

Scan to Folder Easy Setup Guide

Ver. 1.0

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Launching the Tool

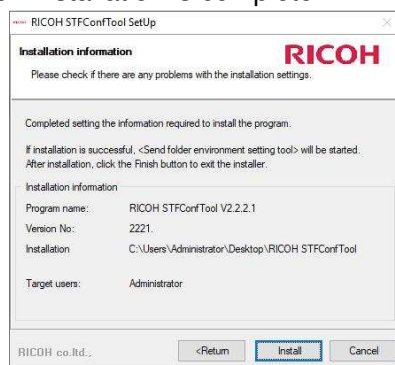
1. Getting the Tool

Scan to Folder Configuration Tool is a tool for Windows that creates a shared folder as the destination on the computer for scanned documents and registers it in the device address book.

Download the Scan to Folder Configuration Tool from the following link:
https://support.ricoh.com/bb/html/dr_ut_e/rc3/model/stfct/stfct.htm

2. Initial Activation

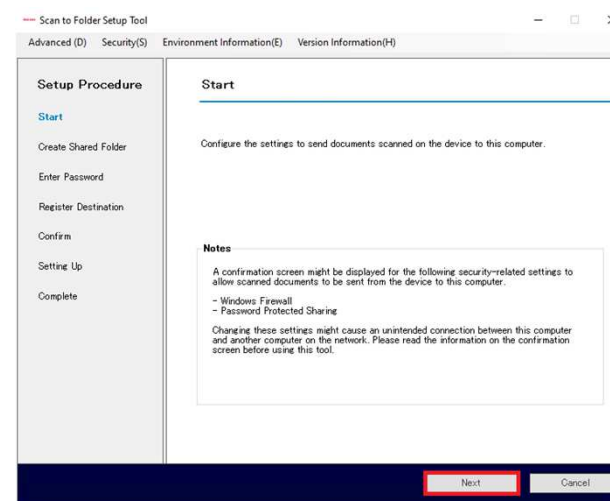
Double-click **STFCTxpdr.exe** saved in the download folder and click **Install**. The tool will start when installation is complete.



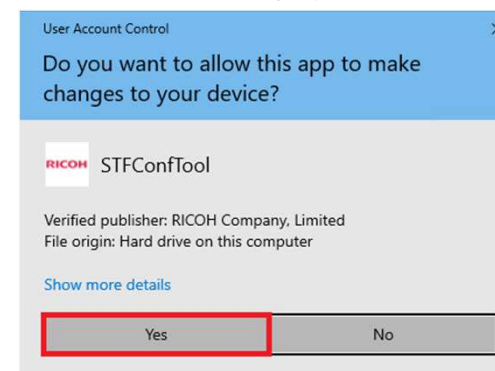
Note: When starting up the tool after the initial launch, the tool can be found on the desktop or the specified folder in the "RICOH STF Conf Tool" folder.

3. Start

After the tool starts, check the displayed message and click **Next**.



If the User Account Control window is displayed before starting the tool, click **Yes**.



Creating a Shared Folder and Registering a Destination

4. Creating a Shared Folder

Specify the new shared folder name and location. Change the initial value if necessary.

After entering the information, click **Next**. To specify an existing shared folder as a destination, see "Registering an existing shared folder as a destination".

Scan to Folder Setup Tool
Advanced (D) Security(S) Environment Information(E) Version Information(H)

Setup Procedure
Start
Create Shared Folder
Enter Password
Register Destination
Confirm
Setting Up
Complete

Create a shared folder on this computer for saving scanned documents.

Shared Folder Name: ScannedDocuments
Location: Desktop (C:\Users\vm2\Desktop) [Browse]

Back Next

6. Registering a Destination

Enter the destination name registered on the device. Select the path from the dropdown menu.

Select a device from the list. If the target device is not displayed, select **Enter the device's IP address** and enter the device IP address directly. Click **Search** to display the device name and IP address next to "Device Found:".

After entering the information, click **Next**.

Scan to Folder Setup Tool
Advanced (D) Security(S) Environment Information(E) Version Information(H)

Setup Procedure
Start
Create Shared Folder
Enter Password
Register Destination
Confirm
Setting Up
Complete

Register the destination on the device.

