

Scan to FTP White Paper

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**Ricoh Americas Corporation
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1 Introduction

Ricoh Corporation developed Scan to FTP so customers can scan documents to shared FTP folders, which several other users can access. It creates an efficient means of scanned document storage, access, and distribution without requiring additional hardware or software.

1.1 Target Audience

The target audience for this White Paper is:

- IT Administrators.
- All end-users - The information contained in the document can be distributed to end-users as long as the restrictions outlined on the cover page are followed.
- The support and marketing staff of Ricoh Sales companies, including Ricoh family group companies and their subsidiaries.
- Technical support personnel (CEs) of dealers.

2 Model Cross Reference

The tables below covers all models referenced in this document.

Product Code	Ricoh Corp Model Name	Savin (USA) Model Name	Gestetner Model Name	Lanier Model Name
B051	Aficio 1224C	C2408	DSc224	LD024C
B052	Aficio 1232C	C3210	DSc232	LD032C
B064	Aficio 1060	2560	6002	LD060
B065	Aficio 1075	2575	7502	LD075
B070	Aficio 2090	4090	9002	LD090
B071	Aficio 2105	4105	10512	LD0105
B079	Aficio 2035	4035	3532	LD035
B082	Aficio 2045	4045	4532	LD045
B089	Aficio 2022	4022	DSm622	LD122
B093	Aficio 2027	4027	DSm627	LD127
B121	Aficio 2015	4015	DSM615	LD115
B122	Aficio 2018	4018	DSM618	LD118
B123	Aficio 2018D	4018D	DSM618d	LD118D
B129	Aficio 1515	3515	DSm415	LD015
B130	Aficio 1515MF	3515MF	DSm415pf	LD015spf
B132	Aficio 3260c	C6045	DSc460	LD160c
B135	Aficio 2035e	4035e	DSm635	LD135
B138	Aficio 2045e	4045E	DSm645	LD145
B140	Aficio 2060	4060	DSm660	LD160
B141	Aficio 2075	4075	DSm675	LD175
B142	Aficio 2060SP	4060sp	DSm660sp	LD160 SP
B143	Aficio 2075SP	4075sp	DSm675sp	LD175 SP
B147	Aficio 2232c	C3224	DSc332	LD232c
B149	Aficio 2238c	C3828	DSc338	LD238c
B156	Aficio 3224c	C2410	DSC424	LD124C
B163	Aficio 2051	4051	DSm651	LD151

Product Code	Ricoh Corp Model Name	Savin (USA) Model Name	Gestetner Model Name	Lanier Model Name
B168	Aficio 1515F	3515F	DSm415f	LD015f
B169	Aficio 2013PS		DSm415sp	LD015sp
B178	Aficio 3235C	C3528	DSc435	LD335c
B180	Aficio 3245C	C4535	DSc445	LD345c
B182	Aficio 2035eSP	4035Esp	DSm635sp	LD135
B183	Aficio 2045eSP	4045Esp	DSm645sp	LD145
B188	Aficio 480W	4800WD	A080	LW411
B190	Aficio 2228c	C2820	DSc328	LD228c
B200	Aficio 5560	SDC555	CS555	LC155
B202	Aficio 3228C	C2824	DSC428	LD328c
B205	Aficio 3025 SP/SPF/Spi/P	8025 SP/SPF/Spi/G	DSm725 SP/SPF/Spi/G	LD225/SP
B209	Aficio 3030 SP/SPF/Spi/P	8030 SP/SPF/Spi/G	DSm730 SP/SPF/Spi/G	LD230
B222	MP C3500	C3535	DSc535	LD435c
B224	MP C4500	C4540	DSc545	LD445c
B228	Aficio 2051SP	4051sp	DSm651sp	LD151 SP
B229	Aficio 615c	SGC 1506	GS 106	LD215cg
B230	Aficio MP C2500	C2525	DSc525	LD425c
B234	Aficio MP9000	8090	DSm790	LD190
B235	Aficio MP1100	8110	DSm7110	LD1110
B236	Aficio MP1350	8135	DSm7135	LD1135
B237	Aficio MP C3000	C3030	DSc530	LD430c
B245	Aficio MP 1500	-	DSm715	LD315
B246	Aficio MP 5500	8055	DSm755	LD255
B248	Aficio MP 6500	8065	DSm765	LD265
B249	Aficio MP 7500	8075	DSm775	LD275
B250	Aficio MP 5500 SP	8055 SP	DSm755 SP	LD255 SP
B252	Aficio MP 6500 SP	8065 SP	DSm765 SP	LD265 SP
B253	Aficio MP 7500 SP	8075 SP	DSm775 SP	LD275 SP
B259	Aficio 2016	8016	DSm616	LD116
B260	Aficio 2020	8020	DSm620	LD120
B261	Aficio 2020D	8020d	DSm620d	LD120d
B262 / B292	Aficio MP 161	816	DSm416	LD016
B264	Aficio 3035 SP/SPF/Spi/G	8035 SP/SPF/Spi/G	DSm735 SP/SPF/Spi/G	LD235
B265	Aficio 3045 SP/SPF/Spi/G	8045 SP/SPF/Spi/G	DSm745 SP/SPF/Spi/G	LD245
B276	Aficio MP 1600	9016	DSm716	LD316
B277	Aficio MP 2000	9021d	DSm721d	LD320
B284	Aficio MP 161F	816f	DSm416f	LD016f
B288	Aficio MP 161SPF	816mf	DSm416pf	LD016SPF
B291	Aficio MP 3500G	8035eg	DSm735eg	-
B295	Aficio 4500G	8045eg	DSm745eg	-
B296	Aficio MP 3500	8035e	DSm735e	LD335
B297	Aficio MP 4500	8045e	DSm 745e	LD345
D007	Aficio MP 2510	8025e	DSm725e	LD325
D008	Aficio MP 3010	8030e	DSm730e	LD330

