

# Multi-Functional Printer Scan-to-PC (SMB)

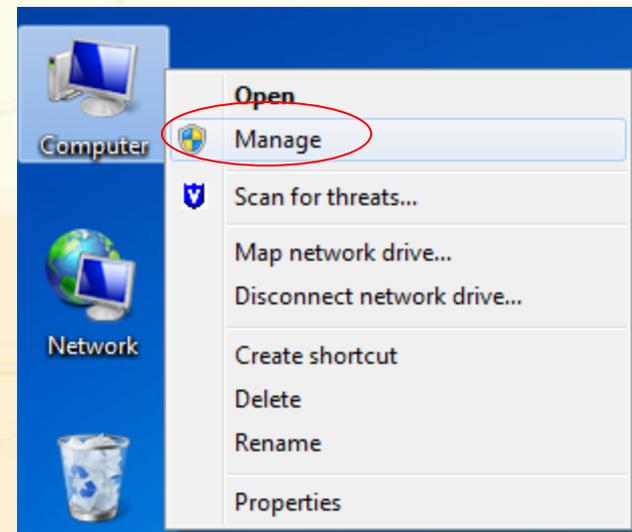
*Office of the Chief Information Officer (OCIO)  
The Education University of Hong Kong*

# Direct Scan-to-PC for MFP

- Prepare Local Account for authentication
- Setup Share Folder on PC
- Setup Address Book on MFP

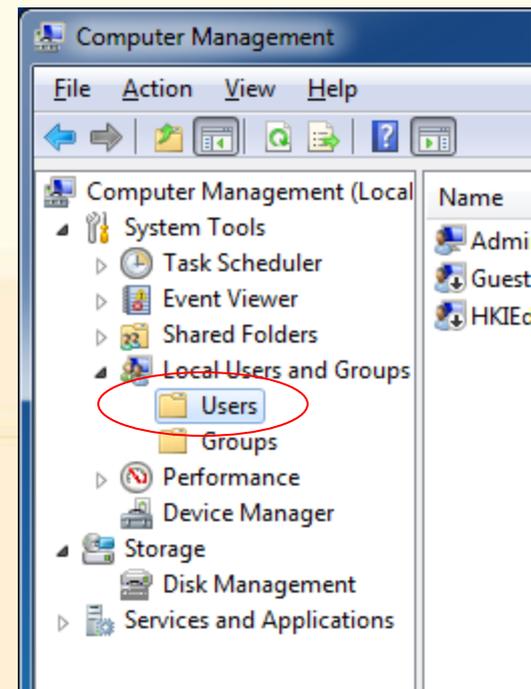
# Prepare Local Account for Auth.

- Right Click “My Computer”
- Choose “Manage”



# Prepare Local Account for Auth.

- From the left panel, select “Users”
- From the menu bar, choose “Action”  
> “New User...”



# Prepare Local Account for Auth.

- Enter a user name (e.g. MFPScan)
- Enter password
  - *The password must have 8 to 10 alphanumeric characters with at least one alphabet (a-z, A-Z) and one numeric digit (0-9).*
- Uncheck “User must change password at next logon”
- Check “Password never expires”

The screenshot shows the 'New User' dialog box with the following fields and options:

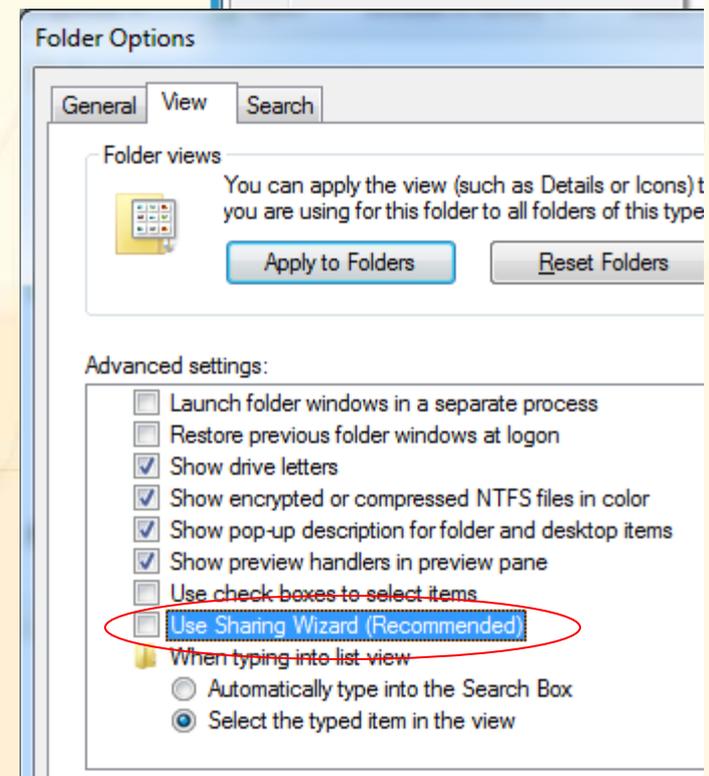
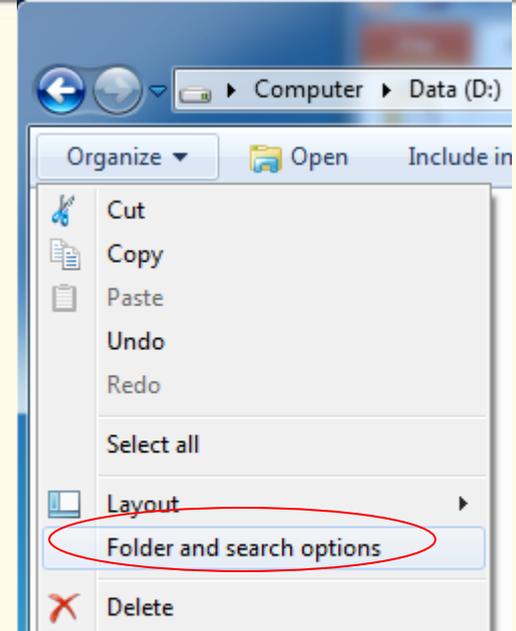
- User name:** MFPScan (circled in red)
- Full name:** (empty)
- Description:** (empty)
- Password:** (masked with dots)
- Confirm password:** (masked with dots)
- User must change password at next logon
- User cannot change password
- Password never expires (circled in red)
- Account is disabled

