Steps to add/edit user in address book

1.1 Create/go to existing folder and share the folder
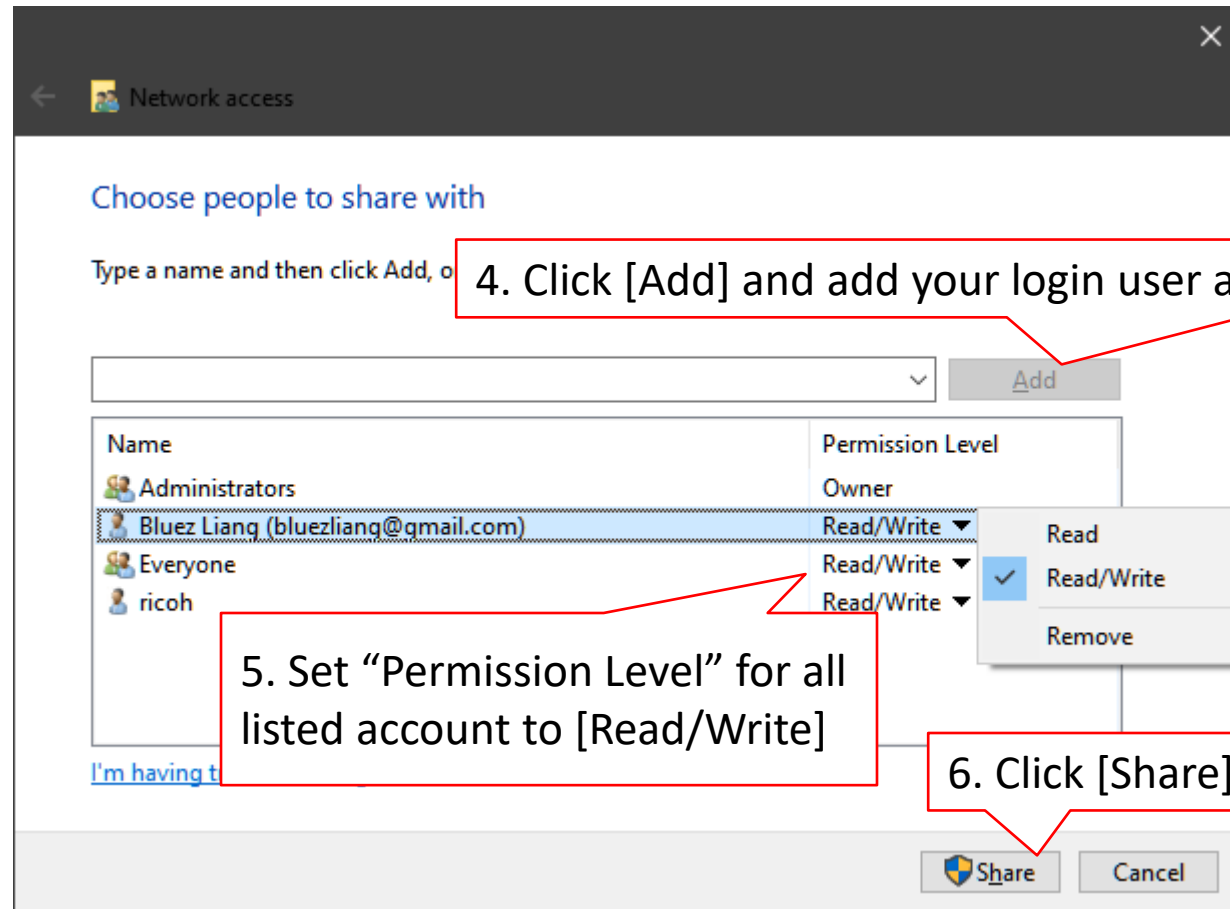
Users
Windows
Scan

Rename
Properties
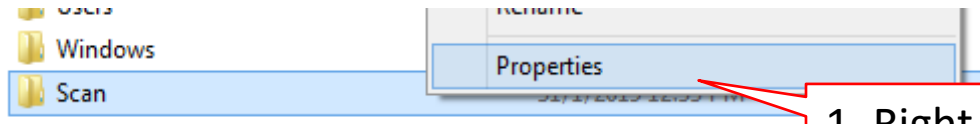
1. Right click the folder and choose[Properties]

2. Click [Sharing]

Properties
×

General **Sharing** Security Previous Versions Customize

Network File and Folder Sharing

RicohScan
Shared

3. Click [Share]

...-PC\RicohScan

Share...

Advanced Sharing

Set custom permissions, create multiple shares, and set other advanced sharing options.

Advanced Sharing...

Password Protection

People without a user account and password for this computer can access folders shared with everyone.

To change this setting, use the Network and Sharing Center.

Close   Cancel   Apply

Network access
×

Choose people to share with

Type a name and then click Add, o

4. Click [Add] and add your login user account

[   ] Add

Name	Permission Level
Administrators	Owner
Bluez Liang (bluezliang@gmail.com)	Read/Write ▾
Everyone	Read/Write ▾
ricoh	Read/Write ▾

Read
✓ Read/Write
Remove

5. Set "Permission Level" for all listed account to [Read/Write]

6. Click [Share]

I'm having t

Share   Cancel

1.2 Create/go to existing folder and share the folder

RicohScan Properties

General | Sharing | Security | Previous Versions | Customize

Network File and Folder Sharing

RicohScan
Shared

Network Path:
\\BLUEZ-PC\RicohScan

Share...

Advanced Sharing

Set custom permissions, advanced sharing option

7. Click [Advanced Sharing]

Advanced Sharing...

Password Protection

People without a user account and password for this computer can access folders shared with everyone.

To change this setting, use the Network and Sharing Center.