3 FTP Server Setup on Windows 2000

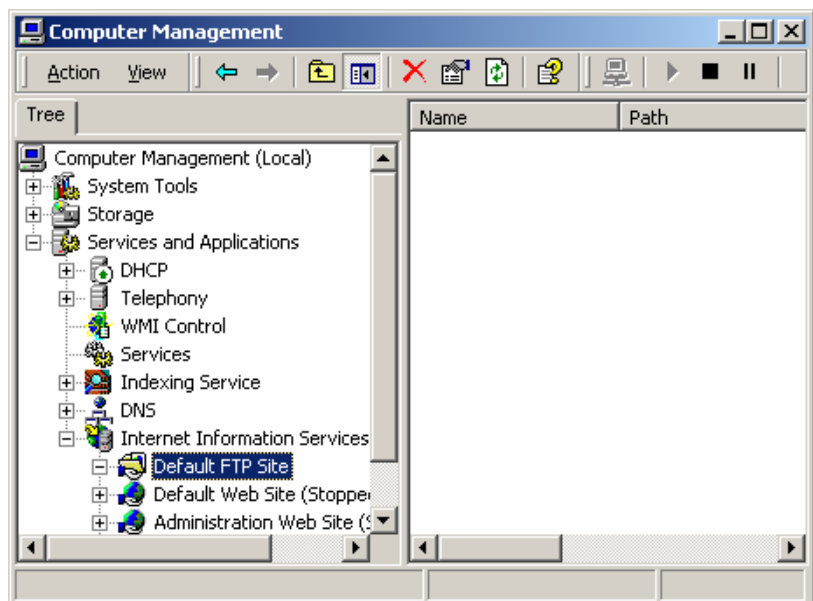
3.1 Installing Internet Information Services

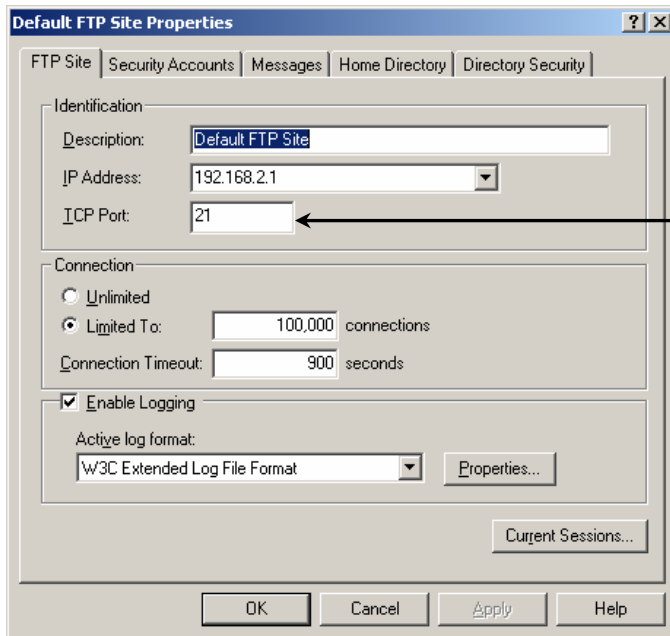
Because FTP depends on Internet Information Services (IIS), it must be installed to use Scan to FTP. To install IIS and the FTP service, follow these steps:

1. From the Windows Start menu, select **Settings**, and then click **Control Panel** (or Start → Control Panel if using XP).
2. In **Control Panel**, double-click **Add/Remove Programs**.
3. Select **Add/Remove Windows Components**.
4. In the Windows Components Wizard, select **Internet Information Services (IIS)** → **Details**.
5. Select **Common Files** → **Documentation** → **File Transfer Protocol (FTP) Server** → **Internet Information Services Snap-In**
6. Click **OK**, and then **Next**.
7. At the configure Terminal Services prompt, click **Next** (if it appears).
8. If prompted for a path to the FTP root folder, type a suitable folder path.
 1. *Default is C:\Inetpub\Ftproot.*
 2. For additional security, an NTFS drive is preferred.
9. Click **OK** to continue.
10. When prompted, insert the Windows 2000 CD or provide a path to the location of the files, and then click **OK**.
11. Click **Finish**.

3.2 Configuring the FTP Service in Windows 2000

1. To begin, right-click on the My Computer icon.
2. From the right-click menu, select **Manage**.
3. From the Computer Management console, access the FTP site via the following folder expansion path: **Services and Applications** → **Internet Information Services** → **Default FTP Site** (*see image below*).
4. Right-click **Default FTP Site** under **Internet Information Services** and select **Properties**.





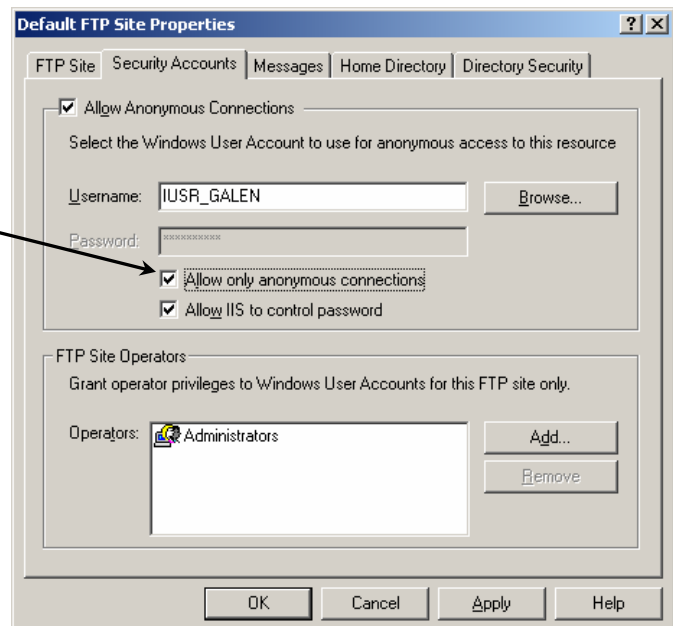
5. From the Properties menu, make any needed changes to the FTP settings (e.g. Description, TCP Port).

NOTE: The TCP Port must be the same port used by the MFP.

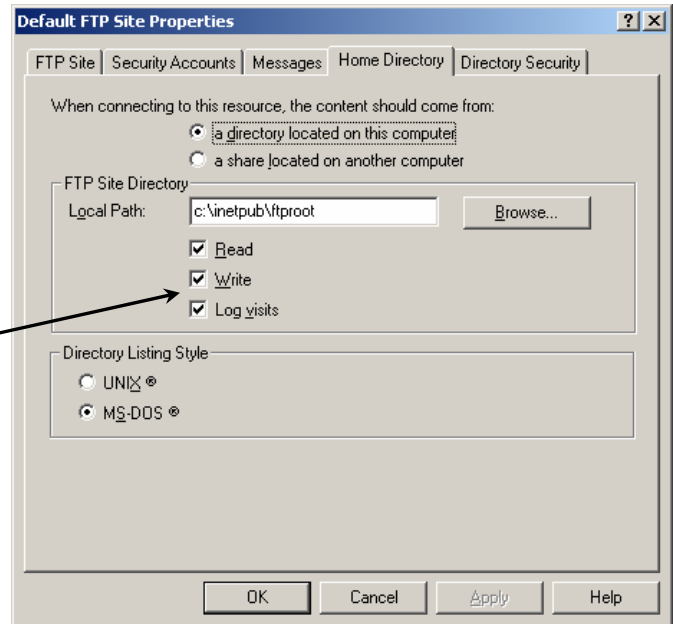
6. From the FTP Properties menu, select the **Security Accounts** tab.
7. Check the box labeled **Allow Anonymous Connections**.
8. If desired, check the box labeled **Allow only anonymous connections**.

NOTE: It is recommended that the Username be left unchanged.