Buttons at the bottom: Help, Create (highlighted), Close.

# Setup Share Folder on PC

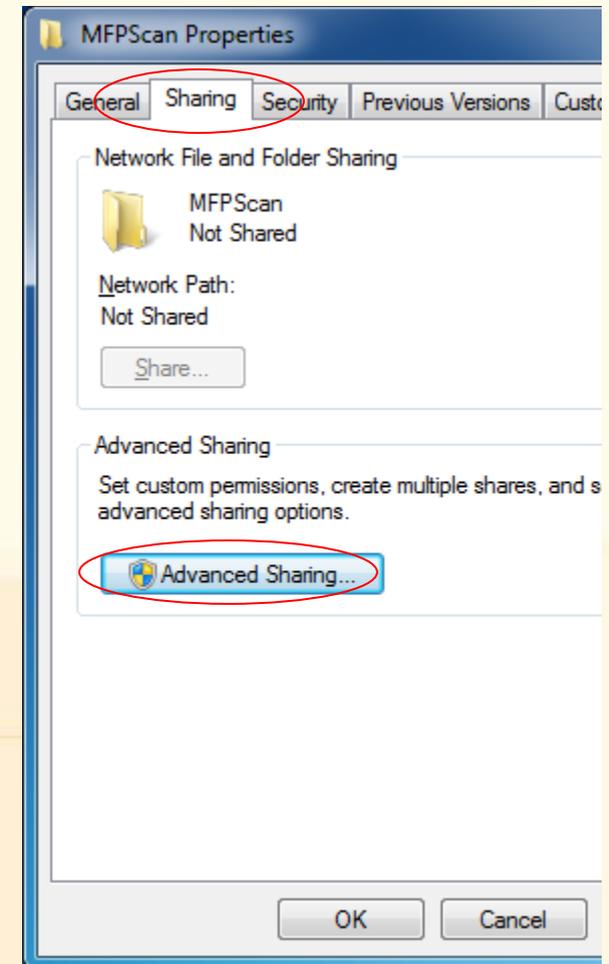
- Make sure your system is not using simple sharing option

- *Double click “Computer”*
- *From the menu bar, click “Organize” > “Folder and search options”*
- *On the “View” tab, make sure “Use Sharing Wizard (Recommended)” is unchecked*



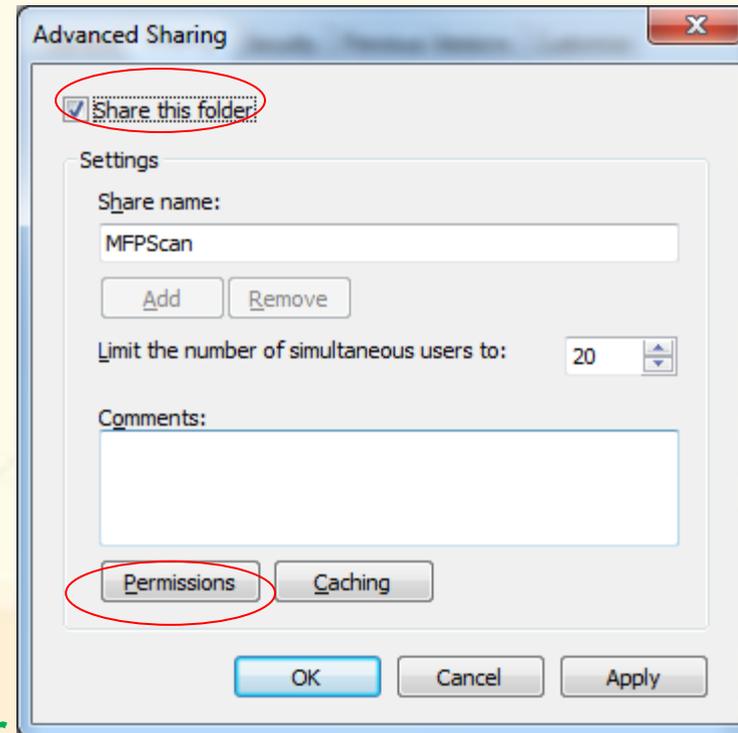
# Setup Share Folder on PC

- Create a new folder (e.g. on your D: drive)
- Right click the folder and choose “Properties”
- On the “Sharing” tab, click the “Advanced Sharing...” button



