, Windows 7 Ultimate is the operating system, and the computer is a member in a network domain. Write down the confirmed information.

Step 1: Confirming the user name and computer name

Confirm the user name and the name of the computer you will send scanned documents to.

1. On the [Start] menu, point to [All Programs], click [Accessories], and then click [Command Prompt].
2. Enter the command "ipconfig/all", and then press the [Enter] key.
3. Confirm the name of the computer.

The computer's name is displayed under [Host Name].

You can also confirm the IPv4 address. The address displayed under [IPv4 Address] is the IPv4 address of the computer.

4. Enter the command "set user", and then press the [Enter] key.

Be sure to put a space between "set" and "user".

5. Confirm the user name.

The user name is displayed under [USERNAME].

Scan

Step 2: Creating a shared folder on a computer running Microsoft Windows

Create a shared destination folder in Windows and enable sharing. In the following procedure, a computer which is running under Windows 7 Ultimate and participating in a domain is used as an example.

Important

- You must log in as an Administrators group member to create a shared folder.
 - If "Everyone" is left selected in Step 6, the created shared folder will be accessible by all users. This is a security risk, so we recommend that you give access rights only to specific users. Use the following procedure to remove "Everyone" and specify user access rights.
1. Create a folder, just as you would create a normal folder, in a location of your choice on the computer.
 2. Right-click the folder, and then click [Properties].
 3. On the [Sharing] tab, click [Advanced Sharing...].
 4. Select the [Share this folder] check box.
 5. Click [Permissions].
 6. In the [Group or user names:] list, select "Everyone", and then click [Remove].
 7. Click [Add...].
 8. In the [Select Users or Groups] window, click [Advanced...].
 9. Specify one or more object types, select a location, and then click [Find Now].
 10. From the list of results, select the groups and users you want to grant access to, and then click [OK].
 11. In the [Select Users or Groups] window, click [OK].
 12. In the [Group or user names:] list, select a group or user, and then, in the [Allow] column of the permissions list, select either the [Full Control] or [Change] check box.
Configure the access permissions for each group and user.
 13. Click [OK].

Step 3: Specifying access privileges for the created shared folder


If you want to specify access privileges for the created folder to allow other users or groups to access the folder, configure the folder as follows:

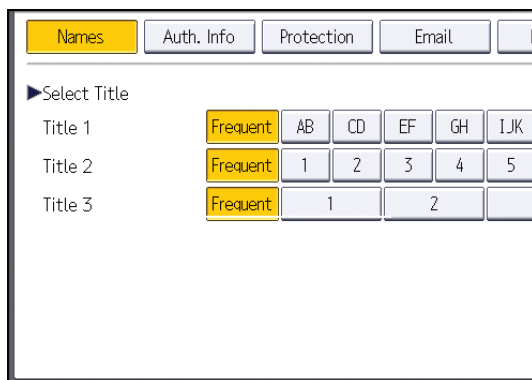
1. Right-click the folder created in Step 2, and then click [Properties].
2. On the [Security] tab, click [Edit...].
3. Click [Add...].
4. In the [Select Users or Groups] window, click [Advanced...].

Scan

5. Specify one or more object types, select a location, and then click [Find Now].
6. From the list of results, select the groups and users you want to grant access to, and then click [OK].
7. In the [Select Users or Groups] window, click [OK].
8. In the [Groups or user names:] list, select a group or user, and then, in the [Allow] column of the permissions list, select either the [Full Control] or [Modify] check box.
9. Click [OK].

Registering an SMB Folder

1. Press [Home] () at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [Address Book Management] icon.
3. Check that [Program / Change] is selected.
4. Press [New Program].
5. Press [Change] under "Name".
The name entry display appears.
6. Enter the name, and then press [OK].
7. Press [▼Next].
8. Press the key for the classification you want to use under "Select Title".



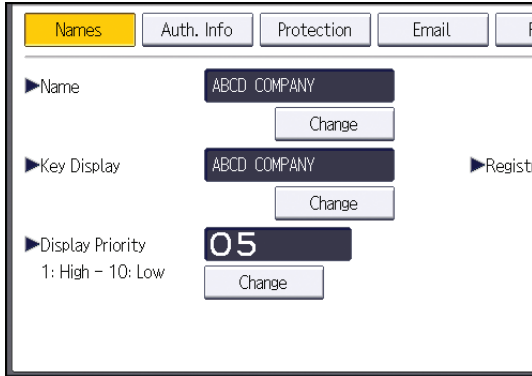
The keys you can select are as follows:

- [Frequent]: Added to the page that is displayed first.
- [AB], [CD], [EF], [GH], [IJK], [LMN], [OPQ], [RST], [UVW], [XYZ], [1] to [10]: Added to the list of items in the selected title.