9. Check the box labeled **Allow IIS to control password** for anonymous connections.



10. From the Properties menu, select the **Home Directory** tab.
 11. Under the FTP Site Directory heading, enter the Local Path (i.e. the access path to the FTP folder).
 - *In the example at right, the path is `c:\inetpub\ftproot`.*
 12. Check the box labeled **Write** access to enable users accessing the folder to make changes to its contents.
- NOTE:** Write access **MUST** be enabled for Scan to FTP to function properly.
13. Click **OK** to save the changes. If desired, the FTP connection can be tested via User Tools on the MFP.



4 MFP Configuration at the Operation Panel

Several scan settings can be set at the MFP. This section offers a brief overview of these settings, and the available options for each.

4.1 User FTP Account Setup

Unlike Scan to Folder via SMB, the FTP protocol cannot be enabled via User Tools. It must be enabled via Web Image Monitor (*for instructions, see section 6.2 –page 13*). Verify FTP is enabled, and then follow the steps below to set up individual user accounts to use FTP as the protocol in use.

1. From the MFP operation panel, press the Scanner button.
2. From the Scanner settings, press the **Enter Destination** button (*under the destination address window*).
3. In the Server Name field, enter the FTP server's IP address (*see example below*).
 - Do NOT use leading zeros (e.g. use 192.168.1.11, instead of 192.168.001.011).

4. In the User name field, enter: **anonymous**.

NOTE: Change the Port number ONLY if it is different on the network. If the port settings are different for the network and MFP, Scan to FTP will fail.

5. If desired, press **Connection Test** to verify the MFP can access the FTP folder.
6. Press **OK** to save the settings and return to the Scanner main screen. The MFP is now ready to scan to the FTP folder.

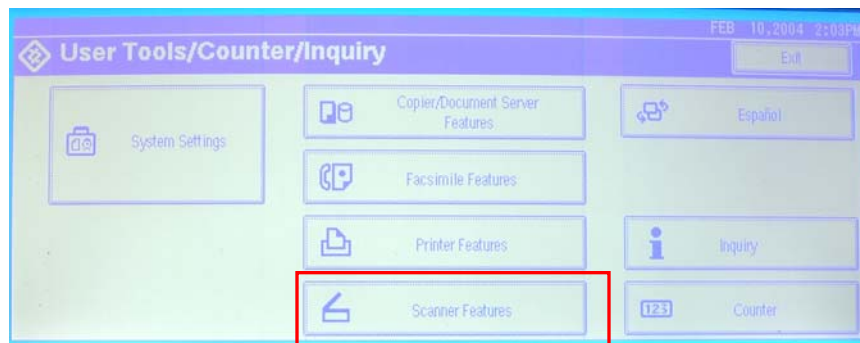
The screenshot shows a dialog box titled "Enter Destination" with a timestamp of "FEB 10, 2004 2:07PM". At the top, there are two tabs: "SMB" and "FTP", with "FTP" selected. To the right of the tabs is a "Port No." field containing "21" and a "Change" button. Below the tabs are four rows of input fields, each with a "Manual Input" button to its right:

- Server Name: 172.16.160.109
- Path: cfs
- User Name: anonymous
- Password: Manual Input

At the bottom right of the dialog, there are three buttons: "Show Network", "Connection Test", and "OK". A "Cancel" button is located at the bottom left.

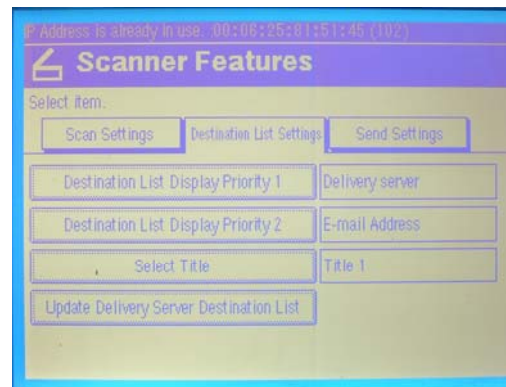
4.2 Scanner Features

This section covers scan settings available in the Scanner Features settings of User Tools. To access this section, click **User Tools** on the MFP, and then press **Scanner Settings** (see below).



