

Scan to Folder Easy Setup Guide

Ver. 1.3

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Downloading and Installing the Tool

■ Downloading and Installing the Tool

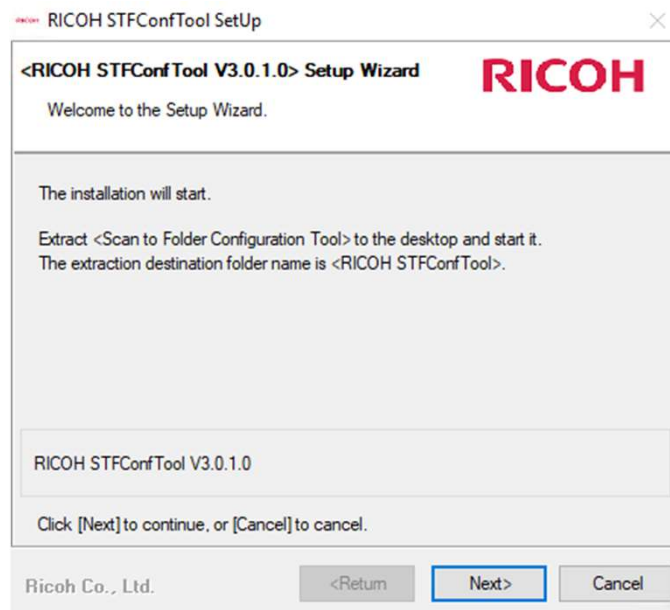
1. Getting the Tool

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 the shared folder 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.

Page selection by purpose

Register a Destination

⇒ See p.4-9

Troubleshooting

⇒ See p.10-15



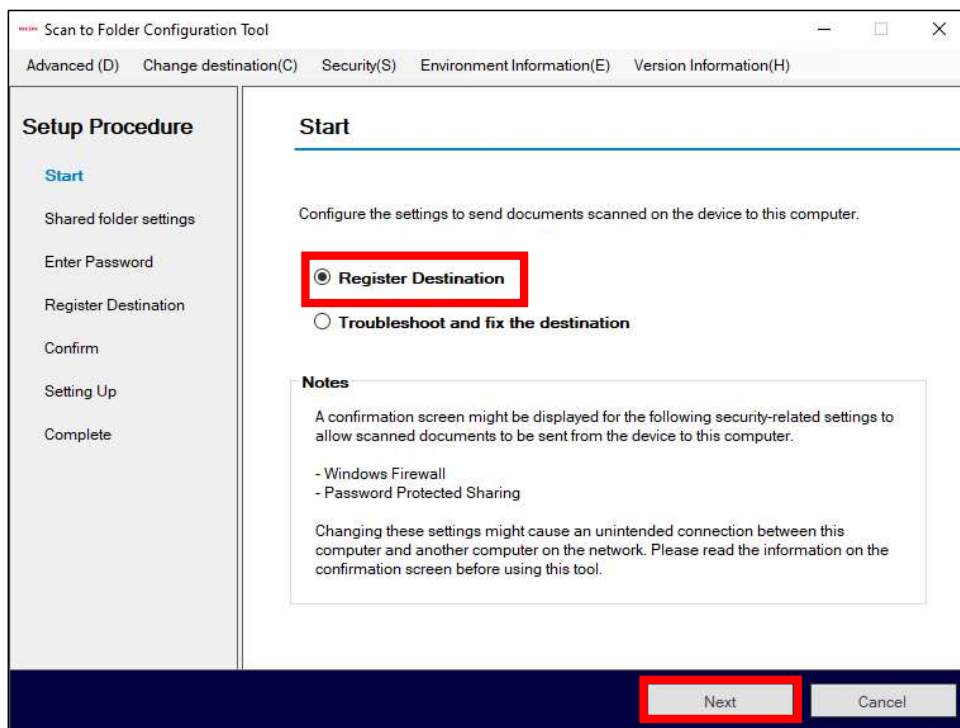
[Register a Destination](#)