You can select [Frequent] and one more key for each title.

Scan

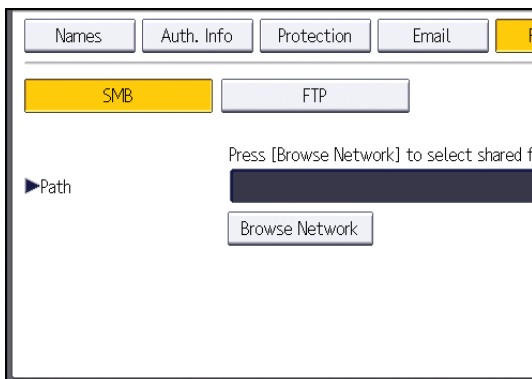
9. Press [Auth. Info], and then press [▼Next].



10. Press [Specify Other Auth. Info] on the right side of "Folder Authentication".

When [Do not Specify] is selected, the SMB User Name and SMB Password that you have specified in "Default User Name / Password (Send)" of File Transfer settings are applied.

11. Press [Change] under "Login User Name".
12. Enter the login user name of the destination computer, and then press [OK].
13. Press [Change] under "Login Password".
14. Enter the password of the destination computer, and then press [OK].
15. Enter the password again to confirm, and then press [OK].
16. Press [Folder].
17. Check that [SMB] is selected.



18. Press [Change] or [Browse Network], and then specify the folder.

To specify a folder, you can either enter the path manually or locate the folder by browsing the network.

19. Press [Connection Test] to check the path is set correctly.
20. Press [Exit].
If the connection test fails, check the settings, and then try again.
21. Press [OK].
22. Press [User Tools] (⚙️) on the top right of the screen.

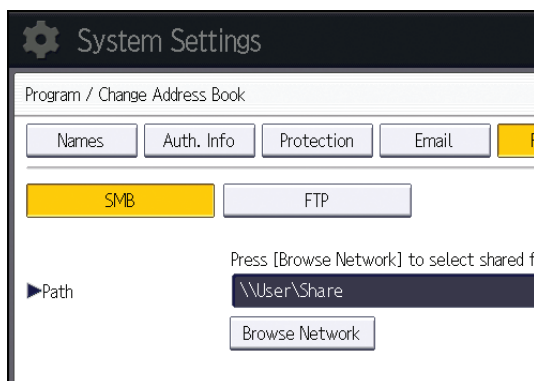
Scan

23. Press [Home] () at the bottom of the screen in the center.

Locating the SMB folder manually

1. Press [Change] under "Path".
2. Enter the path where the folder is located.

For example: if the name of the destination computer is "User", and the folder name is "Share", the path will be \\User\Share.



If the network does not allow automatic obtaining of IP addresses, include the destination computer's IP address in the path. For example: if the IP address of the destination computer is "192.168.0.191", and the folder name is "Share", the path will be \\192.168.0.191\Share.

3. Press [OK].

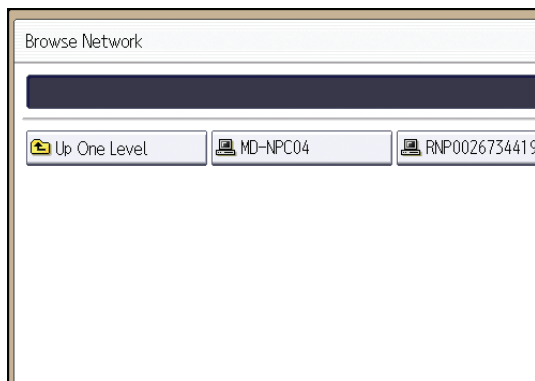
If the format of the entered path is not correct, a message appears. Press [Exit], and then enter the path again.

Locating the SMB folder using Browse Network

1. Press [Browse Network].
The client computers sharing the same network as the machine appear.
Network display only lists client computers you are authorized to access.
2. Select the group that contains the destination computer.
3. Select the computer name of the destination computer.

Shared folders under it appear.


Scan



You can press [Up One Level] to switch between levels.



4. Select the folder you want to register.
5. Press [OK].

Deleting an SMB Registered Folder

1. Press [Home] () at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [Address Book Management] icon.
3. Check that [Program / Change] is selected.
4. Select the name whose folder you want to delete.

