RICOH

RICOH Scan CX

User Guide

How to Read This Guide

We recommend that you read this guide in its entirety to familiarize yourself with functions of RICOH Scan CX.

Symbols

This manual uses the following symbols:

⭐ Important

Indicates points to pay attention to when using the machine. Be sure to read these explanations.

⬇ Note

Indicates supplementary explanations of the machine's functions.

📄 Reference

Indicates where you can find further relevant information.

[ ]

Indicates the names of keys on the machine's display or control panels.

Important

- To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this product, losses of documents or data, or the use or non-use of this product and operation manuals provided with it.

- Make sure that you always copy or have backups of important documents or data. Documents or data might be erased due to your operational errors or malfunctions of the machine. Also, you are responsible for taking protective measures against computer viruses, worms, and other harmful software.

- In no event will the manufacturer be responsible for any documents created by you using this product or any results from the data executed by you.

- Some illustrations or explanations in this guide may differ from your product due to improvement or change in the product.

- The contents of this document are subject to change without notice.

- No part of this document may be duplicated, replicated, reproduced in any form, modified or quoted without prior consent of the supplier.

Trademarks

Firefox is a registered trademark of the Mozilla Foundation.

Google and Chrome are trademarks of Google Inc.

Mac OS is a trademark of Apple Inc., registered in the U.S. and other countries.

Microsoft, Windows, Internet Explorer, and Excel are registered trademarks of Microsoft Corporation in the United States and/or other countries.

- The proper names of Internet Explorer 8, 9 and 10 are as follows:

  Windows® Internet Explorer® 8

  Windows® Internet Explorer® 9

  Internet Explorer® 10

  Internet Explorer® 11

- The product names of Windows XP is Microsoft® Windows® XP Professional

- The product names of Windows 7 are as follows:

  Microsoft® Windows® 7 Professional

  Microsoft® Windows® 7 Enterprise

- The product names of Windows 8 is Microsoft® Windows® 8 Pro

- The product names of Windows 8.1 is Microsoft® Windows® 8.1 Pro

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks.

Microsoft product screen shots reprinted with permission from Microsoft Corporation.

TABLE OF CONTENTS

4. Appendix

1. RICOH Scan CX

This section explains an overview of RICOH Scan CX.

RICOH Scan CX Overview

RICOH Scan CX is a scanning service for efficiently digitizing paper documents and selecting destinations in accordance with the purpose of use.

RICOH Scan CX makes work considerably more efficient because you do not need to use a computer (for example, to change folder/file names) after digitizing (TIFF, JPEG, PDF, etc.) and registering paper documents such as drawings and contracts.

- Efficiency in settings and management

  You can access start.ricoh (portal site) from the web browser on your computer to specify and manage save destinations, file names, scan settings, etc., applied when you scan documents using RICOH Scan CX.

  Configured information can be saved as a profile and assigned to a machine. You can manage all settings, by creating multiple profiles and sharing the same profile among several machines.

- Efficiency in scanning

  Once profiles are assigned to a machine, you can digitize and register documents according to the settings by simply scanning them using the machine.

  You can also change save destinations, file names, and scan settings for scanned documents from the machine's control panel.

  If you want to store files in a Storage Service, you can create documents such as Searchable PDFs using OCR.

- Efficiency in operation

  Since scanned documents are digitized and registered according to the settings, you do not need to sort out save folders, change file names, etc.