Registering a Destination

Launching the Tool

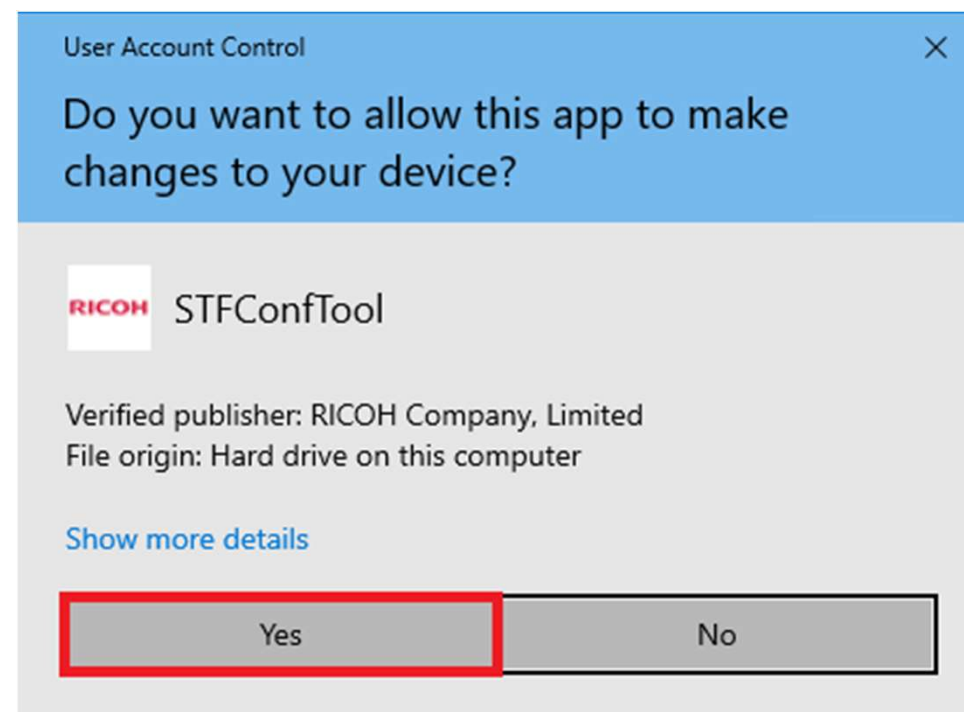
1. Start

After the tool starts, check the displayed notes, select "Register Destination", and click **Next**.



Register a Destination

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



Creating a Shared Folder and Registering a Destination

2. Shared folder settings

A: If you create a new destination folder, specify the new “Shared Folder Name” and “Location”.

B: If you create a new destination folder, specify the “Shared Folder Name” and “Location”.

C: If the target shared folder exists on your PC, select that shared folder.

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

Scan to Folder Configuration Tool

Advanced (D) Change destination(C) Security(S) Environment Information(E) Version Information(H)

Setup Procedure

- Start
- Shared folder settings**
- Enter Password
- Register Destination
- Confirm
- Setting Up
- Complete

Shared folder settings

Specify a shared folder to use to save scanned documents to.

A Create a new destination folder.

Location Browse

Shared Folder Name ScannedDocuments

B Select a currently unshared folder.

Select a folder to configure shared settings for.

Folder location: Browse

Shared Folder Name Enter the Shared Folder Name

C Select a currently shared folder.

Select the shared folder to be registered as the destination.

Shared Folder Name ScannedDocuments

Back Next

3. Entering Password

Register a Destination

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 Configuration Tool

Advanced (D) Change destination(C) Security(S) Environment Information(E) Version Information(H)

Setup Procedure

- Start
- Shared folder settings
- Enter Password**
- Register Destination
- Confirm
- Setting Up
- Complete

Enter Password

Enter the current user's password.

Username

Password

Confirm Password

Back Next

Creating a Shared Folder and Registering a Destination

4. Registering 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" to 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**.

The screenshot shows the 'Scan to Folder Configuration Tool' window with the 'Register Destination' tab selected. The 'Destination' field is set to 'User' and the 'Path' dropdown is set to '%ScannedDocuments'. Under the 'Device' section, the radio button 'Select the device from the list' is selected. A table lists two devices: 'RICOH IM 2702 1.05' and 'RICOH IM C300 1.04'. The 'Search' button is visible. At the bottom, the 'Next' button is highlighted with a red box.

Model name	IP Address
RICOH IM 2702 1.05	
RICOH IM C300 1.04	

5. Confirm – Setting Up - Complete

Register a Destination

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](#)".