Destination List Settings

- Priority 1 – Make sure this is set to **E-mail/Folder** in order to use Scan to FTP.
- Priority 2 – Default selection when embedded scanning is selected: either scan to e-mail or scan to folder



Scan Settings

From the Scan Settings tab of the Scanner Features section, users can edit settings such as:

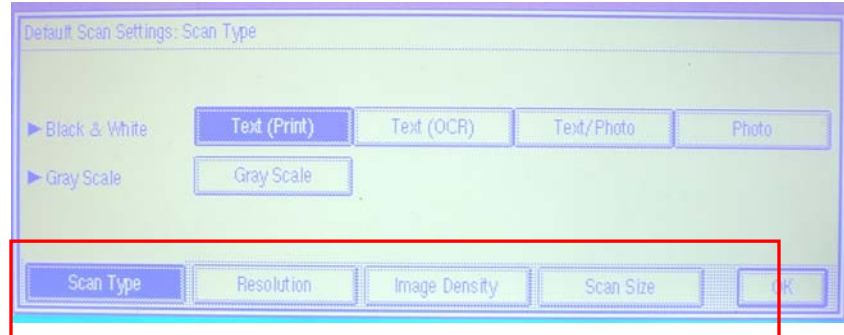
1. Wait Time for Next Originals
2. Original Orientation
3. Default Scan Settings



Selecting Default Settings will bring up the default scan settings screen (*see image below*). From this screen, users can edit the following default settings:

Scan Type

- Resolution
- Image Density
- Scan Size



Send Settings

The majority of the settings available via the Send Settings tab are used for Scan to E-mail. Some of the settings in this screen are:

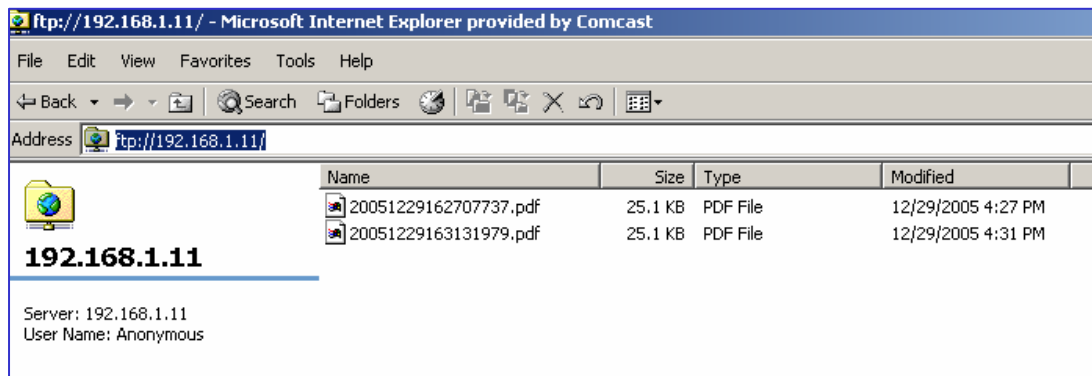
- Max E-mail Size
- File Type Priority (pdf, tiff, single or multi-page)
- Divide and Send E-mail



5 Accessing Files Scanned to FTP

Once Scan to FTP has been configured on both the PC and MFP, it should function properly and all of the files should flow to the shared folder on the FTP server. To access these files, follow the steps below.

1. Open a web browser and input the FTP server address in the address bar
 - The FTP address format is: **ftp: //ipaddress**.
 - See the example below, with the address: <ftp://192.168.1.11/>.



NOTE

Some FTP sites may require a login (user name/password) in order to access the files.

6 Scan to FTP Configuration via Web Image Monitor

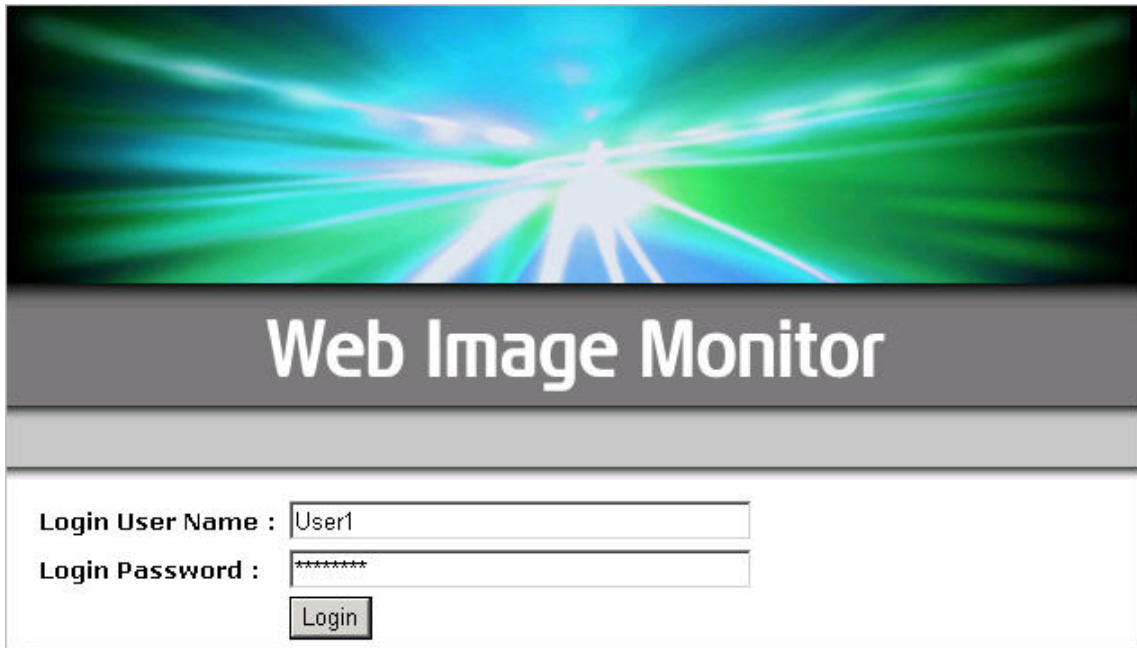
Most of the MFP settings to configure when using Scan to FTP are accessible from Web Image Monitor (WIM). This section covers the process of accessing and changing these settings via WIM.