  You can select an SMB or FTP server, storage service, or e-mail address as the file destination in accordance with the purpose of use.
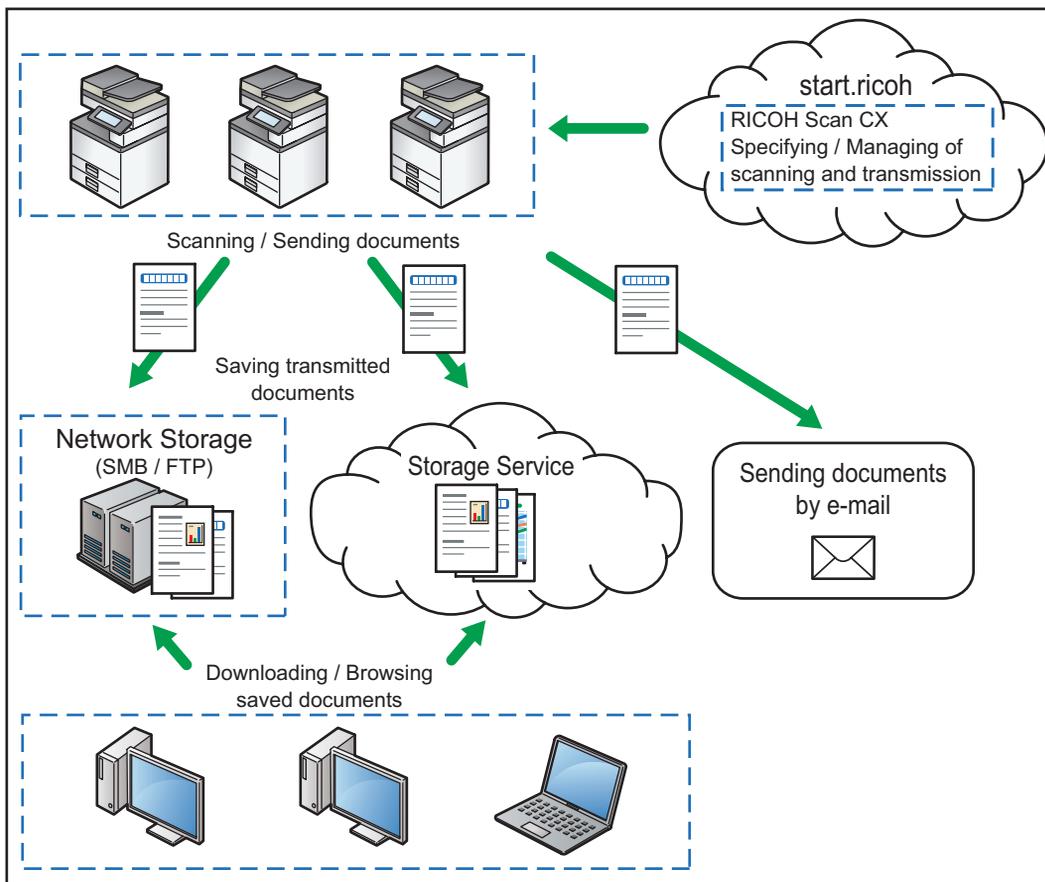
CWG100

About Profiles/Groups/Projects

Profiles/groups/projects settings are required when you scan and send documents from a machine.

Administrators are asked to configure these settings beforehand according to the purpose and users.

For details about creating profiles/groups/projects, see Administrator's Guide.

- Profiles

    A profile is a collection of settings to be assigned to a machine.

    Profiles can be assigned to a machine by creating groups and projects, and specifying save destinations, file names, and scan settings.

    Once profiles are assigned to a machine, you can scan and send documents according to the settings.

    Specify whether or not to apply user authentication when creating a profile.

- Groups

Multiple projects registered in a profile can be grouped together based on their usage.

If several organizations share the same machine, it can be convenient to group projects based on the setting contents, organization names, etc.

Groups are displayed as tabs on the machine's control panel.

In Authentication Mode, you can specify which users are allowed to view each group.

- Projects

A project is a configuration of settings to save destinations and document scanning. Projects are configured according to the needs of each user group.

When settings such as a destinations, file formats (TIFF, JPEG, PDF, etc.), and resolution (200 dpi, 300 dpi, etc.) are specified for each project, scanned documents will be sent to the specified destination according to the settings.

Projects are displayed as buttons on the machine's control panel.

1

2. Before Using This Product

Read this section before using the product.

Operating Environment

This section describes the operating environment for RICOH Scan CX.

Machine	A model that is compatible with RICOH Scan CX.
	* For details about compatible models, see the Ricoh Web site.
Administrator PC	Microsoft Windows XP Professional Service Pack 3 (32 bit)
	Microsoft Windows 7 Professional Service Pack 1 (32/64 bit)
	Microsoft Windows 7 Enterprise Service Pack 1 (32/64 bit)
	Microsoft Windows 8 Pro (32/64 bit)
	Microsoft Windows 8.1 Pro (32/64 bit)
	Mac OS X Mountain Lion
Web browser	Internet Explorer 8/9/10/11
	Mozilla Firefox
	Google Chrome
Browser settings	JavaScript enabled
	Cookies enabled

Limitation

This section explains the limitations on the use of RICOH Scan CX Embedded.