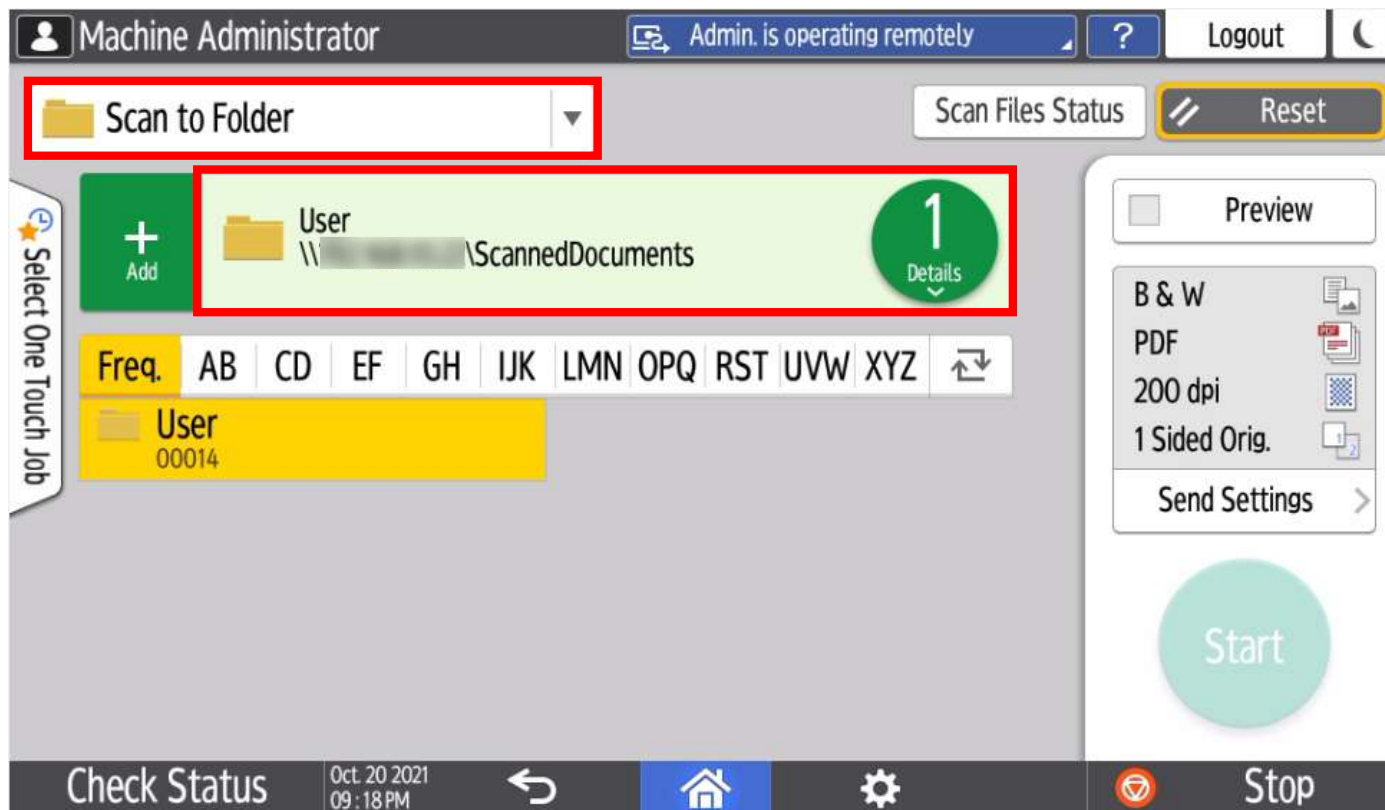
The screenshot shows the 'Scan to Folder Configuration Tool' window with the 'Confirm' tab selected. It displays the summary of the setup: Shared Folder Name: ScannedDocuments, Location: Desktop (C:\Users\%User%\Desktop), Password: *****, and Registered Destination details. A progress bar shows 'Connecting to the device(3/8)'. At the bottom, the 'Execute' button is highlighted with a red box. A 'Setup' dialog box is overlaid on the screen, showing 'The tool is setting up. Please wait a little while.' and a progress bar. The 'Complete' button in the bottom right is also highlighted with a red box.

Scanning to a Folder

6. Scanning to a Folder

Register a Destination

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 device's control panel, see ["Messages displayed while sending a folder"](#).

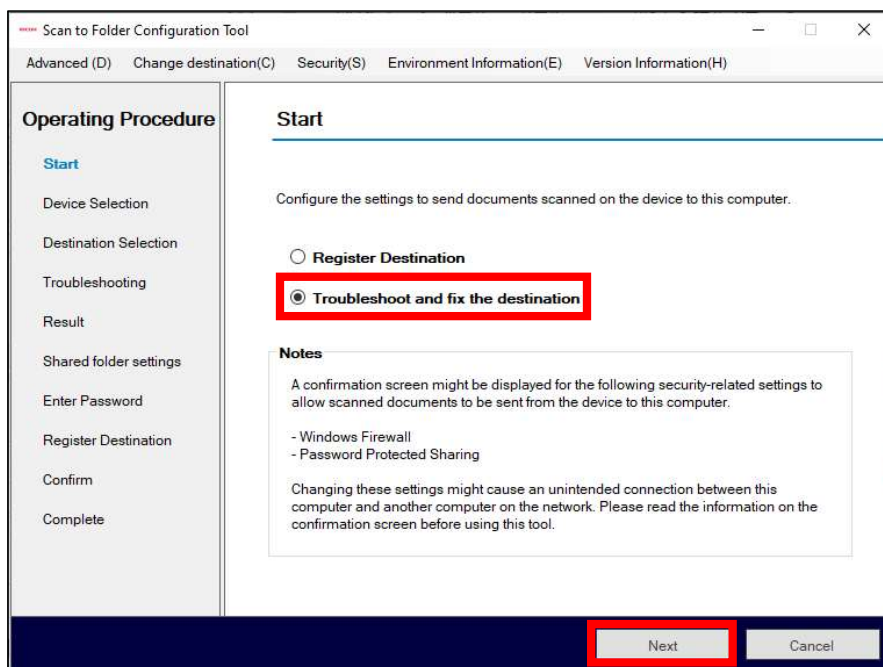


Troubleshooting and fixing the destination

Selecting a Destination for Troubleshooting

1. Start

Check the displayed notes, select “Troubleshoot and fix the destination”, and click **Next**.