Close | Cancel | Apply

8. Tick [Share this folder]

☑ Share this folder

Settings

Share name:

RicohScan

Add | Remove

Limit the number of simultaneous users to: 20

Comments:

9. Click [Permissions]

Permissions | Caching

OK | Cancel | Apply

1.3 Create/go to existing folder and share the folder

Permissions for RicohScan

Share Permissions

Group or user names:
- Bluez Liang (bluezliang@gmail.com)
- Everyone
- ricoh (BLUEZ-PC\ricoh)
- Administrators (BLUEZ-PC\Adm

11. Select the login account

10. Click [Add] and add your login user account

Add...   Remove

Permissions for Bluez Liang   Allow
- Full Control   ☐
- Change   ☑
- Read   ☑

12. Tick all 3 checkbox under [Allow]

13. Repeat step 10, 11 & 12 for "Everyone" and "Administrators" account

OK   Cancel   Apply

14. After check the checkbox for all accounts Click [ok]

RicohScan Properties

General | Sharing | Security | Previous Versions | Customize

Network File and Folder Sharing

RicohScan
Shared

15. Copy this path

Network Path:
\\BLUEZ-PC\RicohScan

Share...

Advanced Sharing

Set custom permissions, create multiple shares, and set other advanced sharing options.

Advanced Sharing...

Password Protection

People without a user account and password for this computer can access folders shared with everyone.

To change this setting, use the Network and Sharing Center.

Close   Cancel   Apply

2.1 Open a **browser** and enter Printer's IP address
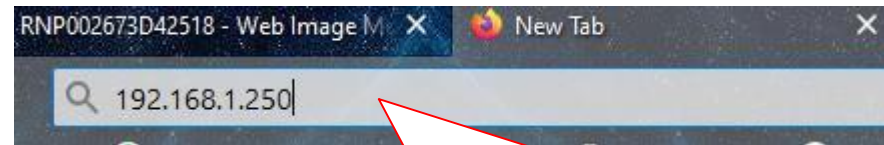
[Printer's IP]

2.2 Login to Web interface
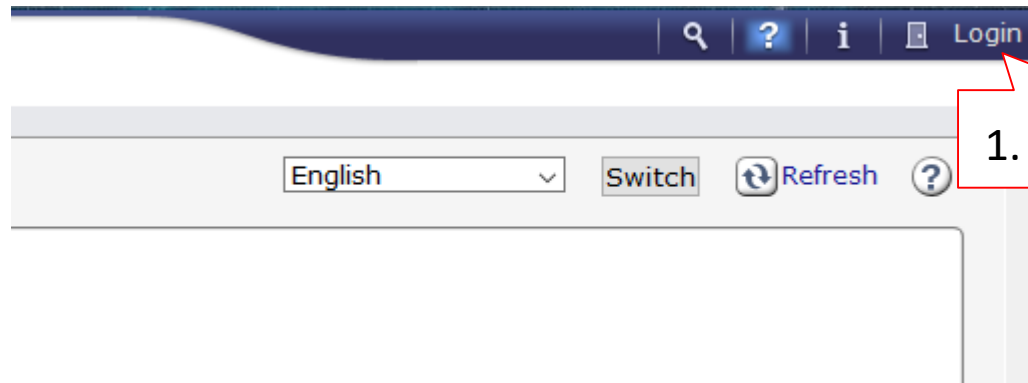
For MY
Username : admin
Password : password or [blank]

For SG
Username : admin
Password : [blank]

1. Click [Login]

English   Switch   🔄 Refresh   ❓

RICOH
Web Image Monitor

Login User Name :   admin
Login Password :
                     Login

Cancel

2. Click [Login]

2.3 Go to address book

◂ Home

Status/Information ▸

Device Management ▸ | Configuration

Print Job/Stored File ▸ | Address Book

Convenient Links | Central Management

Main Power Off

Reset Printer Job

Reset the Machine

Screen Monitoring

■ Device Name : RICOH MP

Newscan S

Smart Ope

1. Click [Address Book]
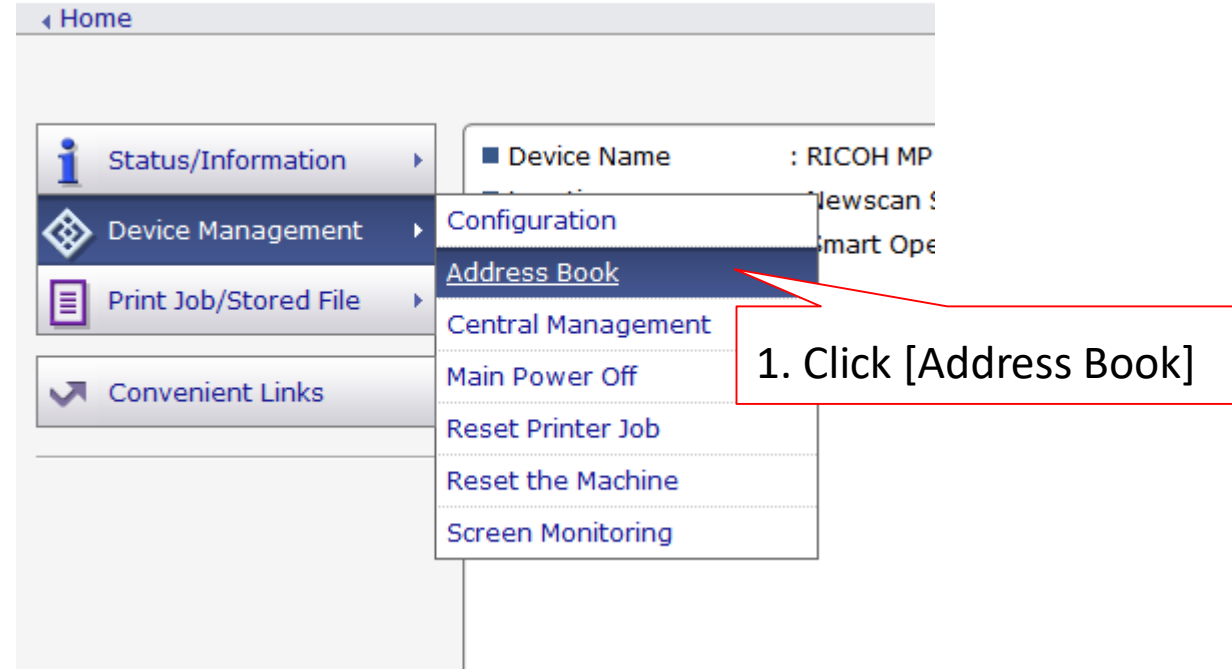
3. Select user to make changes or [Add] to add new user

3.1 Tick the options to be add/edit.

Change Registration

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

User Information

☐ Basic Information
Tick this to set display name
registered.

