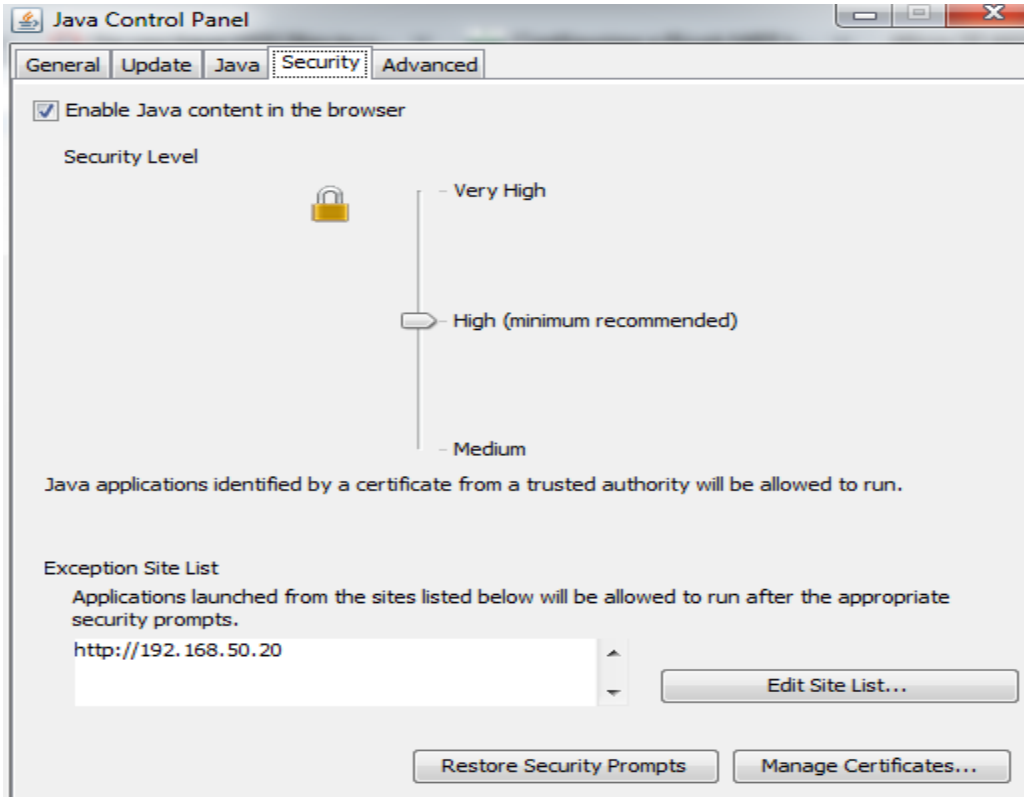


Steps in scanning documents from Ricoh 4410SF Printer/Scanner to your computer...

Ensure that Java is configured to see the address of the printer as a trusted site: this can be done by clicking on your Windows start button and enter “configure java”.

On successful completion of this step, you should see the below:



Click on the “Edit Site List...” button and add the address of the Ricoh printer/scanner. See example below:



After you have successfully completed the steps above, enter the printer’s address (i.e. 192.168.50.20) in your web-browser. The page below should appear:

http://207.20...6/reboot.php x Web Site of the Jamaica Defenc... x Do you have US\$139m to s... x Configuring a Ricoh MFP t... x Aficio SP 4410

192.168.50.20

No analog phone line connected to modem, fax is disabled.
[Refresh](#)

RICOH Aficio SP 4410SF
Address: 192.168.50.20
Contact Name: UNISS 7300
Location: Admissions

Device Status
Scan Profile
Copy Printer Settings
Settings
Reports
Links & Index

Device Status - Refresh


Toner Status:
Black Toner ~90%

Paper Input Tray: Status: Capacity: Size: Type:

Click on “Scan Profile” and create your profile. A security warning should appear as soon as you click on the “Create Scan Profile” button. Simply accept the risk and select “Run”. See below:

Security Warning

Do you want to run this application?