2. Device Selection

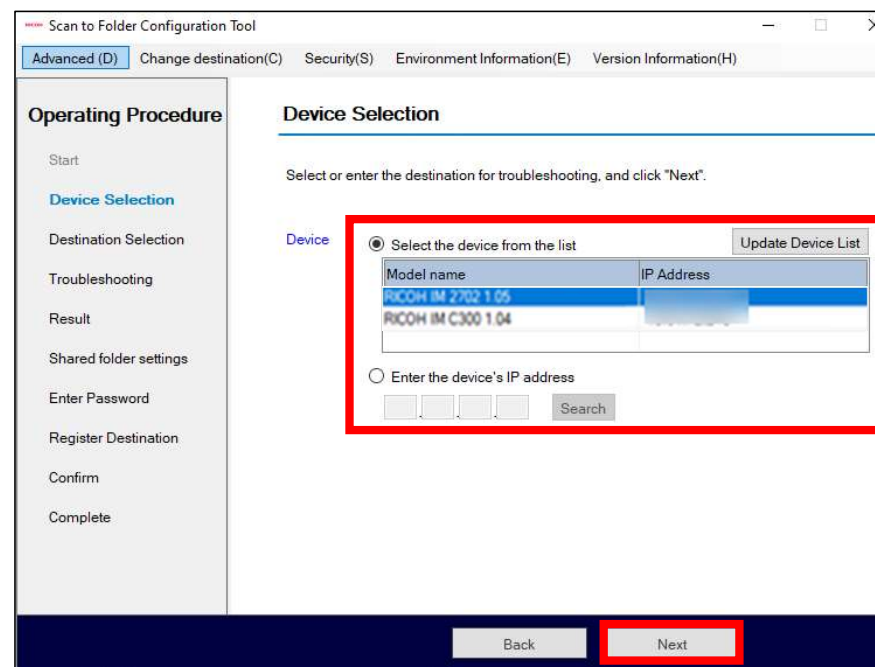
Troubleshooting

Select the device from the list.

If the target device is not displayed, select “Enter the device’s IP address” to enter the device IP address directly.

After clicking **Search**, the model name and IP address will be displayed next to “Device Found:”.

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

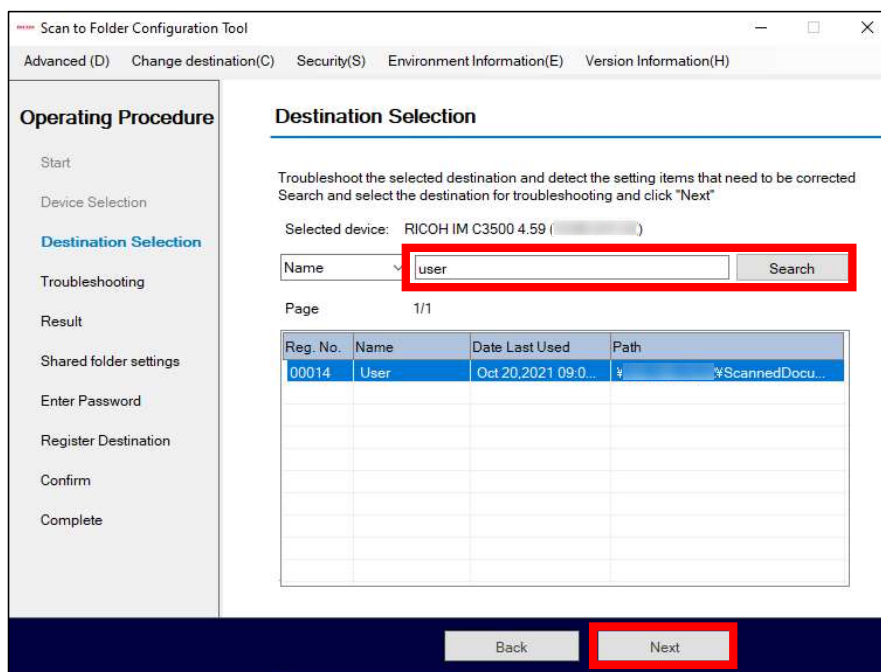


Selecting a Destination for Troubleshooting

3. Destination Selection

Enter the name of the destination to troubleshoot and click **Search**.

After selecting the destination, click **Next**. Troubleshooting of the selected destination will begin.



Fixing the Destination

4. Result

Check the result and click **Next**.

Troubleshooting Contents	
Registration No.:	00014
Destination name:	User
Shared Folder Name:	ScannedDocuments
User:	[redacted]
Login password:	[redacted]
Path:	%I %ScannedDocuments
Device:	RICOH IM C3500 4.59 ([redacted] !)
Title 1:	(None)
Title 2:	(None)
Title 3:	(None)
Frequent:	Yes
Security Settings:	[redacted]

5. Shared folder settings

Troubleshooting

Step 5 may be omitted depending on the troubleshooting result.
If so, please proceed to the next step.

- A:** If you create a new destination folder, specify the new “Shared Folder Name and “Location”.
- B:** If you create a new destination folder, specify the “Shared Folder Name” and “Location”.
- C:** If the target shared folder exists on your PC, select that shared folder. .

Click **Next** when finished.