Destination

☐ Email Destination
Tick this to add/change email address

☐ Folder Destination
Tick this to add/edit folder path to set scan to folder features

Authentication Management

☐ User Authentication   Information about user authentication can be registered.
Tick to set/edit printing password for current user

#After done selection click [Go to Next]

| Go to Next | | Cancel |

To add/edit email address(cont)

Step1.Email Destination

Enter the email address.

■Email Address(Required)   :bluezliang@newscan.c   Key in the email address

☐ Register as both a destination and a sender

Then click [Go to Next]

| Back | Go to Next | Cancel |

To add/edit folder information(cont)

Step1.Folder Destination

Enter the folder information.

■Protocol : ⦿ SMB ○ FTP

■Path(Required) Example: \\Computer name (or IP address)\Shared folder name

: \\DELLSERVER\IT

Paste the copied path in step 1

Enter PC Login name

■Login User Name : Administrator

■Change Login Password : ○ Off ⦿ On

Click the [on]

■Login Password :

■Confirm Login Password :

Key in the PC Login password

Then click [Go to Next]

Back | Go to Next | Cancel

Final steps(cont)

Step2.Confirm Registration

Check items, then press [OK].
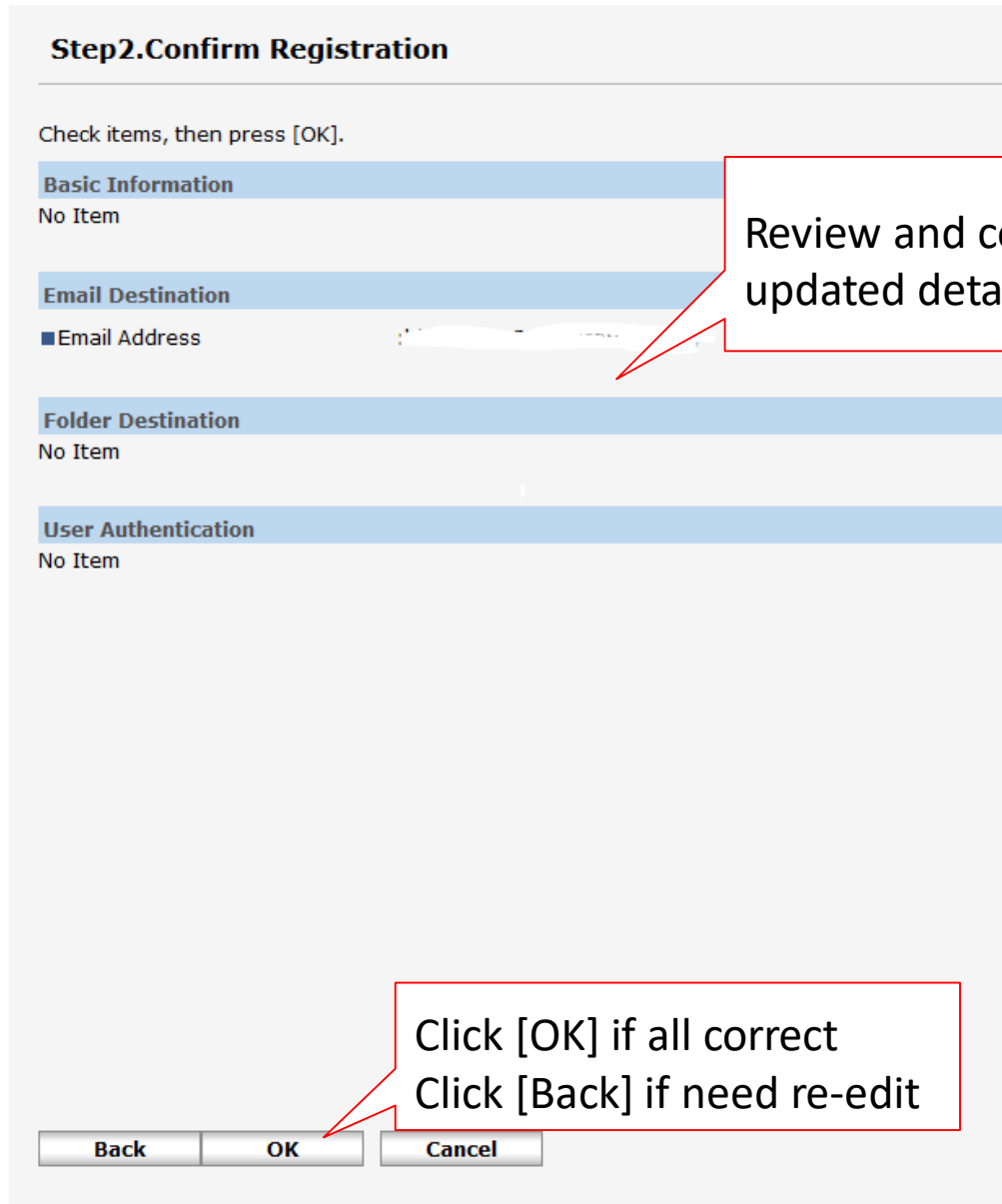
Basic Information
No Item