 **Publisher:** Lexmark International
Location: http://192.168.50.20

Running this application may be a security risk

Risk: This application will run with unrestricted access which may put your computer and personal information at risk. The information provided is unreliable or unknown so it is recommended not to run this application unless you are familiar with its source

The certificate used to identify this application has expired.
[More Information](#)

Select the box below, then click Run to start the application

I accept the risk and want to run this application.

The page that follows (see below) is self-explanatory. You are required at this stage to choose from a range of formatting options, etc...
When you are done, click the “Next” button.

Step 1: Select Your Scan Settings

| | | |
|---|--|----------------------------------|
| Quick Setup | Custom | |
| Format Type | PDF | JPEG Quality Less 75 Better |
| Compression | JPEG | Darkness Lighter 5 Darker |
| Default Content | Text/Photo | Resolution - 150dpi + |
| Color | Gray(8 bit) | |
| Original Size | Letter (8.5 x 11 in) | |
| PDF Version | 1.6 | |
| Orientation | <input checked="" type="radio"/> Portrait | <input type="radio"/> Landscape |
| Duplex | <input checked="" type="radio"/> Single Side | <input type="radio"/> Both sides |
| <input type="button" value="Advanced Imaging"/> | | |

The actions above bring you to the next page. Please see below:

Step 2: Choose a Location to store the scanned files.

Save to :

C:\Users\Kerry Morgan\Desktop\test.pdf

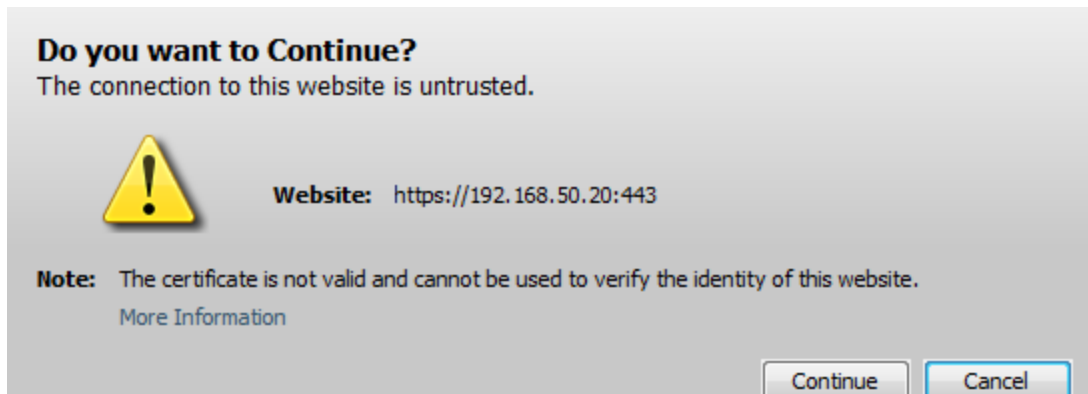
User Name (Required)

Scan Name (Required)

Multiple use profile

This too, is self-explanatory. Just specify where you would like the file to be stored, give a username and scan name and click on the submit button. A security warning (see below) should appear:

Browse to the location specified



Click “continue” and make note of the instructions on the next page (see below) that appears.

Profile Submitted

Scan Name: kmorgan
Shortcut # 1

Step 3: Follow these instructions to finish your Scan :

- Approach the scan unit and load your documents to be scanned.
- From the Home screen, enter the shortcut number by pressing
- the pound key (#) followed by the number.

Status : **Waiting for Image(s)**

Current File : test.pdf

Received : 0

Image Received

At this point, you are ready to scan. Put the document on the flatbed and ensure that you are at the “HOME SCREEN”. From the dial pad, press the shortcut number (i.e. #+1 combination). The shortcut number will increment based on the amount of documents you are printing.

The screen that follows will prompt you to abort/continue. Tap on continue and you should see “Received” on the page above change to “1”.

Browse to the location where you specified the file to be saved on the computer and your document(s) should be there.