A Create a new destination folder.
Location: Desktop (C:\Users%\#Desktop) [Browse]
Shared Folder Name: Enter the Shared Folder Name

B Select a currently unshared folder.
Select a folder to configure shared settings for.
Folder location: Select a folder to configure sharing for. [Browse]

C Select a currently shared folder.
Select the shared folder to be registered as the destination.
Shared Folder Name: ScannedDocuments

Fixing the Destination

6. Entering Password

Enter your computer logon password.

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”](#).

Click **Next** when finished

The screenshot shows the 'Scan to Folder Configuration Tool' window. The 'Operating Procedure' sidebar on the left lists steps: Start, Device Selection, Destination Selection, Troubleshooting, Result, Shared folder settings, Enter Password (highlighted in blue), Register Destination, Confirm, and Complete. The main area is titled 'Enter Password' and contains the instruction 'Enter the current user's password.' Below this are three input fields: 'Username' (a dropdown menu), 'Password' (a text box with masked characters), and 'Confirm Password' (a text box with masked characters). At the bottom of the window, there are 'Back' and 'Next' buttons, with the 'Next' button highlighted by a red box.

7. Registering Destination

Troubleshooting

Step 7 may be omitted depending on the troubleshooting result. If so, please proceed to the next step

Enter the destination name if changing the destination name registered in the device. Select the path name from the automatically generated candidates.

Click **Next** when finished.

The screenshot shows the 'Scan to Folder Configuration Tool' window. The 'Operating Procedure' sidebar on the left lists steps: Start, Device Selection, Destination Selection (highlighted in blue), Troubleshooting, Result, Shared folder settings, Enter Password, Register Destination (highlighted in blue), Confirm, and Complete. The main area is titled 'Register Destination' and contains the instruction 'Register the destination on the device.' Below this are two input fields: 'Destination' (a text box containing 'User2') and 'Path' (a dropdown menu showing '#/scan'). A 'Title Settings' button is located to the right of the 'Destination' field. At the bottom of the window, there are 'Back' and 'Next' buttons, with the 'Next' button highlighted by a red box.

Fixing the Destination

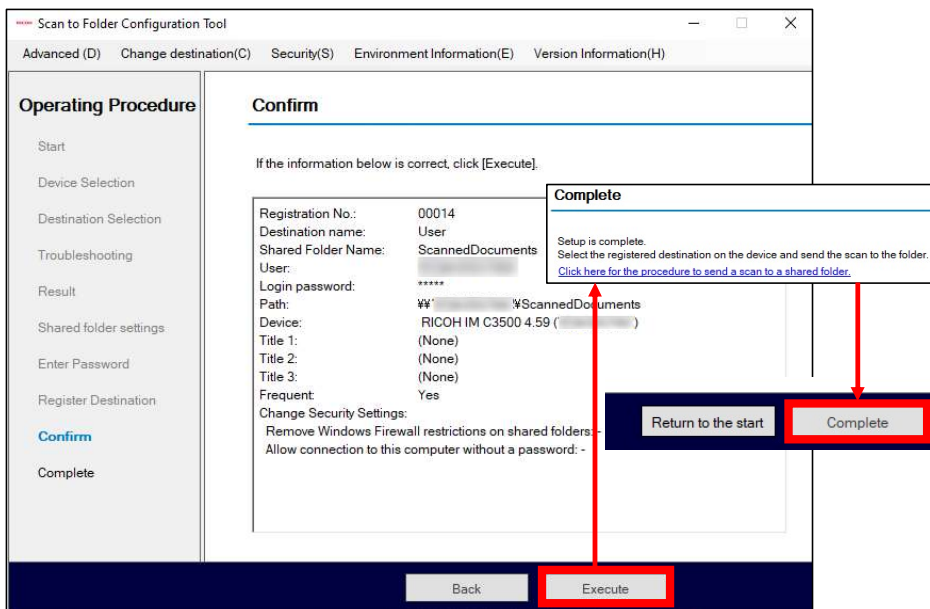
8. Confirming the Troubleshooting Results – Execute - Complete

Confirm there are no problems with the contents of the fix and click **Execute**.

Click **Complete** after modifying the destination.

During the setup process, you might be prompted to confirm changes to the firewall settings or enter device administrator information.

For details, see [“Messages displayed while operating the tool.”](#)



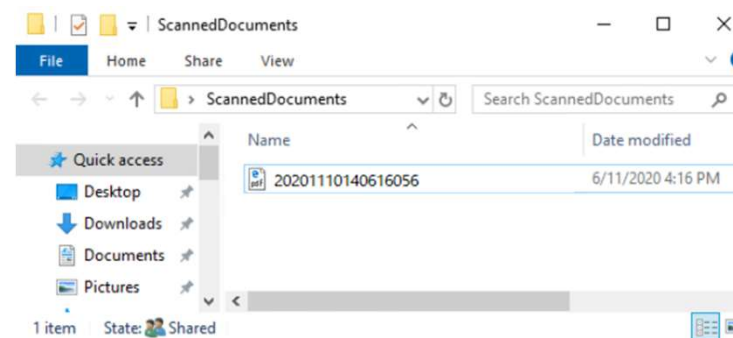
9. Sending to a fixed destination

Troubleshooting

Confirm that the destination set in the tool is registered as the destination for folder transmission.