# Setup Share Folder on PC

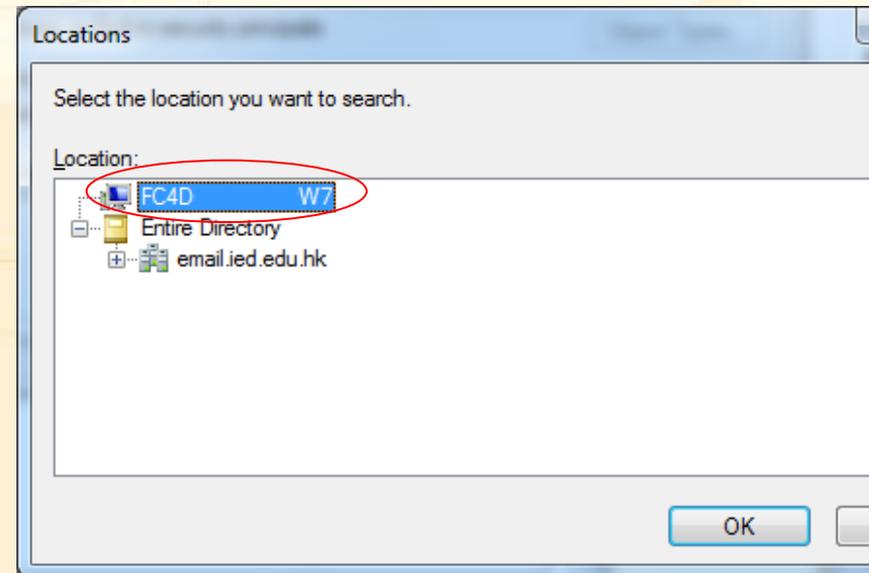
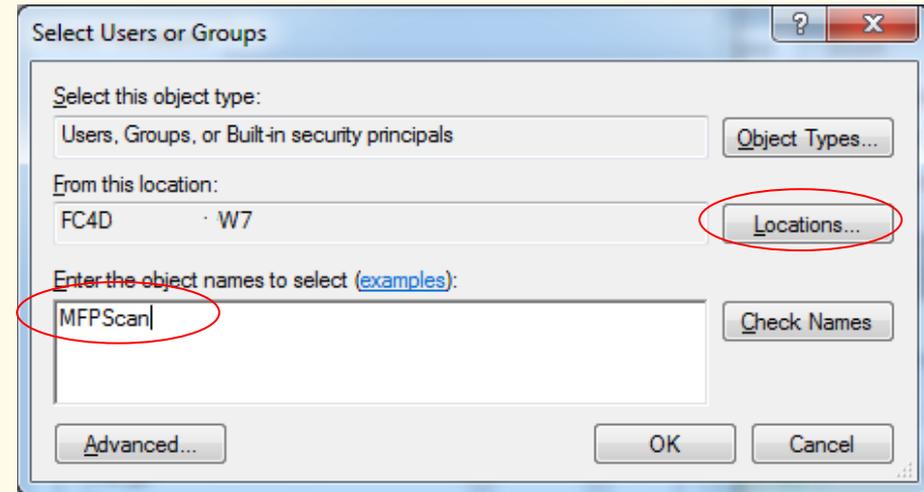
- Tick “Share this folder”
- The Share name will be entered automatically using the folder name. You can change to any name you desire.
  - *You are not recommend to use any name with ‘space’ or symbols*
- Then click permissions



# Setup Share Folder on PC

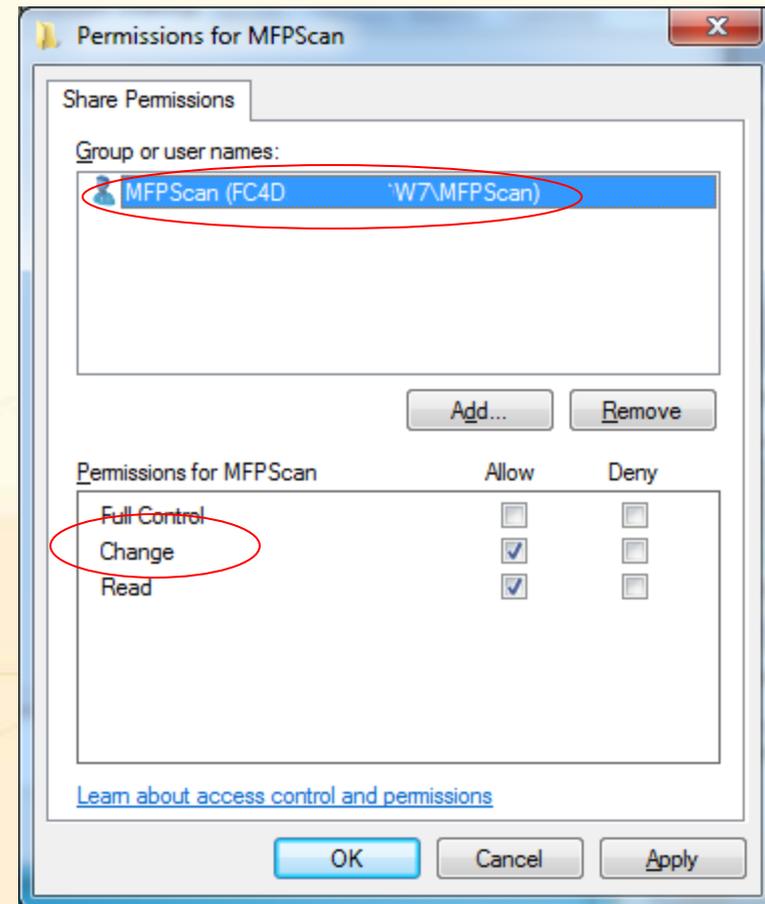
- Remove the “Everyone” group
- Click “Add”
- Click “Locations...” and select the Local computer
  - *Normally it is the first item*
- Enter the name of local account “MFPScan”
- Then click “Check Names” and press “OK”

p.s. If you want to use AD accounts, enter the HKIED account name and click “Check Names”. Users are reminded to update the MFP every time you have changed your HKIED password.



