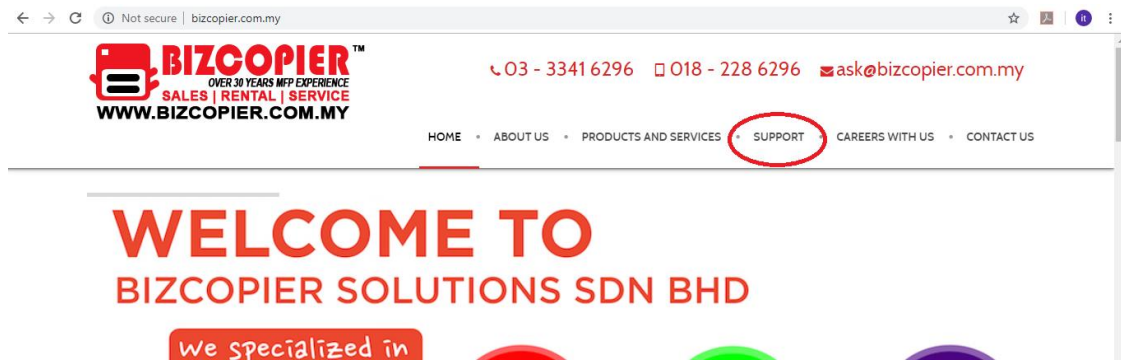


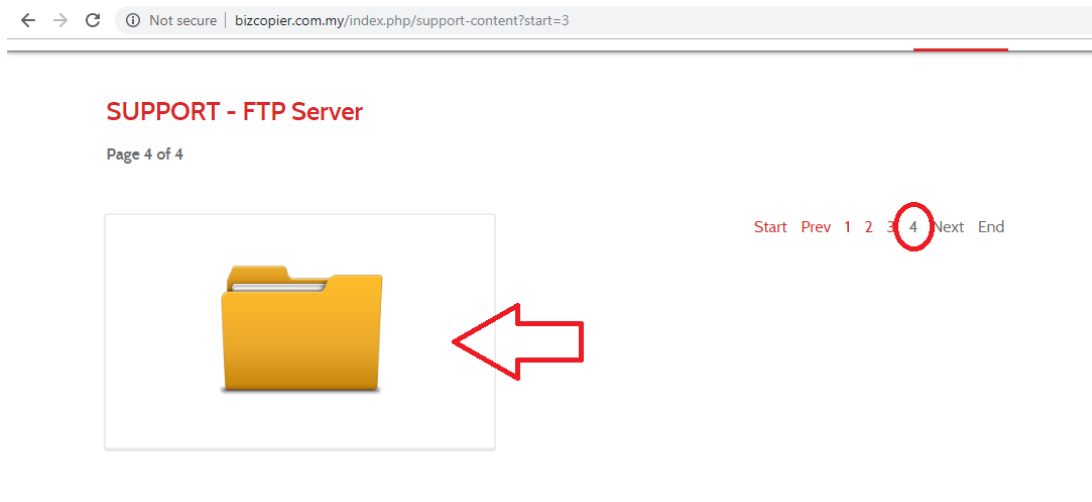
HOW TO SETUP SCAN TO FOLDER

Prepared by BIZCOPIER IT TEAM
(it@bizcopier.com.my)