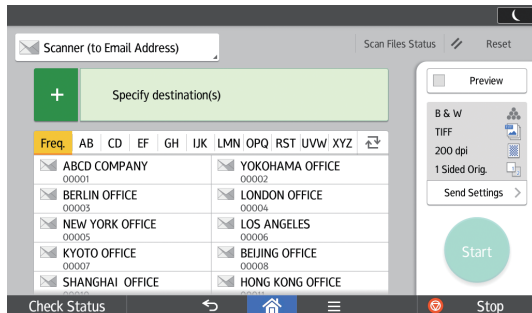
Press the name key, or enter the registered number using the number keys.

You can search by the registered name, user code, folder name, or e-mail address.

5. Press [Folder].
6. Press the protocol which is not currently selected.
A confirmation message appears.
7. Press [Yes].
8. Press [OK].
9. Press [User Tools] () on the top right of the screen.
10. Press [Home] () at the bottom of the screen in the center.

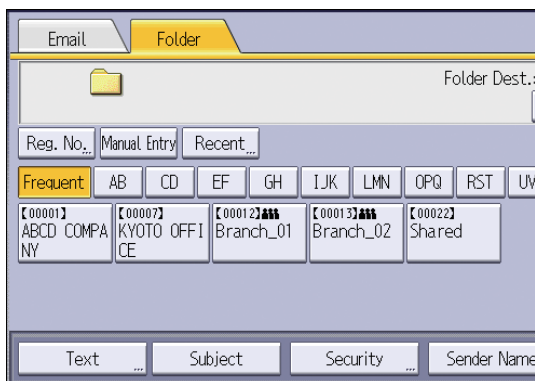
Entering the Path to the Destination Manually

When Using the Scanner Application



When Using the Scanner (Classic) Application

1. Press [Manual Entry].



2. Make sure that [SMB] is selected.

3. Press [Manual Entry] on the right side of the path field.

4. Enter the path for the folder.

In the following example path, the shared folder name is "user" and the computer name is "desk01":

```
\\desk01\user
```

5. Press [OK].

6. Depending on the destination setting, enter the user name for logging in to the computer.

Press [Manual Entry] to the right of the user name field to display the soft keyboard.

7. Press [OK].

8. Depending on the destination setting, enter the password for logging in to the computer.

Press [Manual Entry] for the password to display the soft keyboard.

Scan

9. Press [OK].

10. Press [Connection Test].

A connection test is performed to check whether the specified shared folder exists.

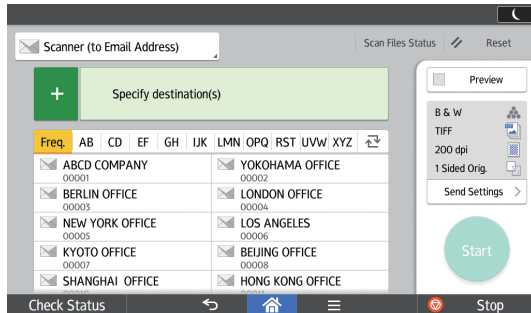
11. Check the connection test result, and then press [Exit].

12. Press [OK].

Scan

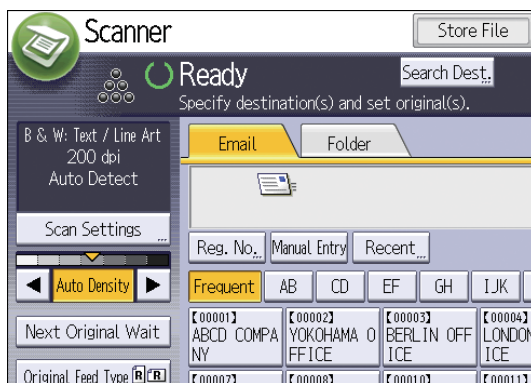
Basic Procedure for Sending Scan Files by E-mail

When Using the Scanner Application



When Using the Scanner (Classic) Application

1. Press [Home] (🏠) at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [Scanner (Classic)] icon.
3. Make sure that no previous settings remain.
If a previous setting remains, press [Reset].
4. Make sure that the [Email] tab is selected.



5. If necessary, specify the scan settings according to the original to be scanned.

Example: Scanning the document in color mode, and saving as a PDF file.

- Press [Scan Settings], press [Full Color: Text / Photo] in the [Original Type] tab, and then press [OK].
- Press [Send File Type / Name], press [PDF], and then press [OK].