Email Destination
■Email Address

Review and confirm the updated details

Folder Destination
No Item

User Authentication
No Item

Click [OK] if all correct
Click [Back] if need re-edit
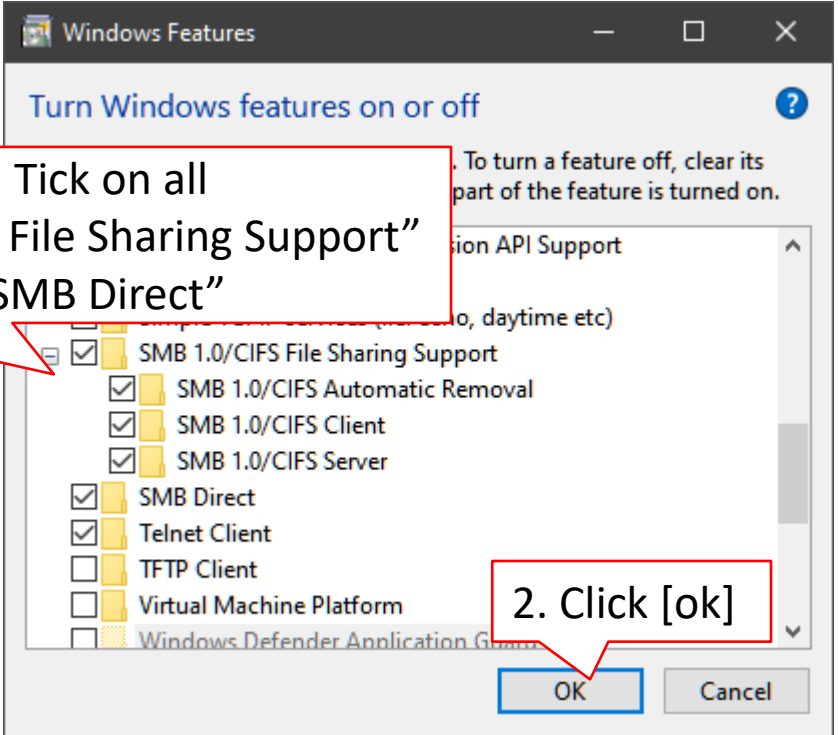
Back   OK   Cancel