Destination: Enter the destination name [Title Settings]
Path: W:\ScannedDocuments

Device: [Select the device from the list] [Update Device List]
Model name: RICOH Aficio MP C5502A IP Address: [Redacted]

Enter the device's IP address [Search]

Back Next

5. Entering a Password

Select the username and enter the computer logon password.

After entering the information, click **Next**.

It is possible to proceed without setting a password, but please check the message displayed at that time carefully before moving forward. For details, see "Messages displayed while operating the tool".

Scan to Folder Setup Tool
Advanced (D) Security(S) Environment Information(E) Version Information(H)

Setup Procedure
Start
Create Shared Folder
Enter Password
Register Destination
Confirm
Setting Up
Complete

Enter a password for the current user.

Username: DESKTOP-OISN80W\vm2
Password: *****
Confirm Password: *****

Back Next

7. Confirm – Setting Up - Complete

Check the settings and click **Execute**. The progress will be displayed. Click **Finish** when done.

During the setup process, you might be prompted to confirm changes to the firewall settings or enter device administrator information. For details, see "Message displayed while operating the tool".

Scan to Folder Setup Tool
Advanced (D) Security(S) Environment Information(E) Version Information(H)

Setup Procedure
Start
Create Shared Folder
Enter Password
Register Destination
Confirm
Setting Up
Complete

If the information below is correct, click [Execute].

[Shared folder creation]
Shared Folder Name: ScannedDocuments
Location: Desktop (C:\Users\vm2\Desktop)

[Register Destination]
Username: DESKTOP-OISN80W\vm2
Password: *****
Device: RICOH Aficio MP C5502A ()
Path: W:\ScannedDocuments

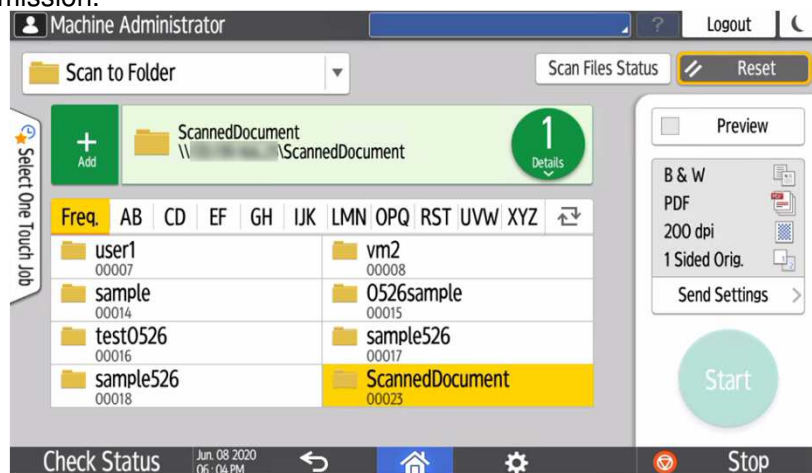
[Registered Destination]
Registration number: Do not specify the registration number.
Destination name: AH
Device: RICOH Aficio MP C5502A ()
Title Settings:
Title 1: (None)
Title 2: (None)
Title 3: (None)
Frequent: Yes

Back Execute

Scanning to a Folder

8. Scanning to a Folder

Select **Scanner** on the operation panel of the device. Confirm that the destination set in the tool is registered as the destination for folder transmission.



Select the registered destination and execute folder transmission to confirm that the scanned document is saved in the shared folder. If an error message is displayed on the control panel screen of the device, check "Messages displayed while sending a folder".

Registering an Existing Shared Folder as a Destination

Registering an Existing Shared Folder

Open **Advanced** on the tool's menu bar and click **Register a Destination**

After entering the information, click **Register**.