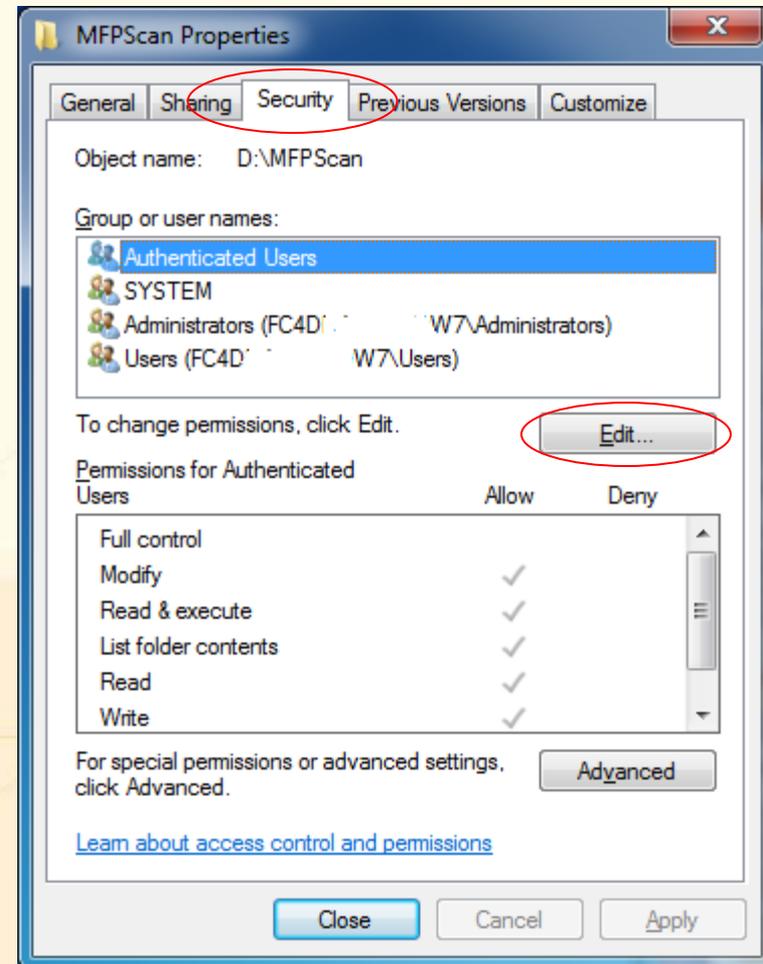
# Setup Share Folder on PC

- Highlight the account just added
- Make sure the “Change” permission is granted



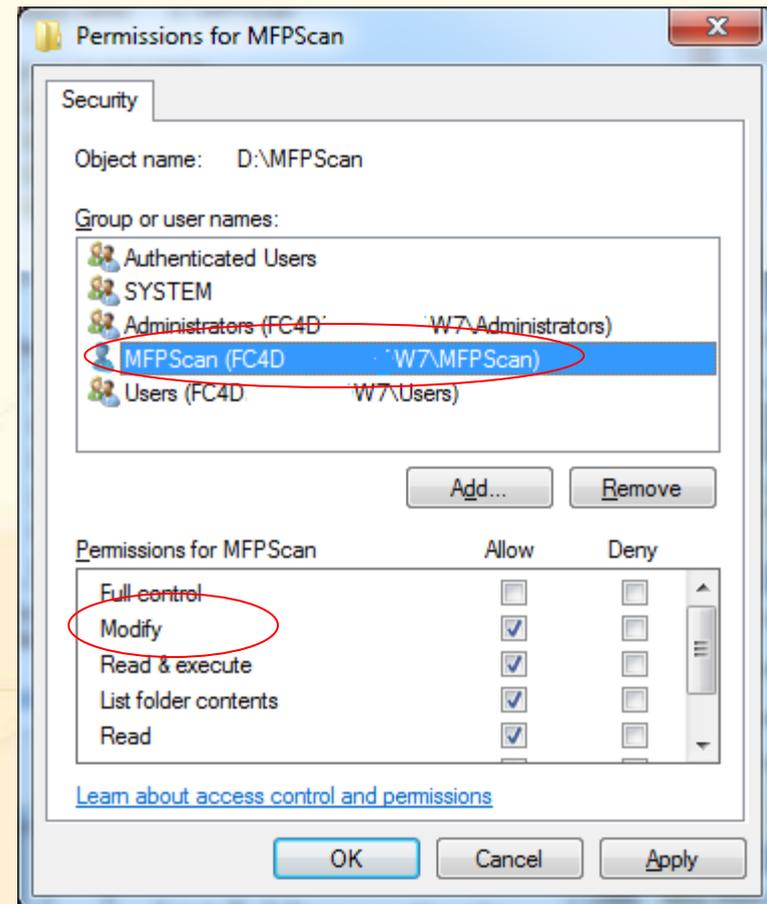
# Setup Share Folder on PC

- Return to the folder properties window
- On the “Security” tab, click the “Edit” button