4.1 Go to start and search "features"
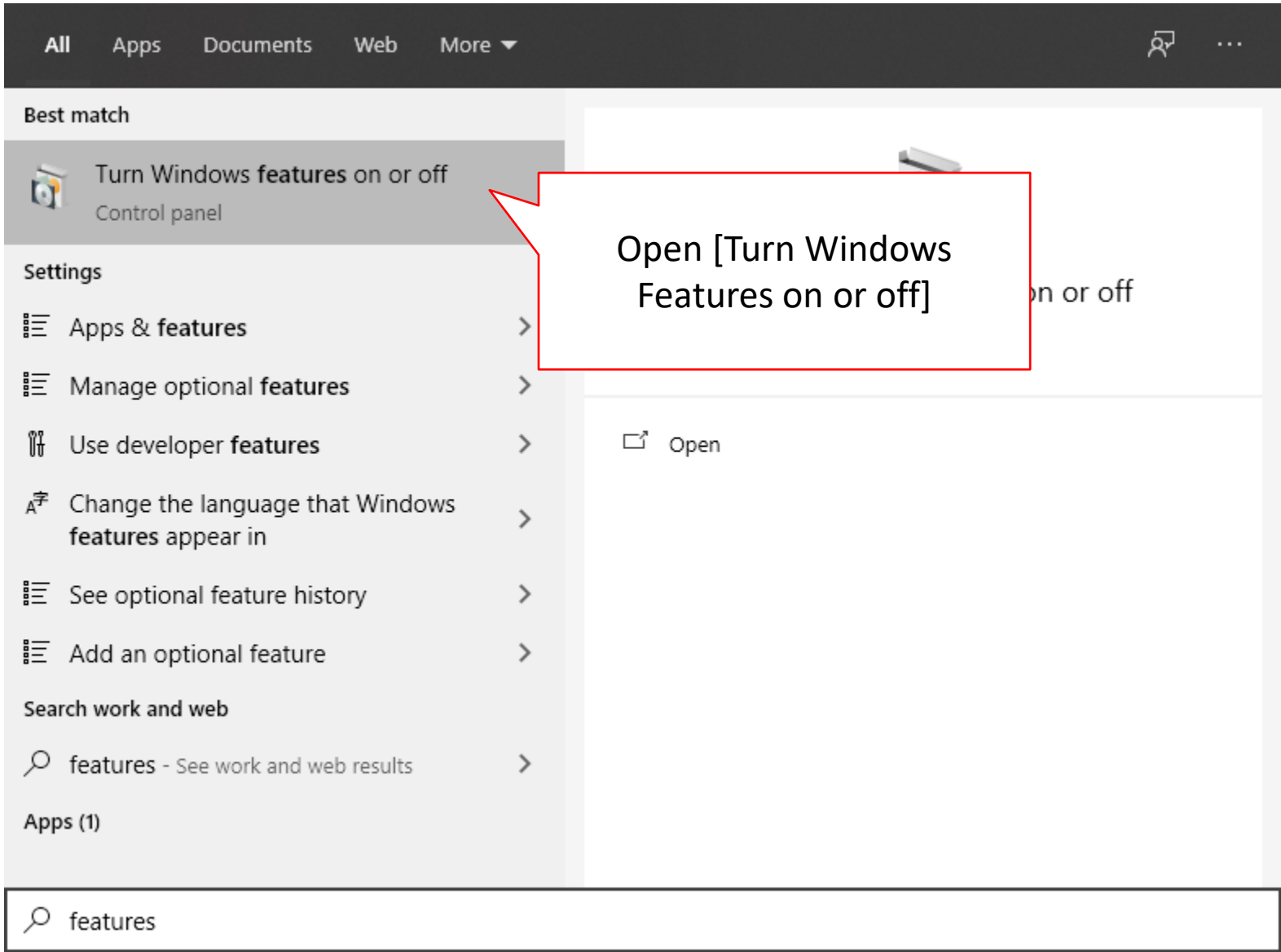
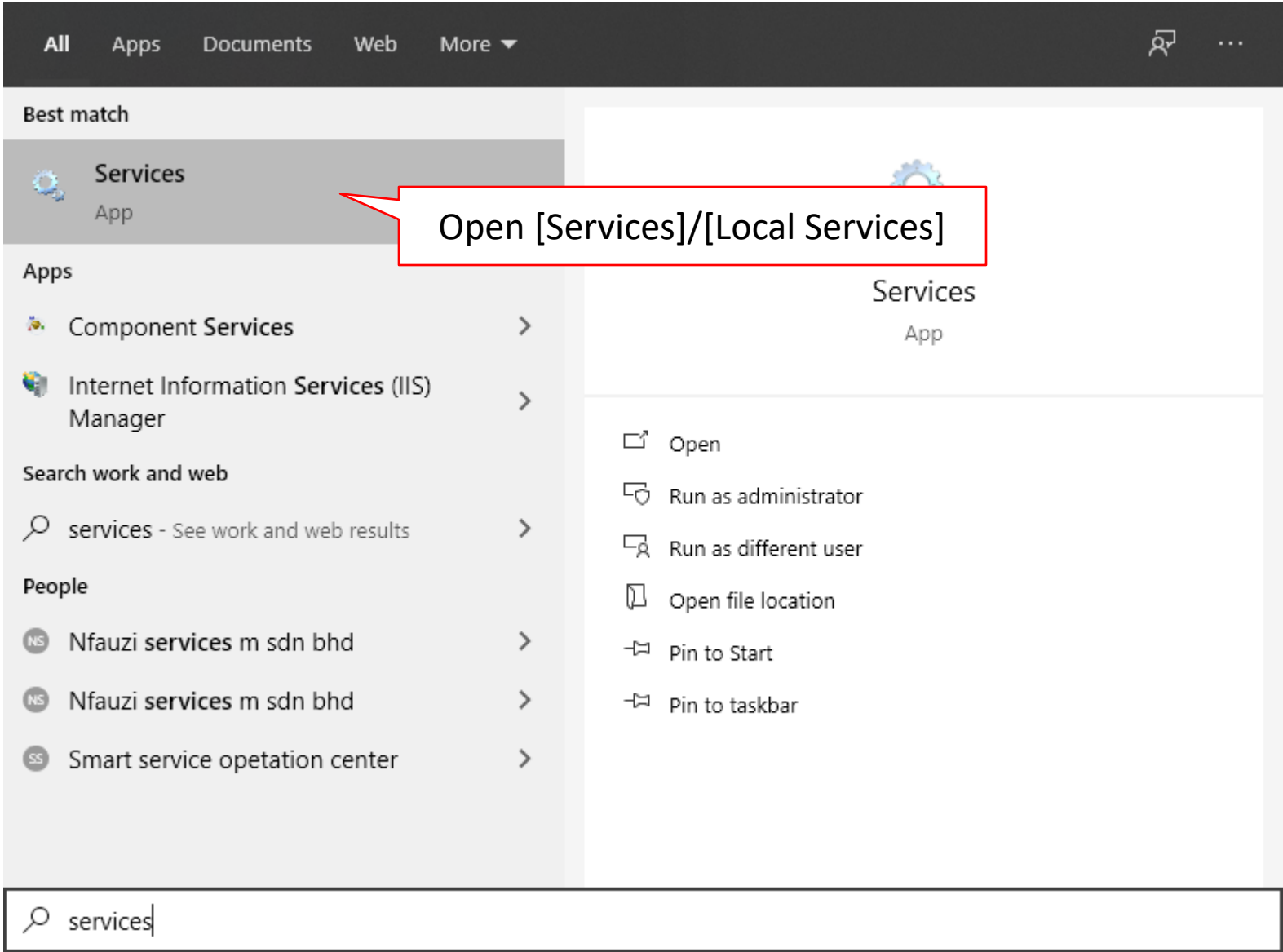# 4.2 Scroll until you found "SMB1.0/CIFS File Sharing Support" / "SMB Direct"

#Some PC might not have this features, may skip it and proceed to the next step#

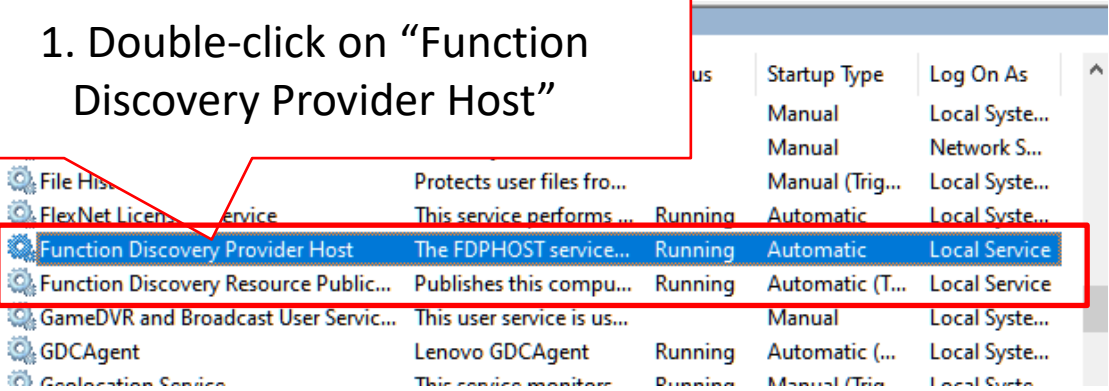1. Tick on all "SMB1.0/CIFS File Sharing Support" & "SMB Direct"