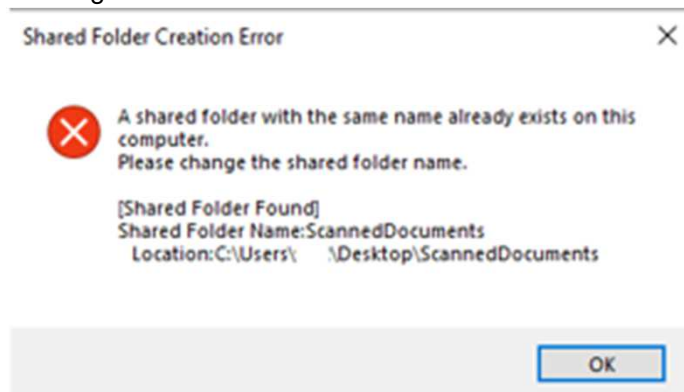
The screenshot shows a dialog box titled "Advanced" with a "Close(X)" button. Inside, there are two tabs: "Create Shared Folder" and "Register a Destination". The "Register a Destination" tab is active. The form contains the following fields and buttons:

- Destination:** A text input field containing "sample" and a "Title Settings" button.
- Shared Folder:** A dropdown menu showing "ScannedDocuments30".
- Username:** A dropdown menu.
- Password:** A text input field with masked characters "*****".
- Confirm Password:** A text input field with masked characters "*****".
- Path:** A dropdown menu.
- Device:** A dropdown menu showing "Enter the device's IP address manually." and an "Update Device" button.
- Test Connection:** A button.
- Register:** A large button at the bottom of the dialog.

There is also a blue hyperlink: [Click here to check the IP address of the device.](#)

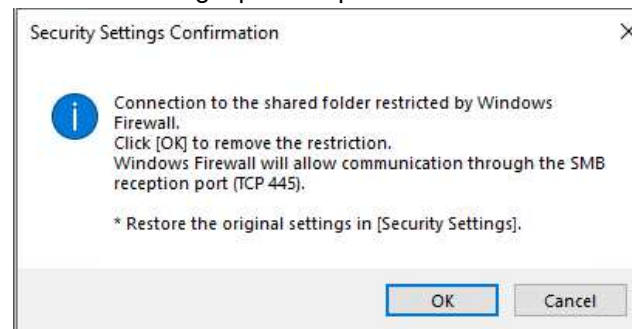
Messages Displayed While Operating the Tool

In Step 4. Creating a Shared Folder



This message is displayed when a shared folder with the same name already exists on the computer. Change the shared folder name.

In Step 7. Confirm – Setting Up - Complete

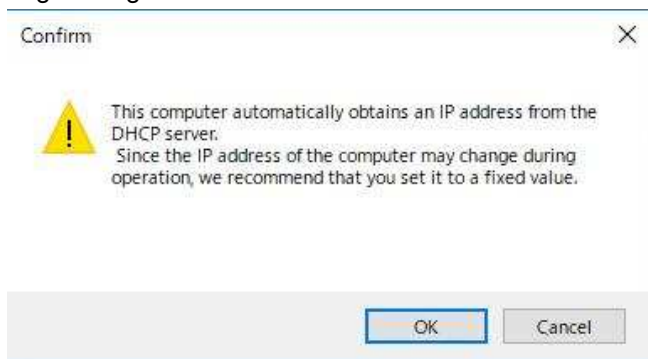


This message is displayed when the communication port (TCP 445) on the computer side is blocked.

Click **OK** to remove the connection block for TCP 445.

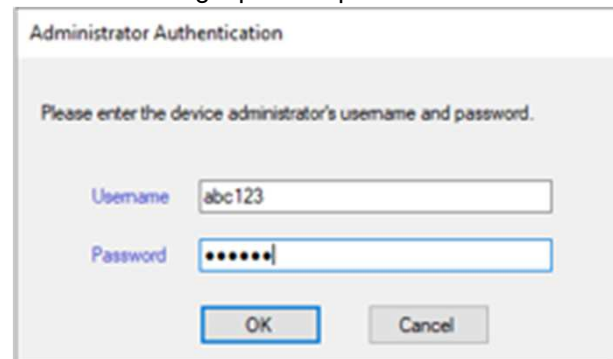
Note: To successfully scan to a folder, the connection block TCP 445 needs to be removed.

In Step 6. Registering a Destination



This message is displayed when **Path** is specified in IP address format on a computer that automatically acquires the IP address. We recommend fixing the IP address, because the IP address might change and cause an error.