6.1 Web Image Monitor Administrator Login Process

In order to access, and change, the necessary settings, it is necessary to login to WIM as an Administrator. The Administrator login process is outlined below.

1. Enter the IP address in the address field using the following form: *http://printer host name or IP address* (e.g. <http://172.16.121.40>) and click on **Go** or press Enter. This opens the page shown below.
2. In the upper right-hand corner, click **Login**, which opens a login page (*see image - page 12*).





Web Image Monitor Login Page

3. Access to Administrator mode requires a password. Login using these credentials: User name = admin, Password: *leave blank*.
4. If the login was successful, the word Administrator in the upper right-hand corner (*See below*).

NOTE

The login process may differ slightly depending on the machine in use.



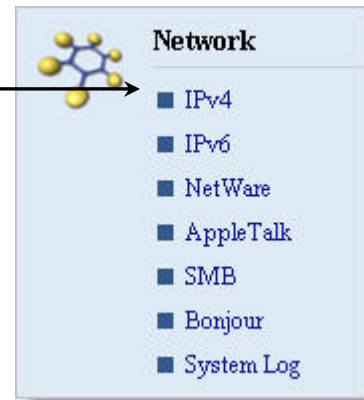
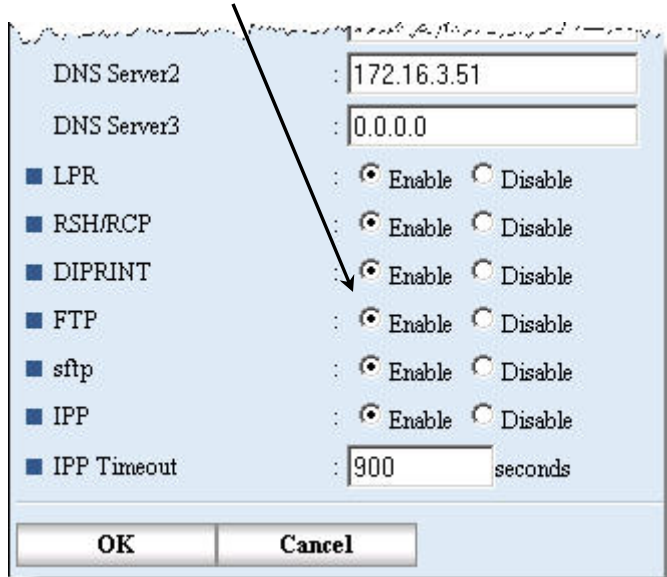
6.2 Checking and Adjusting Settings via WIM

After logging in as an Administrator, all of the necessary settings can be changed from WIM. This section details each of the settings needed to use Scan to FTP.

6.2.1 Enabling the FTP Protocol

In order to use Scan to FTP, the FTP protocol must be enabled.

1. From the left-hand toolbar, select **Configuration**.
2. Under the Network heading, select **IPv4**.
3. Next to FTP, click the Enable radio button.