2. Click [ok]

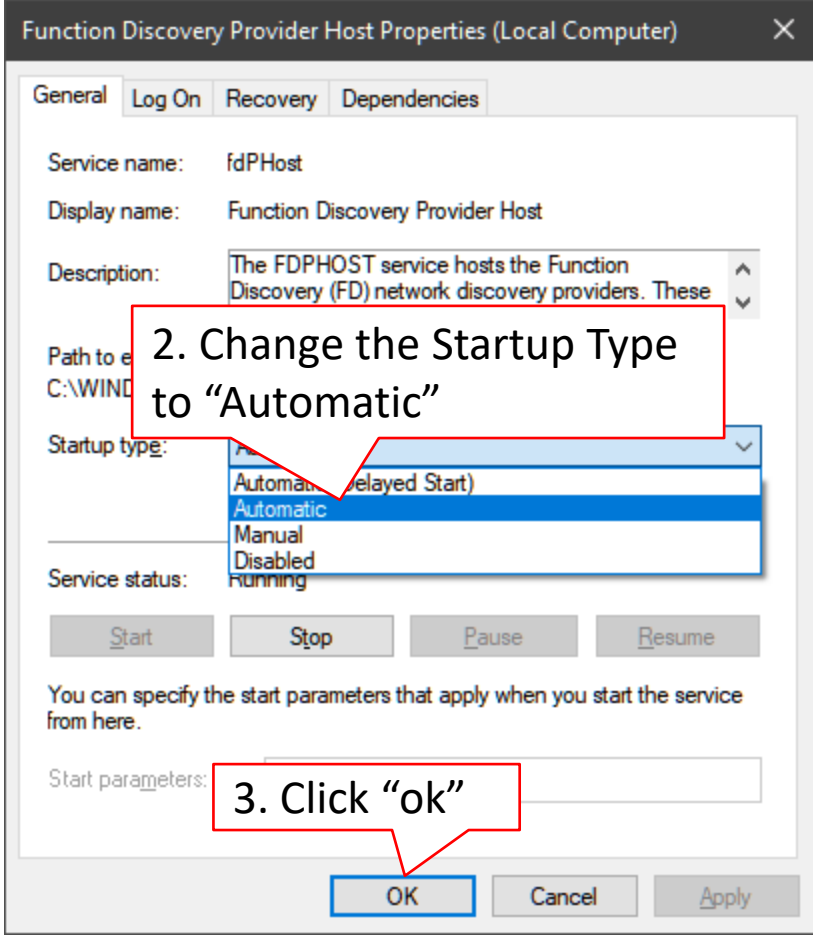# 5.1 Go to start and search "services"

5.2 Scroll until you found "Function Discovery Provider Host" & "Function Discovery Resource Publication"

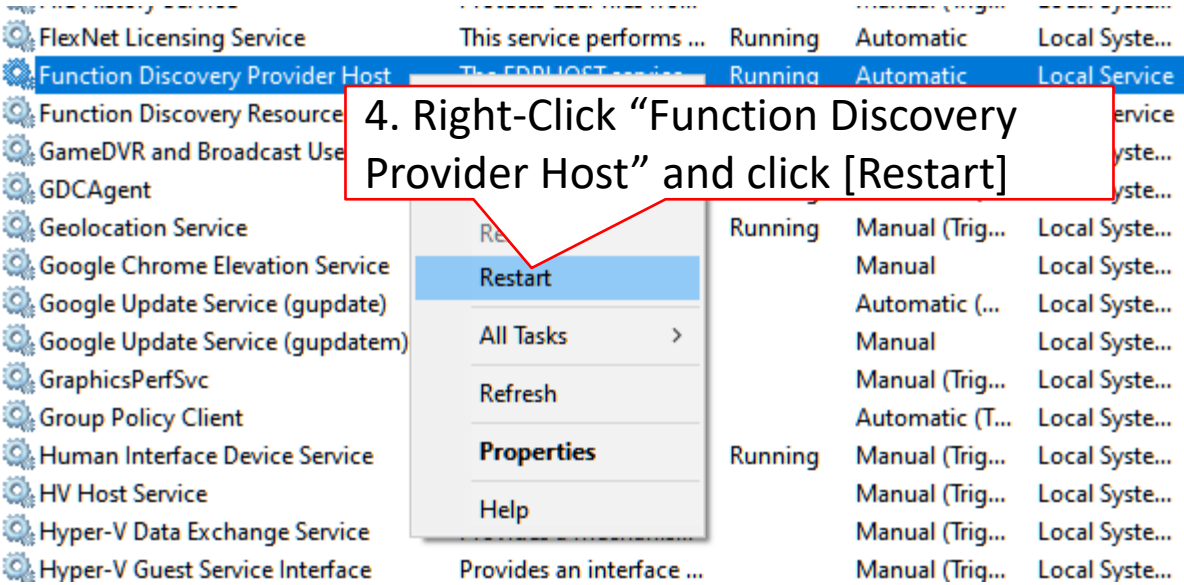#Some PC might not have this features, may skip it and proceed to the next step#

1. Double-click on "Function Discovery Provider Host"

		us	Startup Type	Log On As
			Manual	Local Syste...
			Manual	Network S...
File His...	Protects user files fro...		Manual (Trig...	Local Syste...
FlexNet Licen... ervice	This service performs ...	Running	Automatic	Local Syste...
Function Discovery Provider Host	The FDPHOST service...	Running	Automatic	Local Service
Function Discovery Resource Public...	Publishes this compu...	Running	Automatic (T...	Local Service
GameDVR and Broadcast User Servic...	This user service is us...		Manual	Local Syste...
GDCAgent	Lenovo GDCAgent	Running	Automatic (...	Local Syste...
Geolocation Service	This service monitors	Running	Manual (Trig	Local Syste