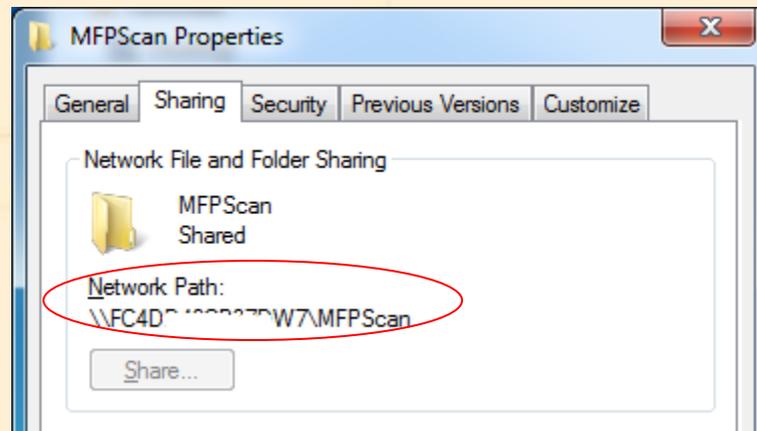
# Setup Share Folder on PC

- Click “Add”
- Click “Locations...” and select the Local computer
  - *Normally is the first item*
- Enter the name of local account “MFPScan”
- Then click “Check Names” and press “OK”
- Highlight the account just added
- Make sure the “Modify” permission is granted



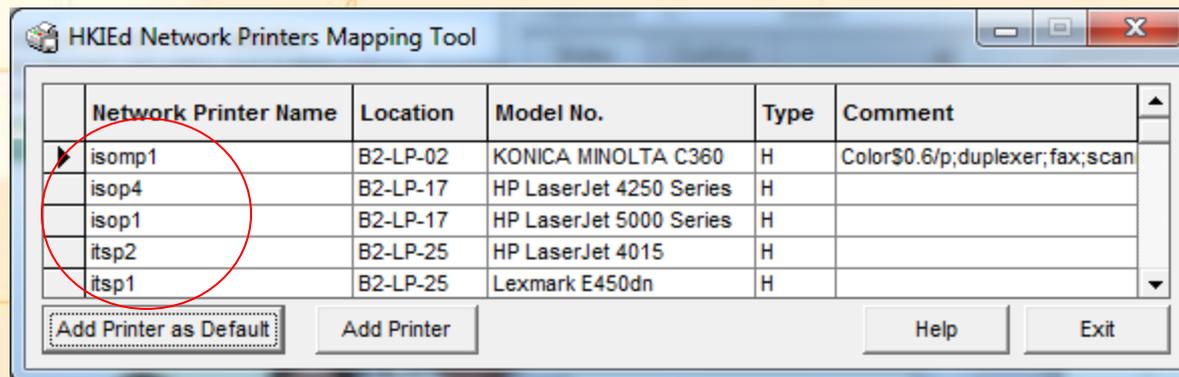
# Setup Share Folder on PC

- Return to the “Sharing” tab
- Drop down the “Network Path”
  - *You need this information for setting up the address book on the MFP*
  - *The format is “\\Computer Name\ShareFolder Name”*



# Setup Address Book on MFP

- Firstly, you need to know the host name of the MFP.
  - *Launch “Network Printers Mapping Tools” from “Network Application”*
  - *Locate the first column of the network printer name you want to setup the scan-to-PC*

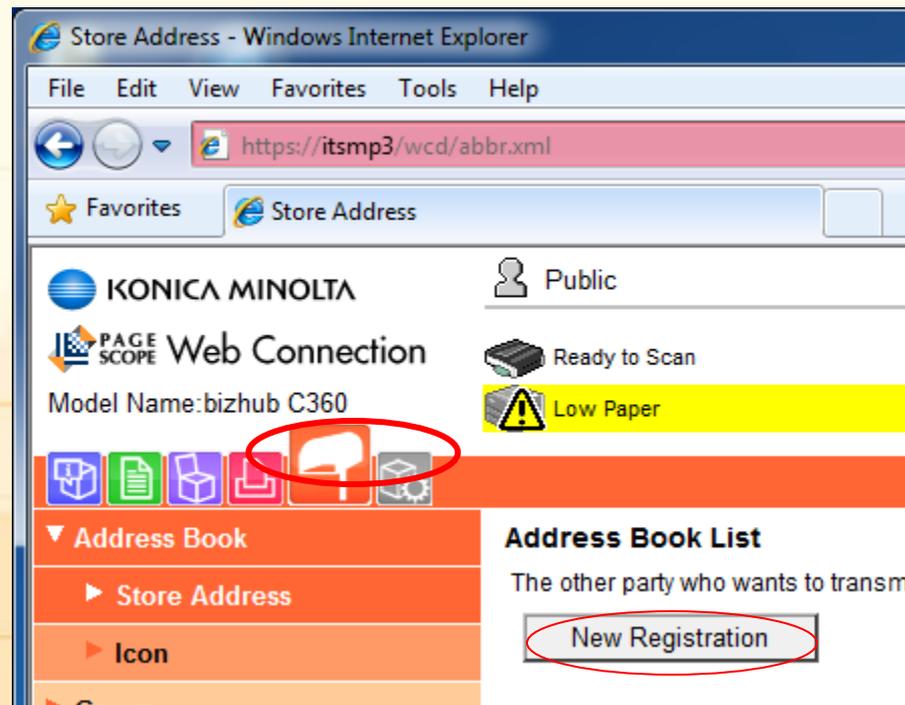


# Setup Address Book on MFP

- Open “Internet Explorer”
- Enter the network printer name in the address bar and press enter