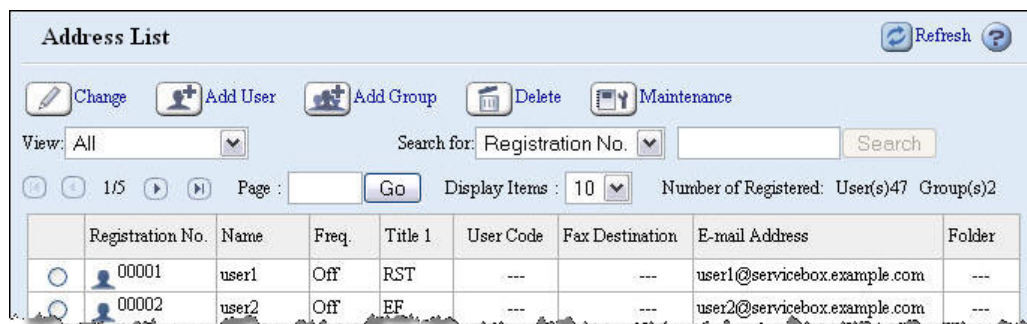


4. Click **OK** to save the settings and return to the Configuration page.

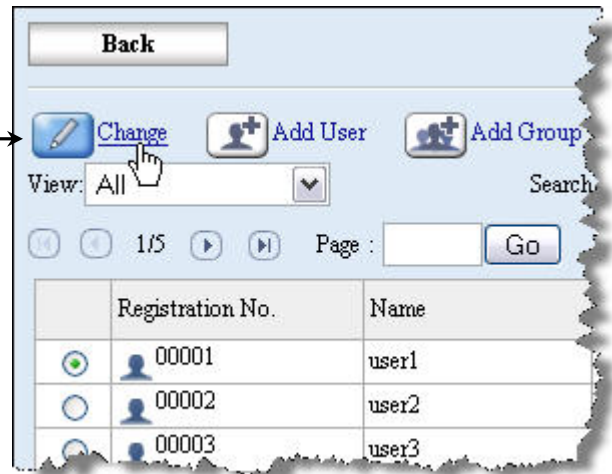
6.2.2 Editing Address Book Data via WIM

From Using Web Image Monitor, the necessary user data can be added/modified so Scan to FTP functions correctly. This section outlines the steps to modify the MFP address book.

1. Login to Web Image Monitor as an Administrator (*see section 6.1 – page 11*).
2. From the left-hand toolbar, select **Address Book**.
3. The Address Book main screen will open. It displays the existing user list, including the Registration number, E-mail address, Name of each user (*see figure below*).



4. From the Address Book main screen, click **Change** to edit an existing user or **Add User** to create a new user account.
5. To setup the FTP Protocol, scroll down the user page to the section labeled **Folder**.



Folder

- Protocol : FTP
- Port No. : 21
- Connection Type : NDS
- Server Name : 172.16.160.109
- Path :

6. In the Protocol drop down box select **FTP** to set it as the protocol in use.
7. In the Server Name field, enter the name or IP address of the FTP server.
NOTE: Using the IP address will help avoid any DNS errors.
8. Click **OK** to save changes.

NOTES

- Change Port if needed (*the default is 21*). However, the port number on the MFP **must** match that on the FTP server or Scan to FTP will fail.
- The **Path** is only needed when scanning to a sub-folder on the FTP site.

7 Scan to FTP Configuration via SmartDeviceMonitor

Using the Address Management tool in SmartDeviceMonitor for Admin (SDMA), user accounts can be added, or modified, to include all of the settings needed to use Scan to FTP. This section details the process used to change the settings via SmartDeviceMonitor.

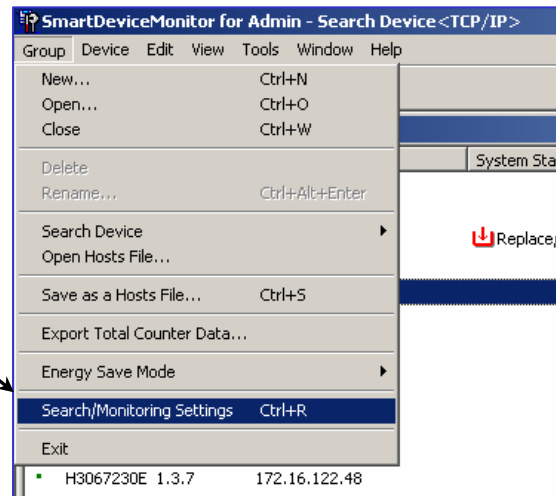
NOTE

- It is best to download and install the latest version of SDMA to ensure that it will work properly with the latest devices.
 - SDMA is located on the device's driver download website.
- Once SDMA is launched, it will automatically search the local area network for devices.

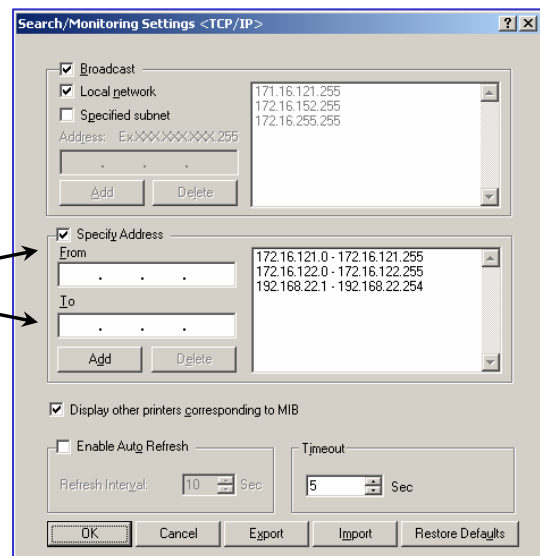
7.1 Searching Network Segments

In order to access the address book of a device, a network search must be performed first to find the device. To speed up this process, follow the steps below to search specific network segments.