6. If necessary, press [Next Original Wait].

7. Specify the destination.

You can specify multiple destinations.

Scan

8. Press [Sender Name], select the e-mail sender, and then press [OK].

9. To use Message Disposition Notification, press [Recept. Notice].

If you press [Recept. Notice], the selected e-mail sender will receive e-mail notification when the e-mail recipient has opened the e-mail.

10. Place the originals.

If scanning does not start automatically, press [Start].

Registering an E-mail Destination

1. Press [Home] () at the bottom of the screen in the center.

2. Flick the screen to the left, and then press the [Address Book Management] icon.

3. Check that [Program / Change] is selected.

4. Press [New Program].

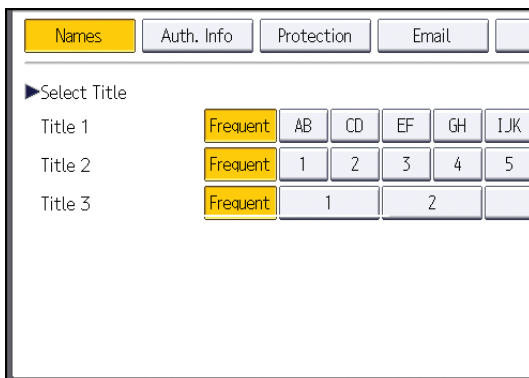
5. Press [Change] under "Name".

The name entry display appears.

6. Enter the name, and then press [OK].

7. Press [▼Next].

8. Press the key for the classification you want to use under "Select Title".



The keys you can select are as follows:

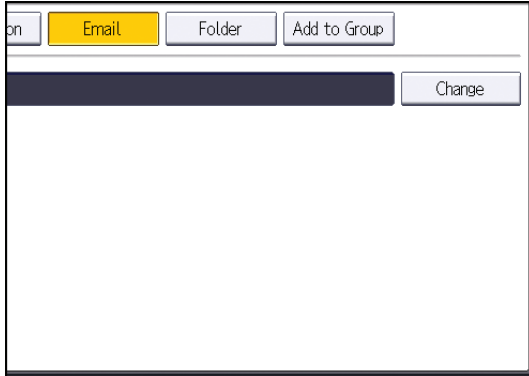
- [Frequent]: Added to the page that is displayed first.
- [AB], [CD], [EF], [GH], [IJK], [LMN], [OPQ], [RST], [UVW], [XYZ], [1] to [10]: Added to the list of items in the selected title.

You can select [Frequent] and one more key for each title.

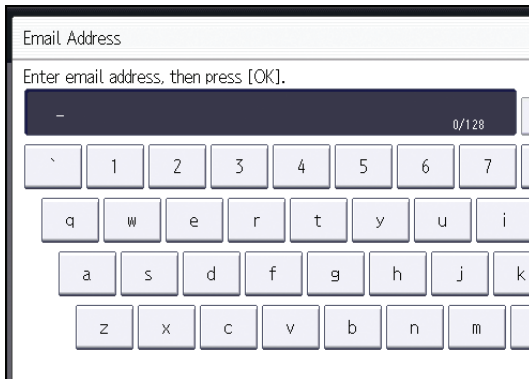
9. Press [Email].

Scan

10. Press [Change] under "Email Address".



11. Enter the e-mail address, and then press [OK].



12. Press [OK].
13. Press [User Tools] (⚙️) on the top right of the screen.
14. Press [Home] (🏠) at the bottom of the screen in the center.

Deleting an E-mail Destination

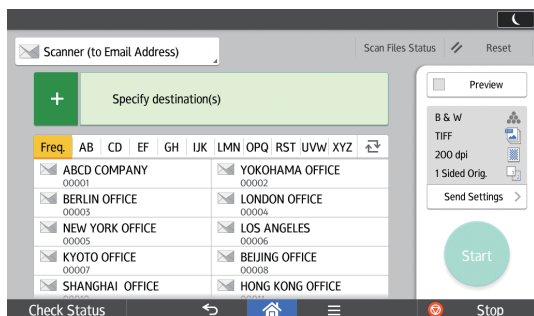
1. Press [Home] (🏠) at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [Address Book Management] icon.
3. Check that [Program / Change] is selected.
4. Select the name whose e-mail address you want to delete.
Press the name key, or enter the registered number using the number keys. You can search by the registered name, user code, folder name, or e-mail address.
5. Press [Email].
6. Press [Change] under "Email Address".
7. Press [Delete All], and then press [OK].
8. Press [OK].
9. Press [User Tools] (⚙️) on the top right of the screen.