		Pro...		
FlexNet Licensing Service	This service performs ...	Running	Automatic	Local Syste...
Function Discovery Provider Host	The FDPHOST service	Running	Automatic	Local Service
Function Discovery Resource				ervice
GameDVR and Broadcast Use				yste...
GDCAgent				yste...
Geolocation Service			Running	Manual (Trig...	Local Syste...
Google Chrome Elevation Service			Manual	Local Syste...
Google Update Service (gupdate)			Automatic (...	Local Syste...
Google Update Service (gupdatem)			Manual	Local Syste...
GraphicsPerfSvc			Manual (Trig...	Local Syste...
Group Policy Client			Automatic (T...	Local Syste...
Human Interface Device Service		Running	Manual (Trig...	Local Syste...
HV Host Service			Manual (Trig...	Local Syste...
Hyper-V Data Exchange Service			Manual (Trig...	Local Syste...
Hyper-V Guest Service Interface	Provides an interface ...		Manual (Trig...	Local Syste...

4. Right-Click "Function Discovery Provider Host" and click [Restart]

Re...
Restart
All Tasks →
Refresh
Properties
Help

Function Discovery Provider Host Properties (Local Computer) ✕

General | Log On | Recovery | Dependencies

Service name: fdPHost

Display name: Function Discovery Provider Host

Description: The FDPHOST service hosts the Function Discovery (FD) network discovery providers. These

Path to e
C:\WIND

2. Change the Startup Type to "Automatic"

Startup type: [⌄]
Automat... elayed Start)
Automatic
Manual
Disabled

Service status: Running

[Start] [Stop] [Pause] [Resume]

You can specify the start parameters that apply when you start the service from here.

Start parameters: [   ]

3. Click "ok"

[**OK**] [Cancel] [Apply]

5. Repeat step 1 to 4 for "Function Discovery Resource Publication"

6.1 go to [settings] then choose [Network & Internet]

Find a setting

System
Display, sound, notifications, power

Devices
Bluetooth, printers, mouse

Phone
Link your Android, iPhone

Network & Internet
Wi-Fi, airplane mode, VPN

Personalization
Background, lock screen, colors

Apps
Uninstall, defaults, optional features

Accounts
Your accounts, email, sync, work, family

Time & Language
Speech, region, date

Gaming
Game bar, captures, broadcasting, Game Mode

Ease of Access
Narrator, magnifier, high contrast

Search
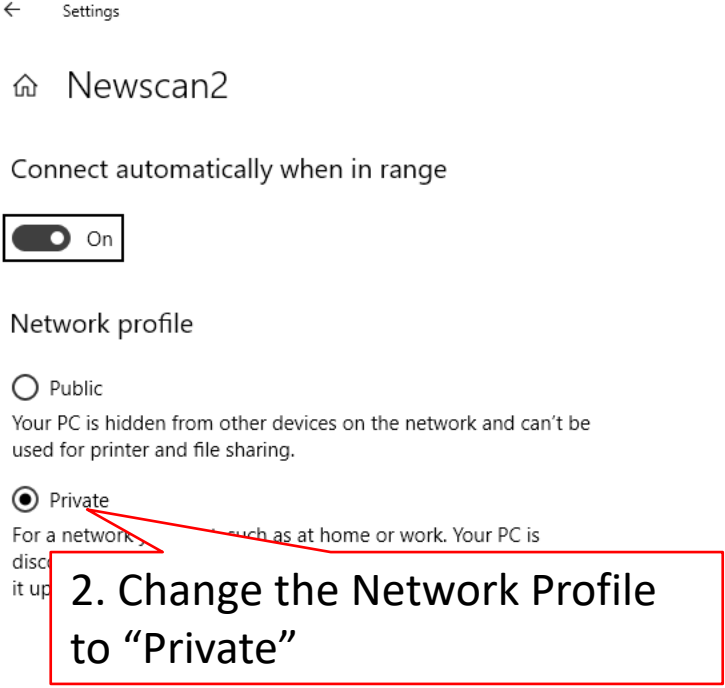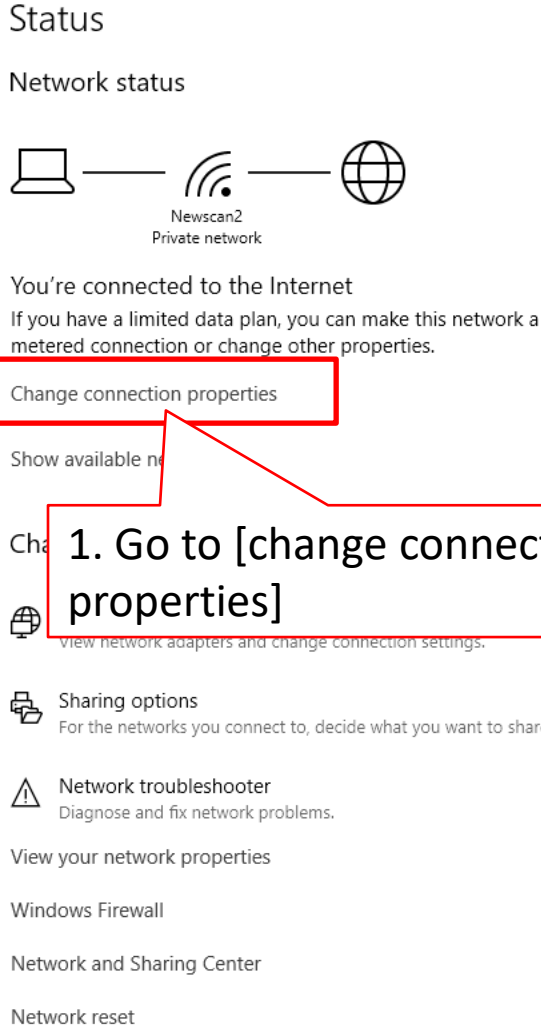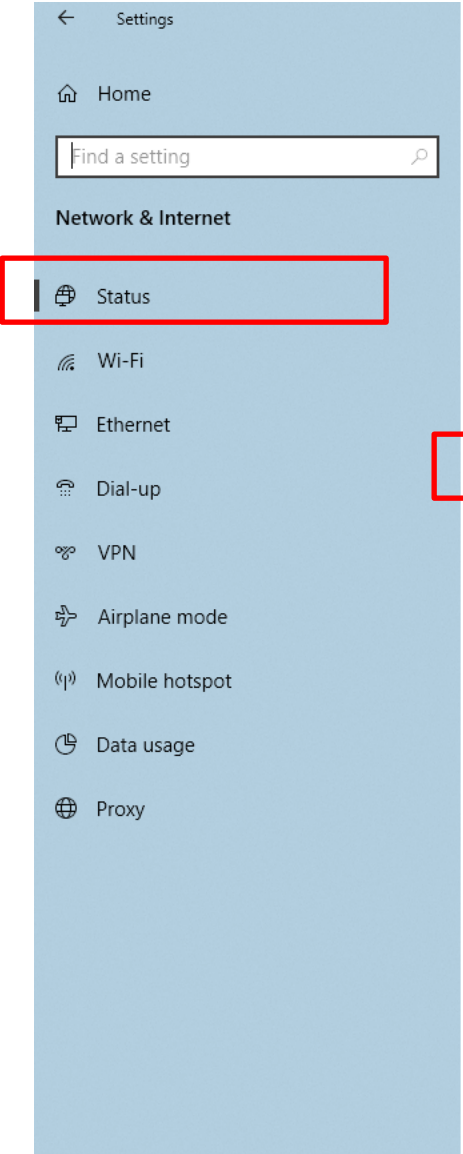Find my files, permissions