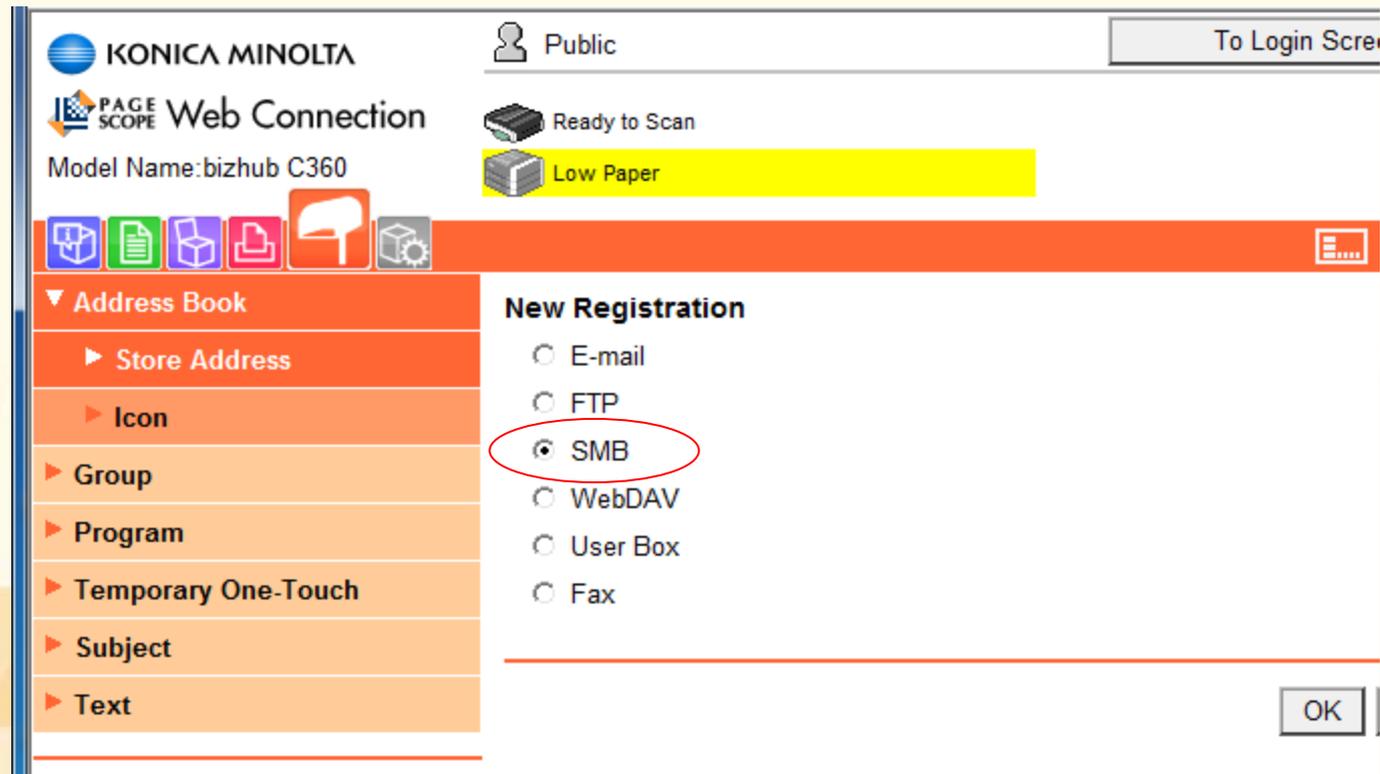
# Setup Address Book on MFP (Konica)

- Click the “Address Book” icon
- Click “New Registration”



# Setup Address Book on MFP (Konica)

- Choose “SMB” and click “OK”



# Setup Address Book on MFP (Konica)

- Enter your display Name on MFP
- For the Destination Information:
  - Tick “Please check to enter host name”
  - Enter your computer name as the “Host Address”
  - Enter the Share Folder Name in “File Path”
  - Enter the Local / AD accounts name in the “User ID”
  - Enter password of the Local /AD account

Network File and Folder Share

MFPScan Shared

Network Path:  
\\FC4D...W7\MFPScan

Share...

### Address Book (SMB)

No.

Use opening number

Direct Input

Name

Index

Specify a keyword for address search and display by registered name.

MNO ▾

Main

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### Destination Information

Host Address

Please check to enter host name.

File Path

User ID

Password

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### Limiting Access to Destinations