Scan

10. Press [Home] (🏠) at the bottom of the screen in the center.

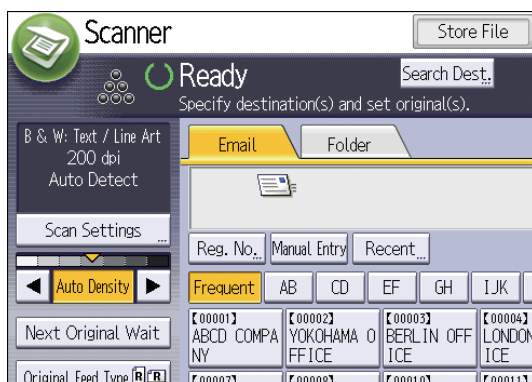
Entering an E-mail Address Manually

When Using the Scanner Application



When Using the Scanner (Classic) Application

1. Press [Manual Entry].



2. Enter the e-mail address.

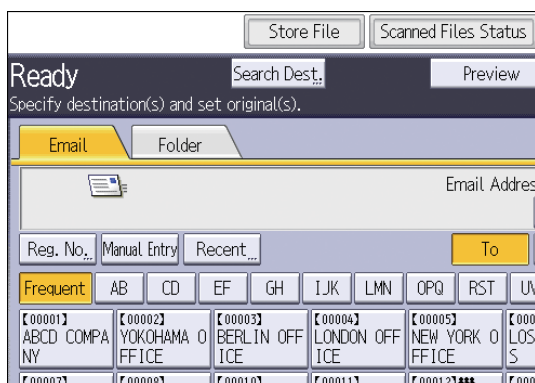
3. Press [OK].

Basic Procedure for Storing Scan Files

★ Important

- You can specify a password for each stored file. We recommend that you protect stored files from unauthorized access by specifying passwords.
- Scan file stored in the machine may be lost if some kind of failure occurs. We advise against using the hard disk to store important files. The supplier shall not be responsible for any damage that may result from the loss of files.

1. Press [Home] (🏠) at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [Scanner (Classic)] icon.
3. Make sure that no previous settings remain.
If a previous setting remains, press [Reset].
4. Press [Store File].



5. Press [Store to HDD].
6. If necessary, specify the stored file's information, such as [User Name], [File Name], [Password], and [Select Folder].
 - User Name
Press [User Name], and then select a user name. To specify an unregistered user name, press [Manual Entry], and then enter the name. After specifying a user name, press [OK].
 - File Name
Press [File Name], enter a file name, and then press [OK].
 - Password
Press [Password], enter a password, and then press [OK]. Re-enter the password for confirmation, and then press [OK].
 - Select Folder
Press [Select Folder], specify the folder in which to save the stored files, and then press [OK].
7. Press [OK].

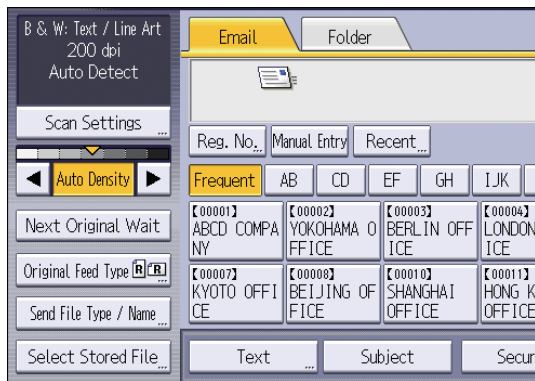
Scan

- If necessary, press [Scan Settings] to specify scanner settings such as resolution and scan size.
- If necessary, press [Next Original Wait].
- Place the originals.
If scanning does not start automatically, press [Start].

Checking a Stored File Selected from the List

This section explains how to preview a file selected from the list of stored files.

- Press [Select Stored File].



- Specify the folder in which the file you want to check is stored.
- From the list of stored files, select the file you want to check.
You can select more than one file.
- Press [Preview].

Specifying the File Type

This section explains the procedure for specifying the file type of a file you want to send.