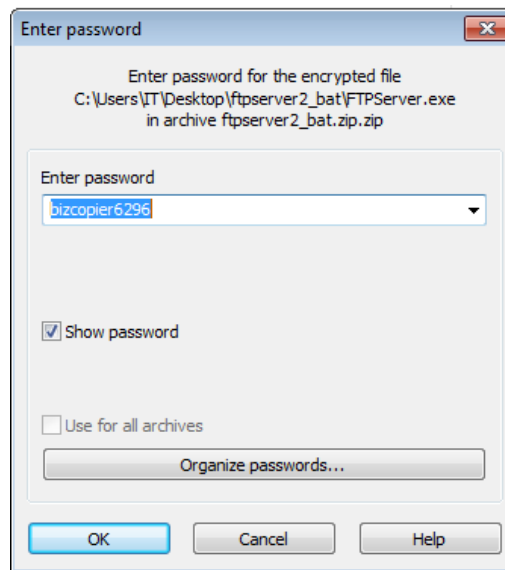
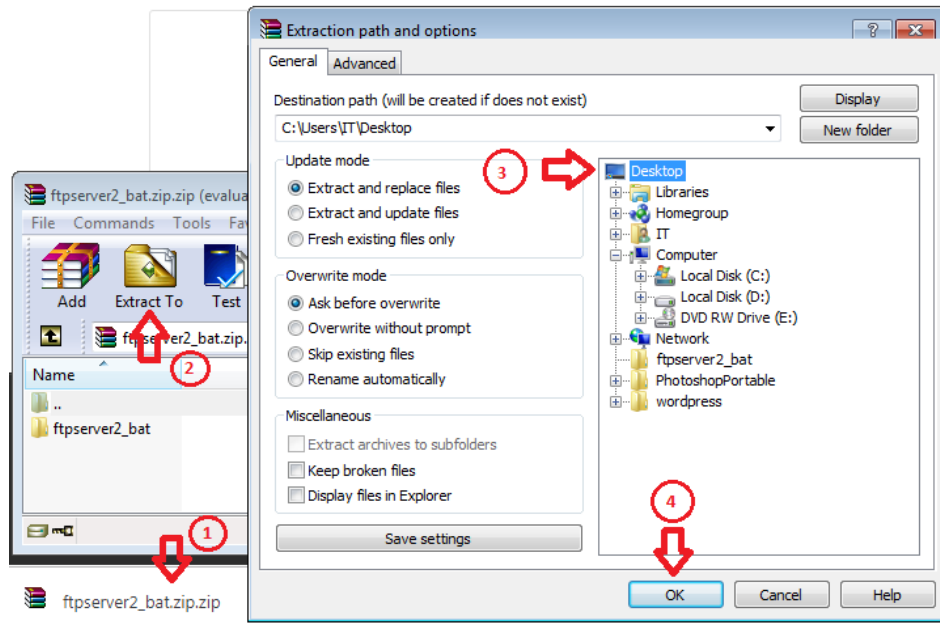
- 1) Go to www.bizcopier.com.my and go to **support** tab



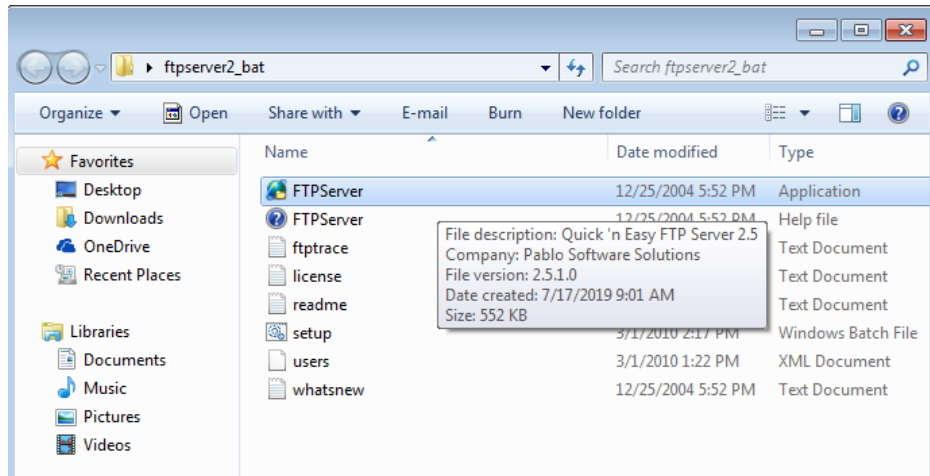
- 2) Scroll down and go to **page 4** and click the folder to start **ftp server download**