1. From the main toolbar, click on **Group** and then **Search/Monitoring Settings**.



2. On the Search/Monitoring Settings screen, uncheck **Broadcast** to force SDMA to search only designated networks.
3. Check **Specify Address**, and enter the address of the network segment to search or select an address range from the list in the right-hand column.



7.2 Address Book Configuration

After locating the device list on the desired network segment, the address book settings can now be modified to work with Scan to FTP.

The screenshot shows the 'SmartDeviceMonitor for Admin' window. A list of devices is displayed with columns for Name, IP address, and Model. The 'Tools' menu is open, and 'Address Management Tool' is selected. A callout box contains the following instructions:

1. From the device search results page, select the device to configure.
2. In the main toolbar, click Tools → Address Management Tool.

Name	IP Address	Model
AP2610_P	172.16.160.33	AP2610_P
AP3800C	172.16.160.33	AP3800C
H3067230E 1.3.7	172.16.160.33	H3067230E
RDP_691318	172.16.163.80	RDP_691318
RDP_692233	172.16.163.35	RDP_692233
RDP_C69998	172.16.160.33	RDP_C69998
RDP_D10527	172.16.160.34	RDP_D10527
RNP6A5EAD	172.16.160.26	RNP6A5EAD
RNP6A5EB1	172.16.160.24	RNP6A5EB1
RNP6EE9A7	172.16.163.82	RNP6EE9A7
RNP6FB181	172.16.160.108	RNP6FB181
RNP704D32	172.16.160.31	RNP704D32
RNP72967D	172.16.160.37	RNP72967D
RNP733A51	172.16.160.30	RNP733A51
RNP758C0C	172.16.160.141	RNP758C0C
RNP77CE19	172.16.163.71	RNP77CE19
RNP77CEFD	172.16.160.125	RNP77CEFD
RNP793D42	172.16.160.206	RNP793D42
RNP7D059E	172.16.160.182	RNP7D059E
SAVIN_SERVICE	172.16.160.36	SAVIN_SERVICE
SLP38c DE	172.16.160.32	SLP38c DE
Unidentified name	172.16.163.33	Unidentified name

3. At the Password/Authentication screen, login as an Administrator.
4. To add a new user, click the **Add new user** button, or double click on an existing user to edit his or her user account settings.

The screenshot shows the 'Address Management Tool' window for device RNP7D059E at IP 172.16.160.182. The window displays a table of users with the following data:

Registration No.	Name	Freq.	Title 1	Title 2	Title 3	User Code	Fax No.	E-mail Address	Folder	Status
00001	Fred Jones	Yes	EF			1234		fred@seminar.com	cfg	

At the bottom of the window, it states: 'For Help, press F1' and 'Maximum users: 1999 Maximum groups: 100'.

5. On the User Properties screen, click the tab labeled **Folder**.
6. Under the Protocol section, select **FTP** to enable it for use with Scan to FTP.
7. In the Server Name field, enter the name or IP address of the FTP server.
8. Enter the User Name and Password used to access the folder in the appropriate fields.
9. Click **OK** to save the settings and add the new user (or modify the existing user).

The screenshot shows the 'User Properties' dialog box with the 'Folder' tab selected. The fields are filled with the following information:

- Registration No.: 00002
- Name: John Smith
- Key Display: John
- Protocol: FTP (selected)
- Port No.: 21
- Server Name: 172.16.160.109
- Path: (empty)
- User Name: anonymous
- Password: (empty)

Buttons for 'Browse...' and 'Change' are visible next to the Path and Password fields respectively. At the bottom, there are 'OK' and 'Cancel' buttons.

NOTES

- Change Port if needed (*the default is 21*). However, the port number on the MFP **must** match that on the FTP server or Scan to FTP will fail.
- Enter User name – (anonymous for anonymous FTP)
- No password is necessary for anonymous FTP

11 Summary

The material covered in this White Paper should help answer many questions concerning Scan to FTP, such as FTP server setup, MFP configuration, and network settings.

This White Paper contains all of the setup information needed to enable, and use, the Scan to FTP function. It applies only to the machines listed in the Model Cross reference (*page 3*).