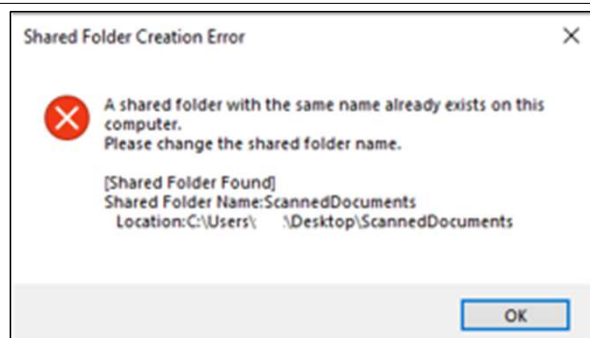
Select the registered destination and execute folder transmission to confirm that the scanned document is saved in the shared folder. If an error message is displayed on the operation panel of the device, use the tool again to troubleshoot and fix the problem.





Error Messages

Messages Displayed While Operating the Tool

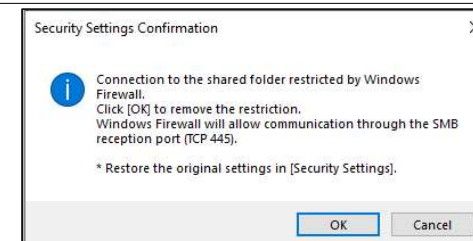


This message is displayed when a shared folder with the same name already exists on the computer.

Change the shared folder name.

Note: This message might be displayed in any of the following steps:

- In Step 2 (Creating a Shared Folder) of [Register a Destination](#)
- In Step 5 (Setting the Shared Folder) of [Troubleshooting](#)



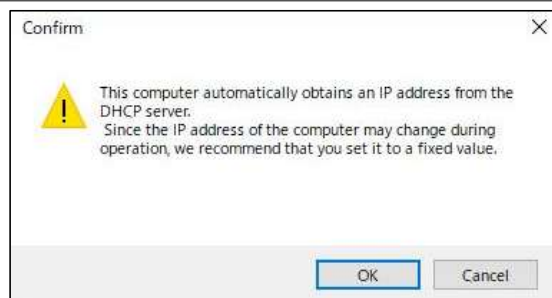
This message is displayed when the communication port (TCP 445) on the computer side is blocked.

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

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

Note: This message might be displayed in any of the following steps:

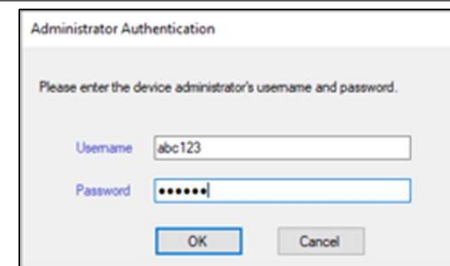
- In Step 5 (Confirm – Setting Up – Complete) of [Register a Destination](#)
- In Step 8 (Confirming the Troubleshooting Results – Execute – Complete) of [Troubleshooting](#)



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

Note: This message might be displayed in any of the following steps:

- In Step 4 (Registering a Destination) of [Register a Destination](#)
- In Step 7 (Registering a Destination) of [Troubleshooting](#)



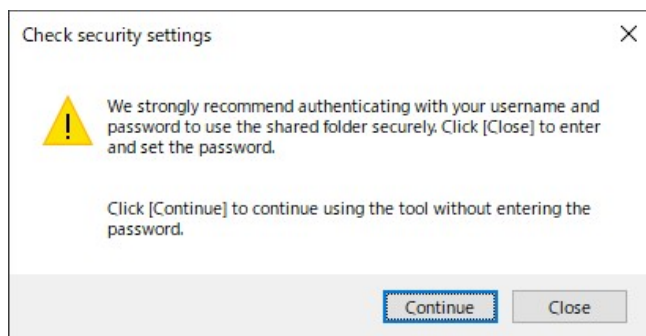
This message is displayed when authentication by the device administrator is required. Enter the username and password of the device administrator and click **OK**.

Note: This message might be displayed in any of the following steps:

- In Step 5 (Confirm – Setting Up – Complete) of [Register a Destination](#)
- In Step 8 (Confirming the Troubleshooting Results – Execute – Complete) of [Troubleshooting](#)