Display

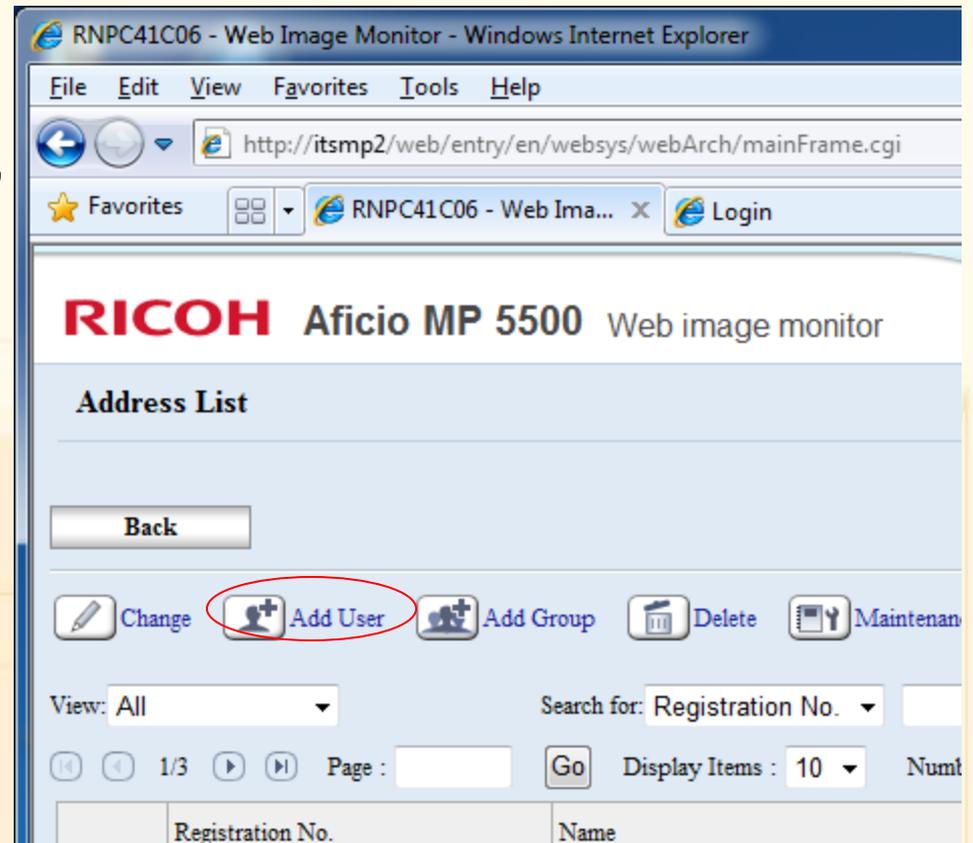
OK Cancel

# Setup Address Book on MFP (Ricoh)

- Click “Login” from the upper right
  - *Please contact your Departmental Computer Coordinator (DCC) for the administrator password*

# Setup Address Book on MFP (Ricoh)

- Choose “Address Book” from the left panel.
- Click “Add User”



# Setup Address Book on MFP (Ricoh)

- Enter your Display name in “Name”
- Under the “Folder Authentication”
  - *Enter your Local / AD account name and password*

OK Save and Add Another Cancel

■ Registration No. : 00008

■ Name : Your Name Here

■ Key Display :

**Title**

■ Title 1 : GH

■ 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: MFPScan

Login Password: Change

■ LDAP Authentication :  Specify Other Auth. Info below:  Do not Specify

Login User Name :

Login Password: Change

■ Available functions

Copier  Facsimile  Scanner

Document Server  Printer

**Protection**

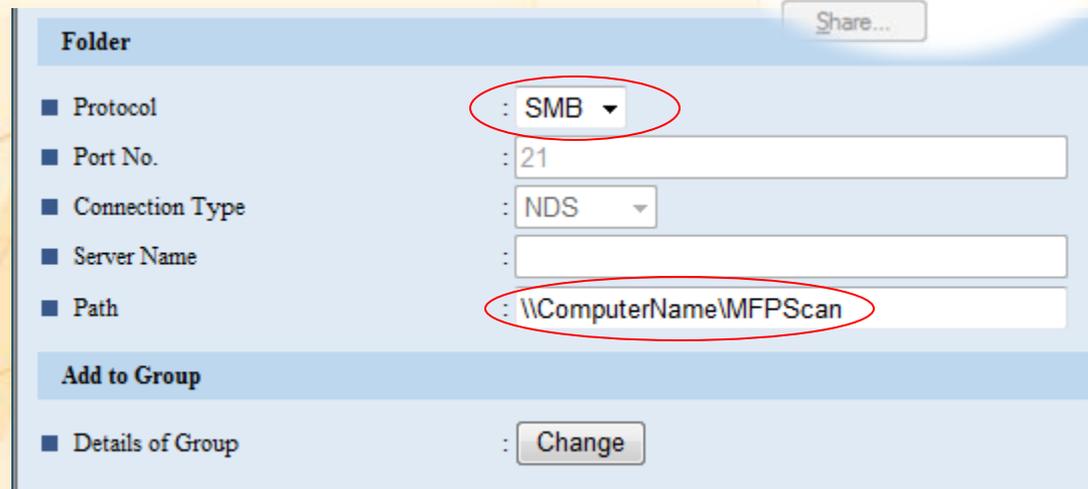
■ Use Name as :  Destination  Sender

■ Protect Destination

Protection Object:  Sender  Folder Destination

# Setup Address Book on MFP (Ricoh)

- Under the “Folder” session
  - Choose “SMB” as the “Protocol”
  - Enter the network sharing path in “Path”
- Press “OK” to save



Network File and Folder Sharing

MFPScan Shared

Network Path:  
\\FC4D...W7\MFPScan

Share...