Cortana
Cortana language, permissions, notifications
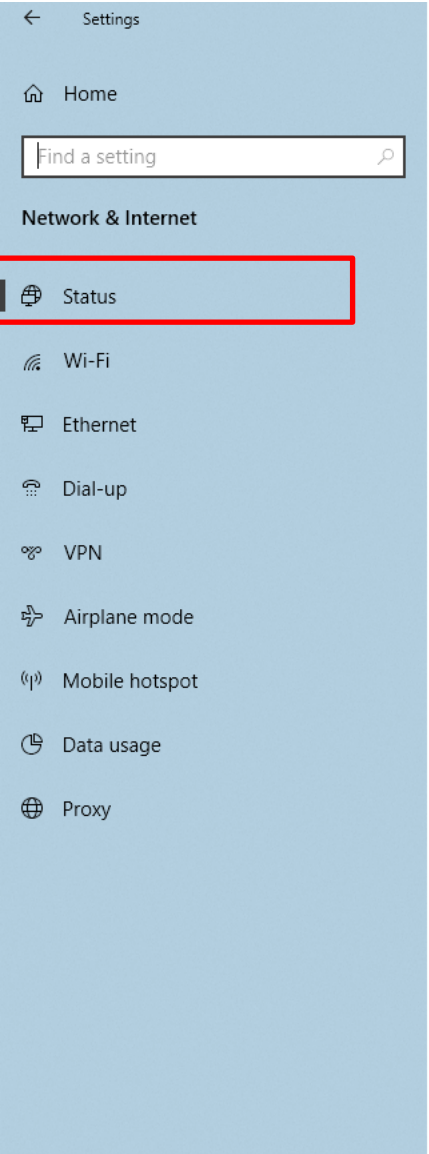
Privacy
Location, camera, microphone

Update & Security
Windows Update, recovery, backup

6.2 Change the network profile to "private"

1. Go to [change connection properties]

2. Change the Network Profile to "Private"

6.3 make change on [sharing options]

Settings

Home

Find a setting

Network & Internet

Status

Wi-Fi

Ethernet

Dial-up

VPN

Airplane mode

Mobile hotspot

Data usage

Proxy

Status

Network status

Newscan2
Private network

You're connected to the Internet
If you have a limited data plan, you can make this network a metered connection or change other properties.

Change connection properties

Show available networks

Change your network settings

View r... ...ers and change connection settings.

Sharing options
For the networks you connect to, decide what you want to share.

⚠ Network troubleshooter
Diagnose and fix network problems.

View your network properties

Windows Firewall

Network and Sharing Center

Network reset

Change sharing options for different network profiles

Windows creates a separate network profile for each network you use. You can choose specific options for each profile.

Private

Network discovery

When network discovery is on, this computer can see other network computers and devices and is visible to other network computers.

◉ Turn on network discovery
☐ Turn on automatic setup of network c... ...ices.
○ Turn off network discovery

File and printer sharing

When file and printer sharing is on, files ... be accessed by people on the network.

◉ Turn on file and printer sharing
○ Turn off file and printer sharing

Guest or Public

All Networks

🛡 Save changes   Cancel

1. Go to [Sharing options]

2. Turn on both [Network discovery] & [File and printer sharing] for all 3 profiles

3. Click [Save changes]

7. Done.

or you may download the executable script from below link to skip step 4 to 6.

Click here to download

After download the file, **right-click and [Run as Administrator]**

NEWSCAN
passion · integrity · commitment

- Please do not hesitate to contact me if you have any doubts.
  - ✓Office @ (SG)6634 1883   (MY)607 556 2889
  - ✓Email @ bluezliang@newscan.com.my
  - ✓ 🟢 @ +60177021207 - Bluez Liang