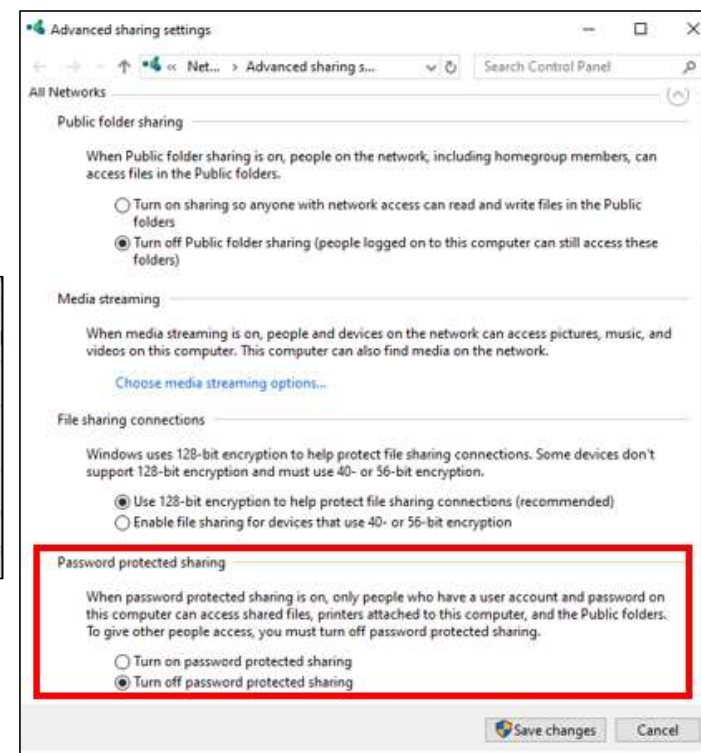
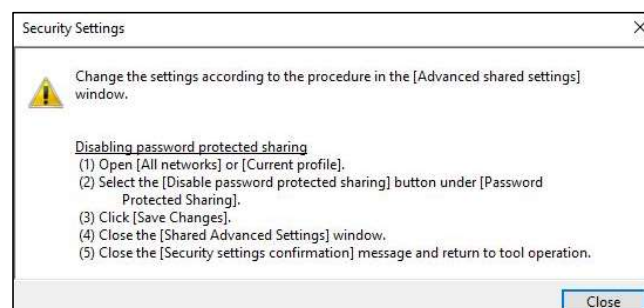
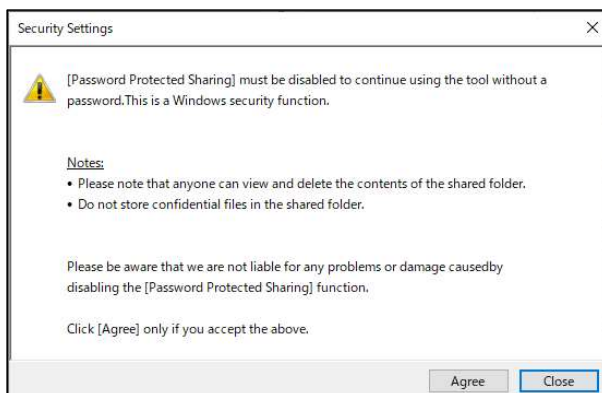
Messages Displayed While Operating the Tool

In Step 3 (Entering a Password) of **Register a Destination**
In Step 6 (Entering a Password) of **Troubleshooting**

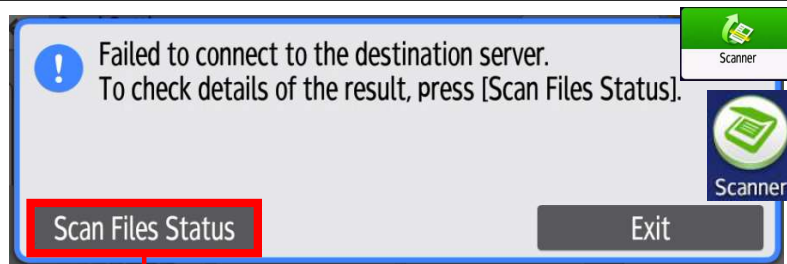


This message is displayed when no password is entered.
To scan to a folder without setting a password, click **Continue**.

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

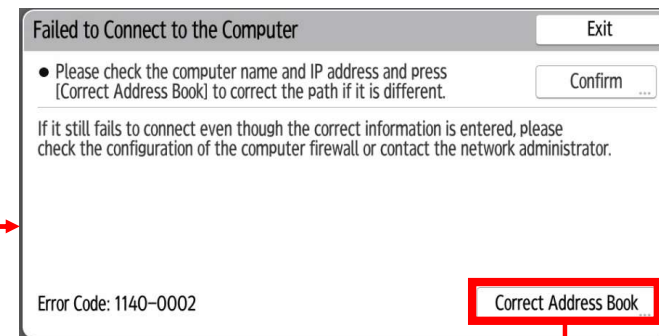
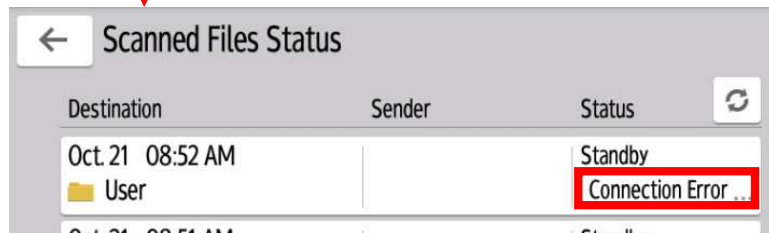