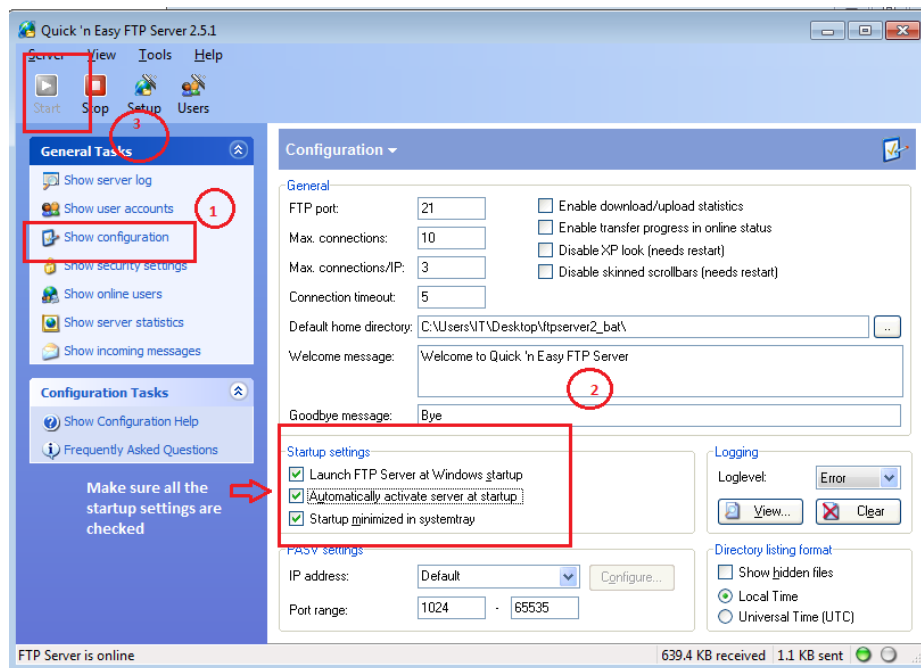
- 3) Open the downloaded ftp server and extract it to your **desktop**. The password to extract the file is **bizcopier6296**



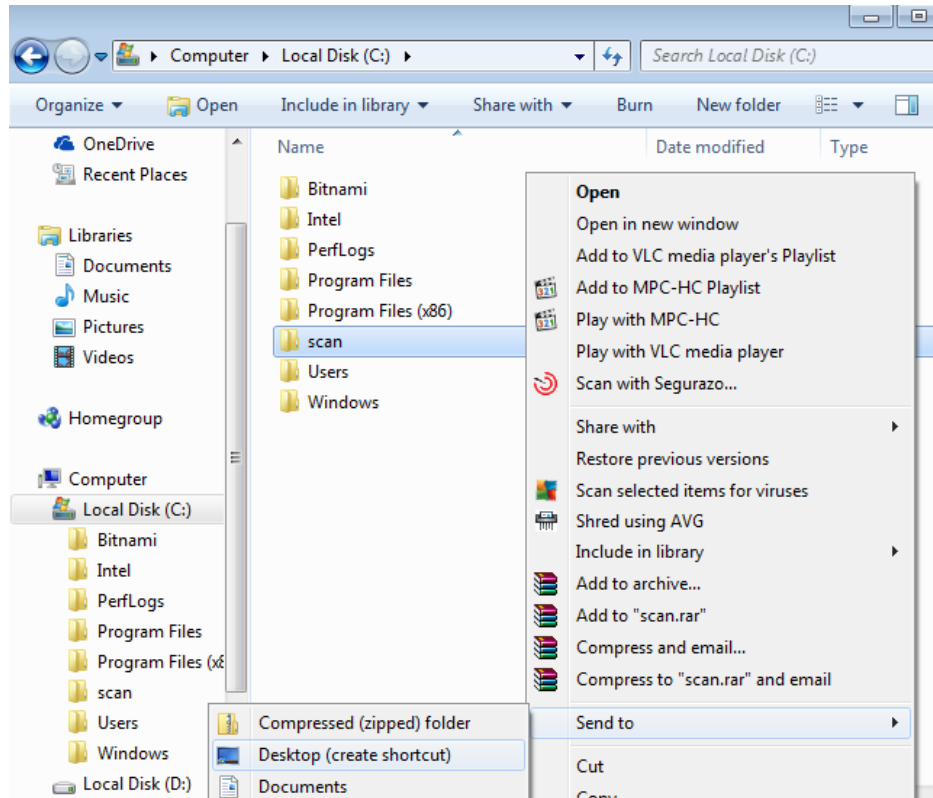
4) Open the extracted file and double click the application



5) On general tasks, go to show configuration. Check all three boxes for on startup settings and start the server. **Please do not shutdown the ftp server because the scanning will not work. If you want to close it, just minimize it.**