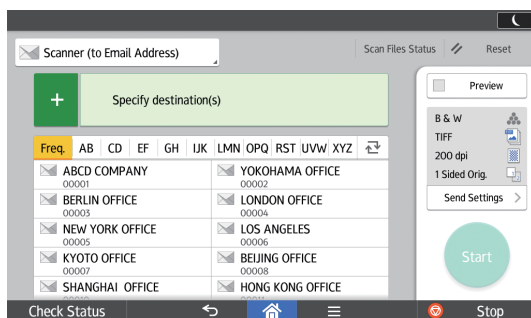
File types can be specified when sending files by e-mail or Scan to Folder, sending stored files by e-mail or Scan to Folder, and saving files on a memory storage device.

You can select one of the following file types:

- Single Page: [TIFF / JPEG], [PDF]
If you select a single-page file type when scanning multiple originals, one file is created for each single page and the number of files sent is the same as the number of pages scanned.
- Multi-page: [TIFF], [PDF]
If you select a multi-page file type when scan multiple originals, scanned pages are combined and sent as a single file.

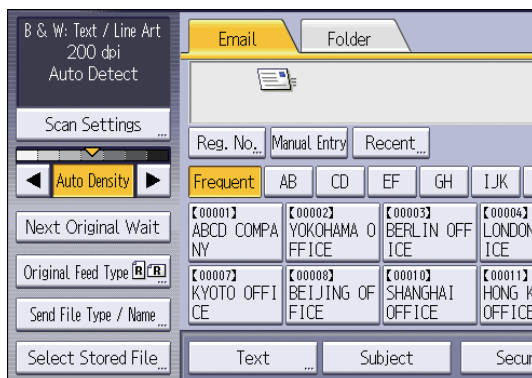
Selectable file types differ depending on the scan settings and other conditions. For details about file types, see "Notes about and limitations of file types", Scan.

When Using the Scanner Application



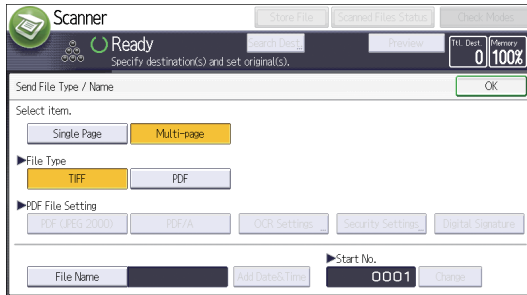
When Using the Scanner (Classic) Application

1. Press [Send File Type / Name].



Scan

2. Select a file type.



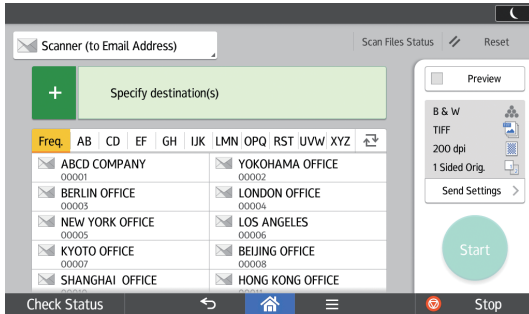
If the File Type is set to [PDF], configure PDF File Setting as required.

3. Press [OK].

Scan

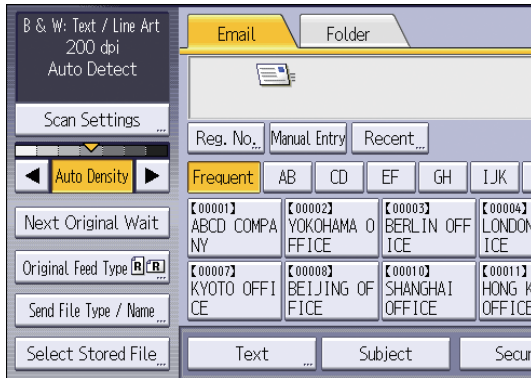
Specifying Scan Settings

When Using the Scanner Application

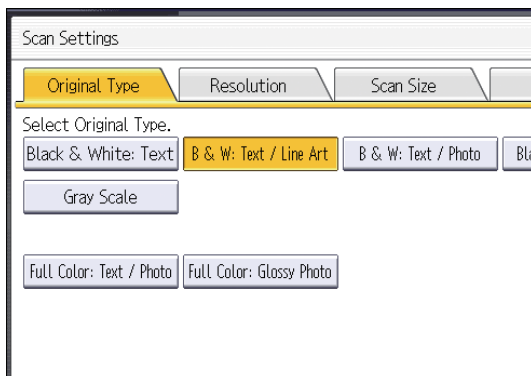


When Using the Scanner (Classic) Application

1. Press [Scan Settings].



2. Specify resolution, scan size, and other settings, as required.



3. Press [OK].

RICOH
imagine. change.