Messages Displayed While Operating the Device



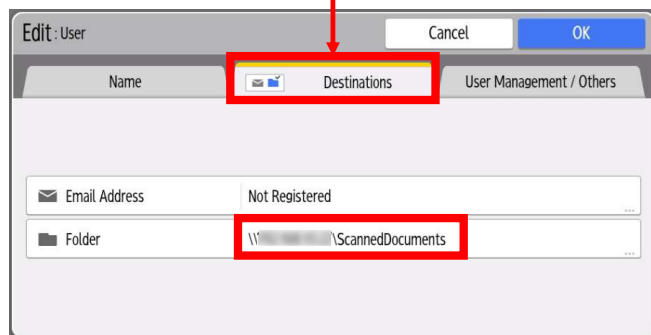
If the destination path name is not entered correctly in this machine or the firewall settings of the destination PC do not permit access from this machine, this message will be displayed after scan is executed.
Touch the [Scan Files Status] button and follow the on-screen instructions to correct the settings.
Note: Not applicable for some models

Touch the [Connection Error...] button

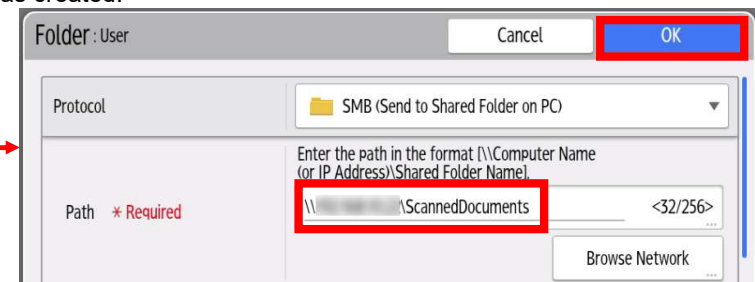


Touch the [Current Address Book] button

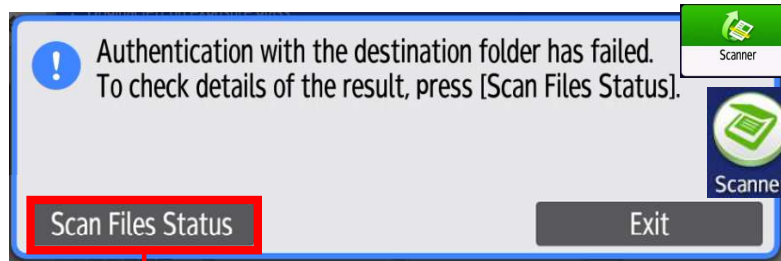
Touch the "Destinations" tab, then "Folder"



Correct the IP address or computer name in "Path" and Touch "OK".
Note: Enter the name or IP address of the computer where the shared folder was created.

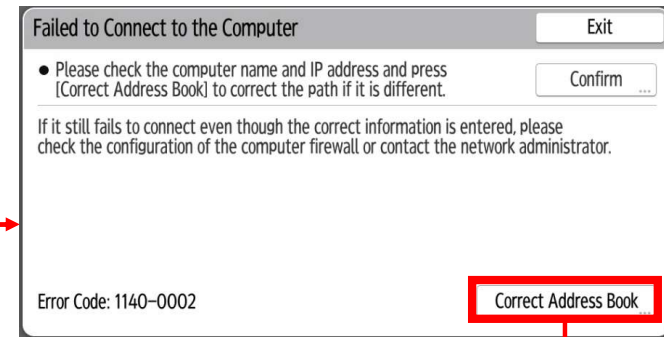
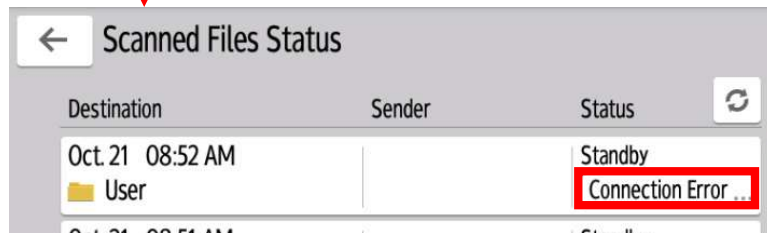


Messages Displayed While Operating the Device



If the login user name and the password of the destination PC is not entered correctly in this machine, this message will be displayed after scan is executed. Touch the [Scan Files Status] button and follow the on-screen instructions to correct the settings.
Note: Not applicable for some models

Touch the [Connection Error...] button

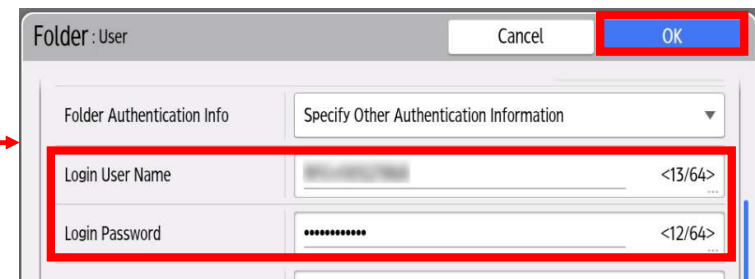


Touch the [Current Address Book] button

Touch the "Destinations" tab, then "Folder"



Correct "Login User Name" or "Login Password" and touch "OK".
Note: Enter "Login User Name" or "Login Password" of the computer where the shared folder was created.



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