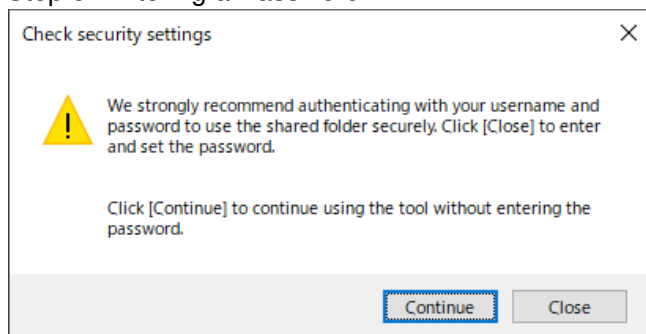
In Step 7. Confirm – Setting Up - Complete



This message is displayed when authentication by the device administrator is required. Enter the username and password of the device administrator, and click **OK**.

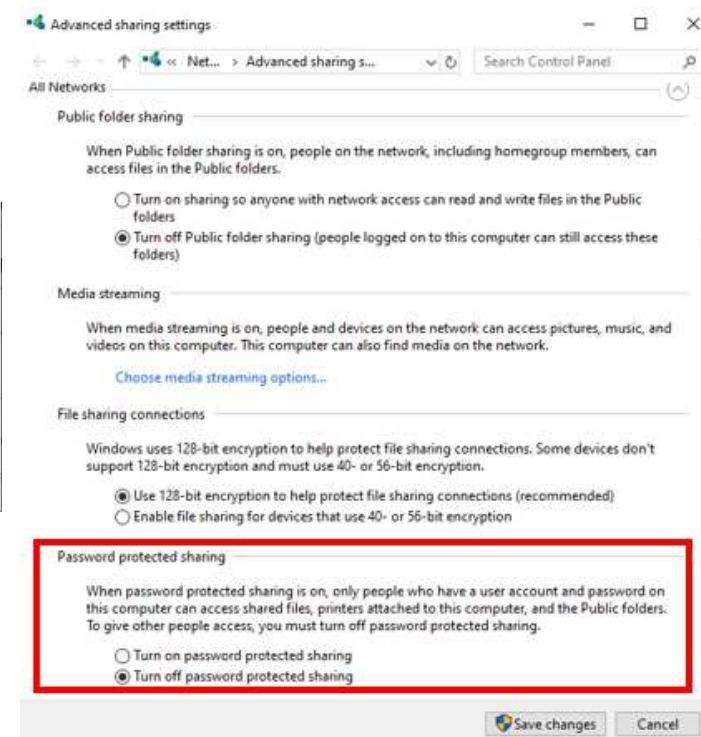
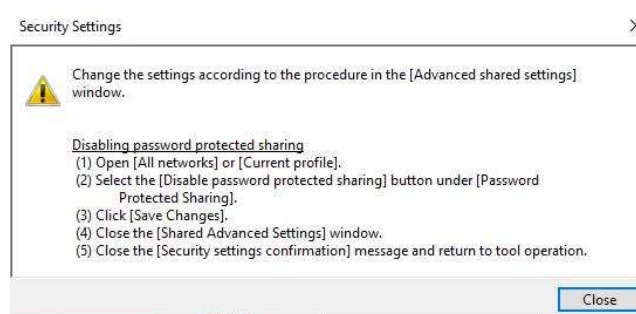
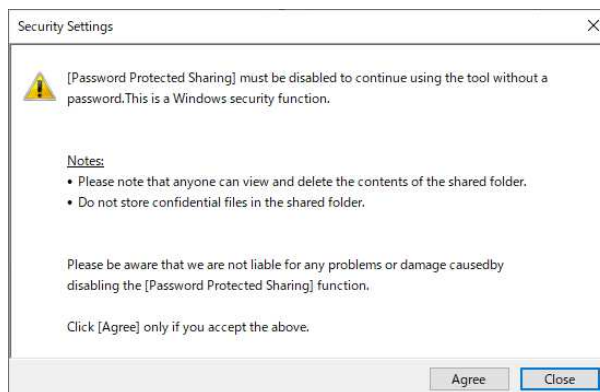
Messages Displayed While Operating the Tool

In Step 5. Entering a Password



This message is displayed when no password is entered.
To scan to a folder without setting a password, click **Continue**.

Confirm the warning message, and if you agree, follow the instructions on screen to continue.



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