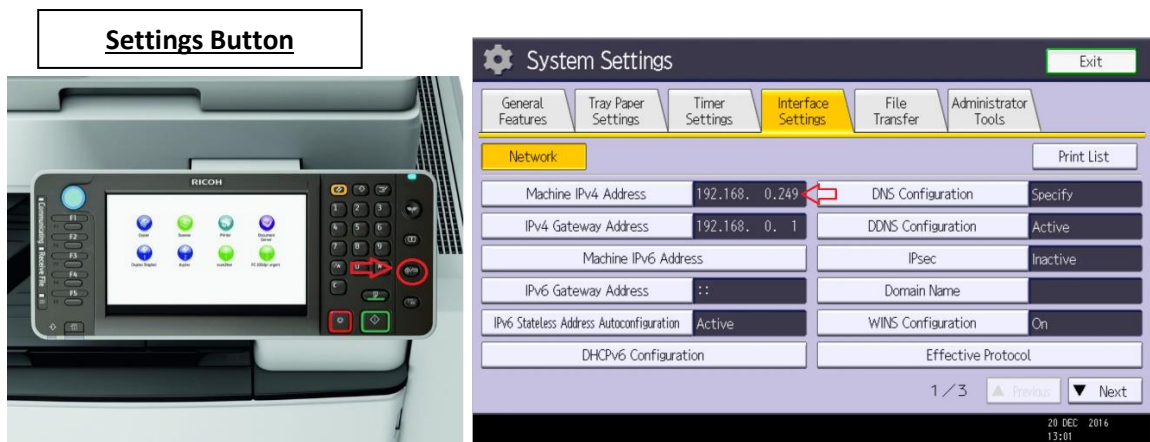


- 6) On Local Disk (C:), create a new file and name it **scan**. To make it easier for you to access the scanned documents, **make a shortcut to desktop**. Right click the file > Send to > Desktop

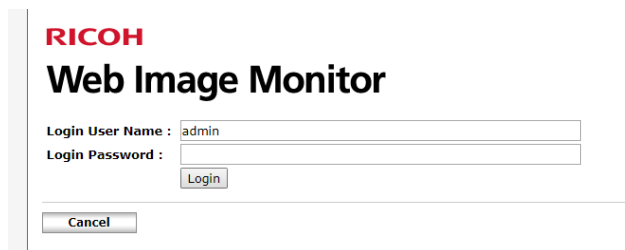
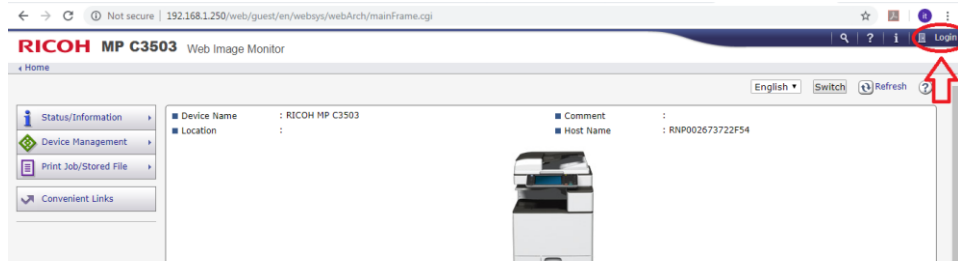


- 7) On your browser, **key in your copier machine's IP address** and press enter
 How to check your copier's IP address :

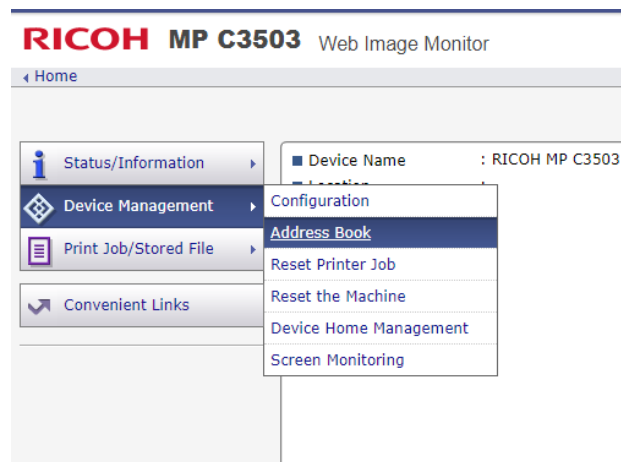
- On machine, **Settings > System Settings > Interface Settings > IPV4 Address**



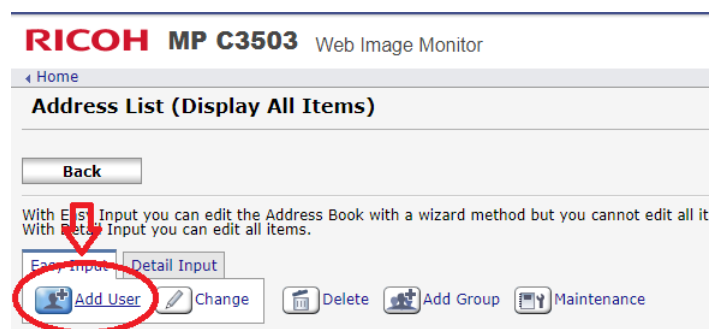
8) If your PC is connected to your copier machine, a web image monitor for Ricoh machine will appear. Login with **admin** as username, no password.