**Folder**

■ Protocol	: SMB ▾
■ Port No.	: 21
■ Connection Type	: NDS ▾
■ Server Name	:
■ Path	: \\ComputerName\MFPScan

**Add to Group**

■ Details of Group	: Change
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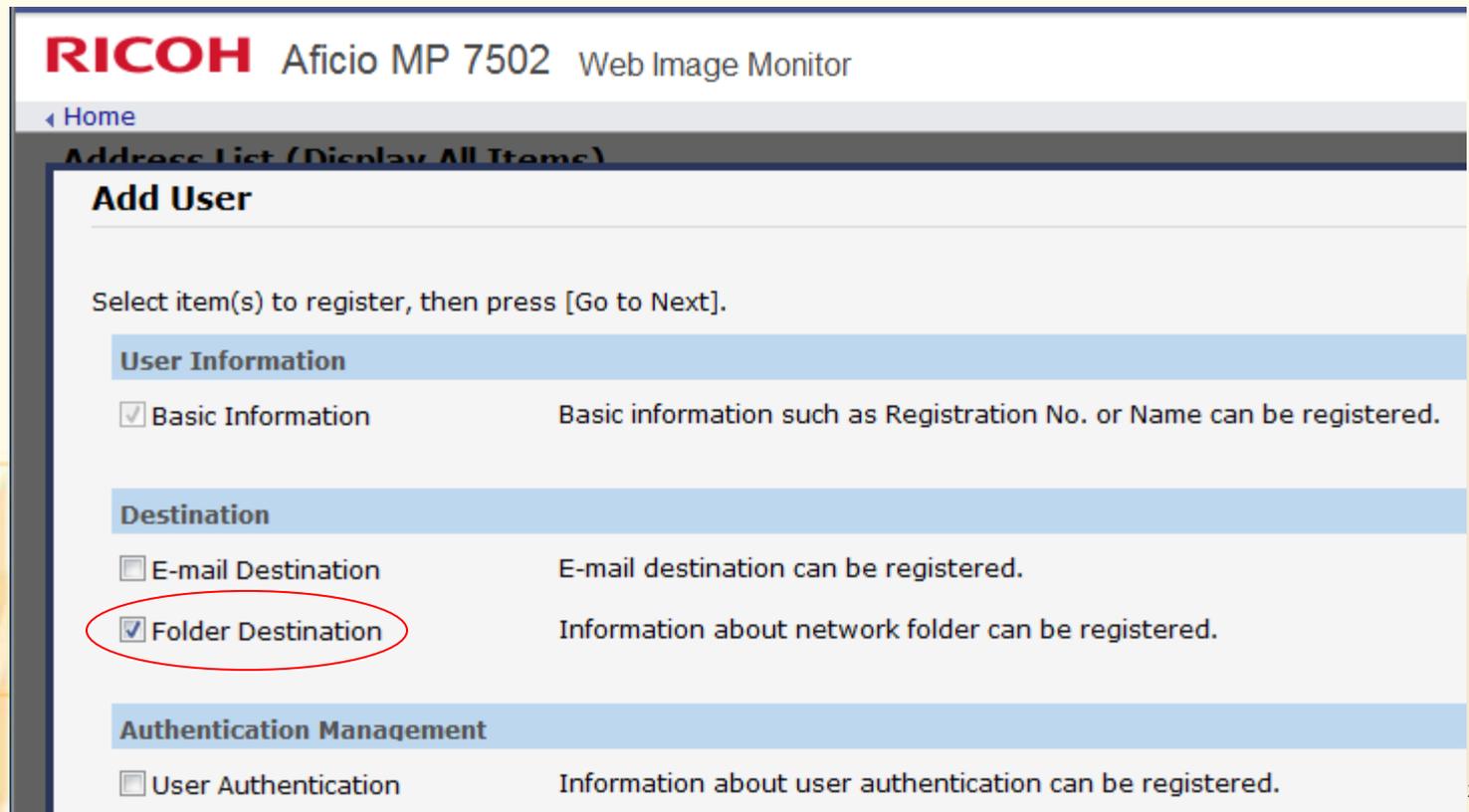
# Setup Address Book on MFP (Ricoh new models)

- For new models, click “Device Management” > “Address Book”
- Then click “Add User”



# Setup Address Book on MFP (Ricoh new models)

- Tick “Folder Destination” and click “Go to Next”



**RICOH** Aficio MP 7502 Web Image Monitor

[Home](#)

Address List (Display All Items)

### Add User

Select item(s) to register, then press [Go to Next].

<b>User Information</b>	
<input checked="" type="checkbox"/> Basic Information	Basic information such as Registration No. or Name can be registered.
<b>Destination</b>	
<input type="checkbox"/> E-mail Destination	E-mail destination can be registered.
<input checked="" type="checkbox"/> Folder Destination	Information about network folder can be registered.
<b>Authentication Management</b>	
<input type="checkbox"/> User Authentication	Information about user authentication can be registered.

# Setup Address Book on MFP (Ricoh new models)

- Enter your Display name in “Name”
- Then click “Go to Next”

**Step1.Basic Information**

Enter items. The name entered in [Key Display] will be displayed on the destination key

■Registration No.(Required)	: 00007
■Name(Required)	: You name Here
■Key Display	:
■Title 1	: GH ▾
■Title 2	: None ▾
■Title 3	: None ▾
■Add to Freq.	: <input type="radio"/> On <input checked="" type="radio"/> Off

# Setup Address Book on MFP (Ricoh new models)

- Choose “SMB” as the “Protocol”
- Enter the network sharing path in “Path”
- Enter the Local/AD account name in Login User name
- Enter Password
- Click “Go to Next”

## Step2.Folder Destination

Enter the folder information.

■ Protocol	: <input checked="" type="radio"/> SMB <input type="radio"/> FTP
■ Path(Required)	: \\ComputerName\Shared Folder Name : \\ComputerName\MFPScan
■ Login User Name	: MFPScan
■ Login Password	: ●●●●●●
■ Confirm Login Password	: ●●●●●●

