Setting Up Ricoh Scanners

Follow these steps to set up the Ricoh scanner for use with Performance Matters Scan Engine.

Prerequisites

- Existing operational network utilizing TCP/IP
- Networked (internet connected) scanner that supports scan to FTP functionality
  - FTP Client Port is enabled on the device
- Color quality: gray scale or color
- Scanner Resolution: 200 dpi or greater
- File type: TIF or PDF
- Additional details: see *Scanner Requirements*

Add a User Account to the Address Book

In order to scan to FTP, you will need to enter the FTP server credentials via the address book. Using the address book eliminates the need to enter your credentials every time you want to scan.

To create a user account on your Ricoh machine, you must use a computer with a web browser and follow these steps.

1. Log on to the printer via a web browser using either the IP address (e.g. 168.24.45.32) or the host name (e.g. printer.example.com).

1. Select Address Book. (Depending on your scanner model, Address Book may be located under Device Management.)

2. On the Address List page, click Add User under Wizard Method. (If you are using an MP 7502, use the Manual Input tab.)

3. Under Destination, select the Folder Destination checkbox, then click Go to Next.

4. Enter a name that identifies the address as Performance Matters. Click Go to Next.

5. Enter the destination folder and authentication settings as defined below, then click Go to Next.
   - Protocol= FTP
   - Server Name = scansb01.performancematters.com
   - Path = /
   - Login User Name = enter the user name provided by your Performance Matters support team

» Login Password = enter the password provided by your Performance Matters support team, then retype the password to confirm it

MP 5000 Series Example

MP 7000 Series Example

6. Save your settings by clicking the OK button.

Configure Scan Settings

1. Go back to the home screen by clicking Home at the top left.
2. On the home screen select Configuration. (Depending on your scanner model, Configuration may be located under Device Management.)

3. Under the Scanner section of the configuration page, click Scan Settings.

4. Ensure A.C.S Sensitivity Level is set to the middle bubble. Then click OK.

5. Under the Scanner section of the configuration page, click Default Settings for Normal Screens on Device.

6. Enter the default settings for normal screens as defined below, then click OK.
   - Original Type/Scan Type = Gray Scale
   - Resolution = 300 dpi
   - Send File Type = Multi-page: PDF

7. Under the Scanner section of the configuration page, click Default Settings for Simplified Screens on Device.

8. Enter the default settings for simplified screens as defined below, then click OK.
   - Original Type/Scan Type = Full Color
   - Resolution = 300 dpi
   - Send File Type = Multi-page: PDF

At this point the setup is now complete and you can proceed with testing your setup. Please print out a sample answer sheet, fill in the answer bubbles with a pencil, and scan the answer sheet using the address book entry you just created. For more details, see *Scanning with Ricoh Scanners*.