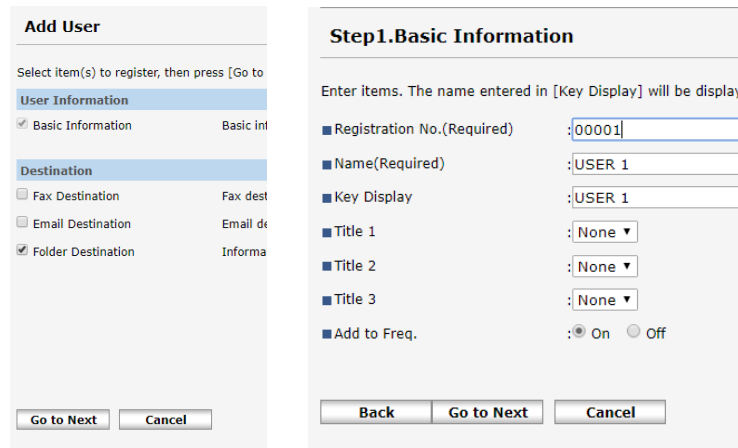
9) On the menu on the left, go to **device management** and choose **address book**.



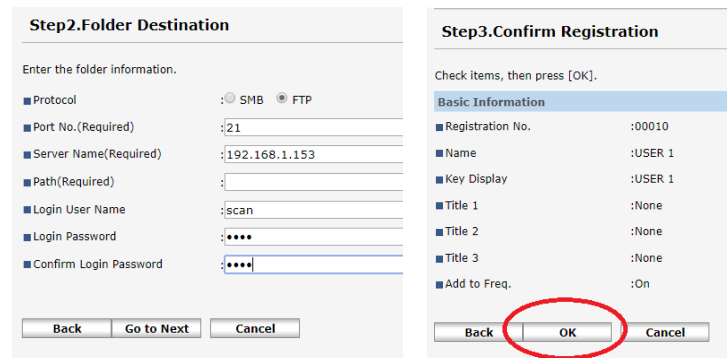
10) To add user, click **add user** on the top.



- Check **Basic Information** and **Folder Destination** > Next
- On Basic Information, key in **user's name** on both **Name** and **Key Display** >Next

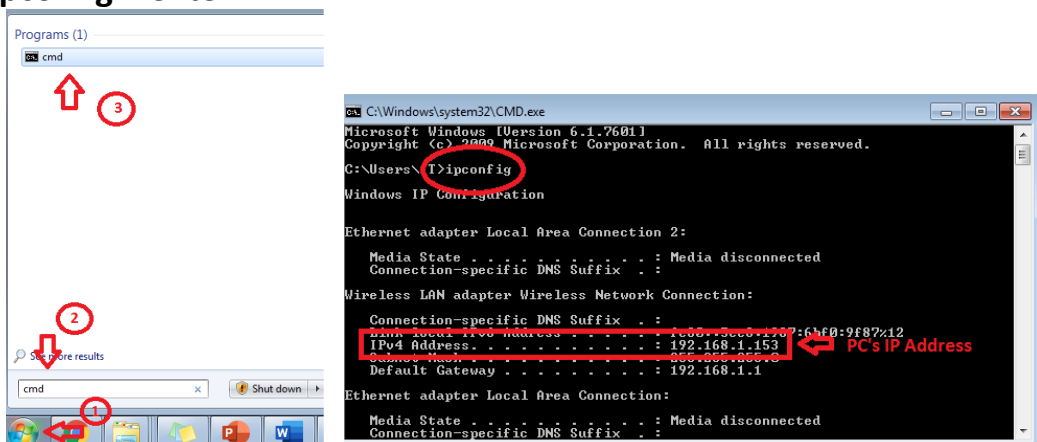


- Choose **FTP Protocol**. On Port no, left it as **21**. On Server name, enter **your PC's IP Address**. On path, left it **empty**. On login username, login password and confirm login password, enter **scan**. > Next > OK



How to check your PC's IP Address

- Windows start > Search > type **cmd** > enter
- Type **ipconfig** > enter



If you encounter any problem throughout the setup, call us at **018-299 6296**