- Note that the number of maximum for scan files differs depending on the destination.

Storage service	Up to 40 MB Depending on the storage service, files under 40 MB may not be delivered.
Network storage	It is recommended to store less than 100 sheets under the following conditions: • B & W : Text/Line Art • TIFF (MMR, multi-page) • 200 dpi • A4 Scan files are split up if they exceed the maximum scan limitation.

- If English is selected as the OCR language, file delivery to the storage service may occasionally fail when an A3 or other large original is scanned and it contains small fonts such as those that are 6 points in size.

- The structure of the storage service folders displayed on the machine's control panel is that of the data cached in the machine. Even if the structure of the storage service folders changes, the structure of the folders displayed on the control panel remains unchanged until the cache is updated.

- If the machine's operation becomes unstable, turn the main power off and then back on.
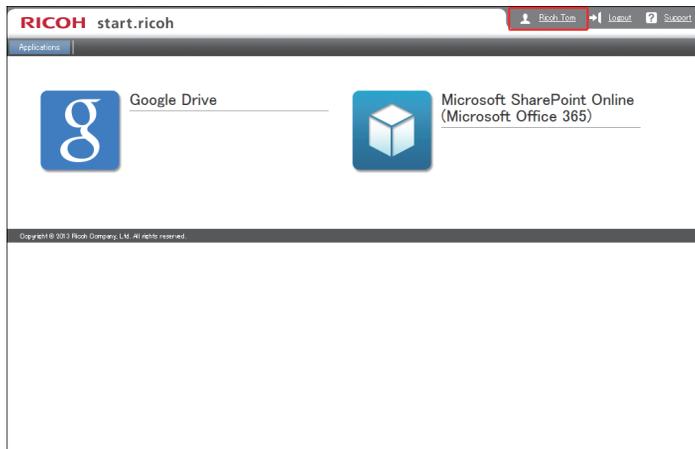
Changing the User Information

You can change user information such as the e-mail address and password using start.ricoh.

1. **Start the web browser on your computer, and then enter the URL for "start.ricoh".**

   The login screen appears.

2. **Enter the user name and password, and then click [Login].**

3. **Click the login user's name that appears on the top right of the screen.**

4. **Change [Main Email Address] as required.**

   • This is the address specified as the destination when the mail delivery destination is set to [Send To Me] (delivery to the login user).

   • This is the destination to which e-mail error notifications and other reports will be sent.

5. **Change [Sub Email Address 1-2] as required.**

   • This is the destination to which e-mail error notifications and other reports will be sent.

6. **Specify [Last Name], [First Name], [Reply Email Language], and [Time Zone] as required.**

   [Reply Email Language] means the language applied to the notification e-mail.

7. **To change the password, click [Change].**

8. **Enter the new password, and then again for confirmation, and then click [OK].**

9. **Click [OK].**

⬇Note

• For details about changing [Service Coordination Settings], see page 14 "Setting a Storage Service".

• If [Send To Me] (delivery to the login user) is selected as the e-mail destination, the scanned file is sent to the main e-mail address of the login user.

Setting a Storage Service

To specify a storage service as the location for storing documents, register it in start.ricoh.

1. **Start the web browser on your computer, and then enter the URL for "start.ricoh".**

   The login screen appears.

2. **Enter the user name and password, and then click [Login].**

3. **Click the login user's name that appears on the top right of the screen.**

4. **Click [Set] next to the storage service to be used in the [Service Coordination Settings] field.**

   To disable the storage service, click [Remove].

5. **Configure the settings as necessary, and then click [OK].**

   To change the password, click [Change Password].

   When asked to log in to Google Drive, log in and click [Accept] on the access permission request screen.

6. **Click [OK].**

Note

- To use the storage service enabled for a project, ask the administrator to create the following projects:

  - Destination: Storage service

  - User name: Registered user name

- To enable the storage service again, ask the administrator to enable the storage service as the project destination.
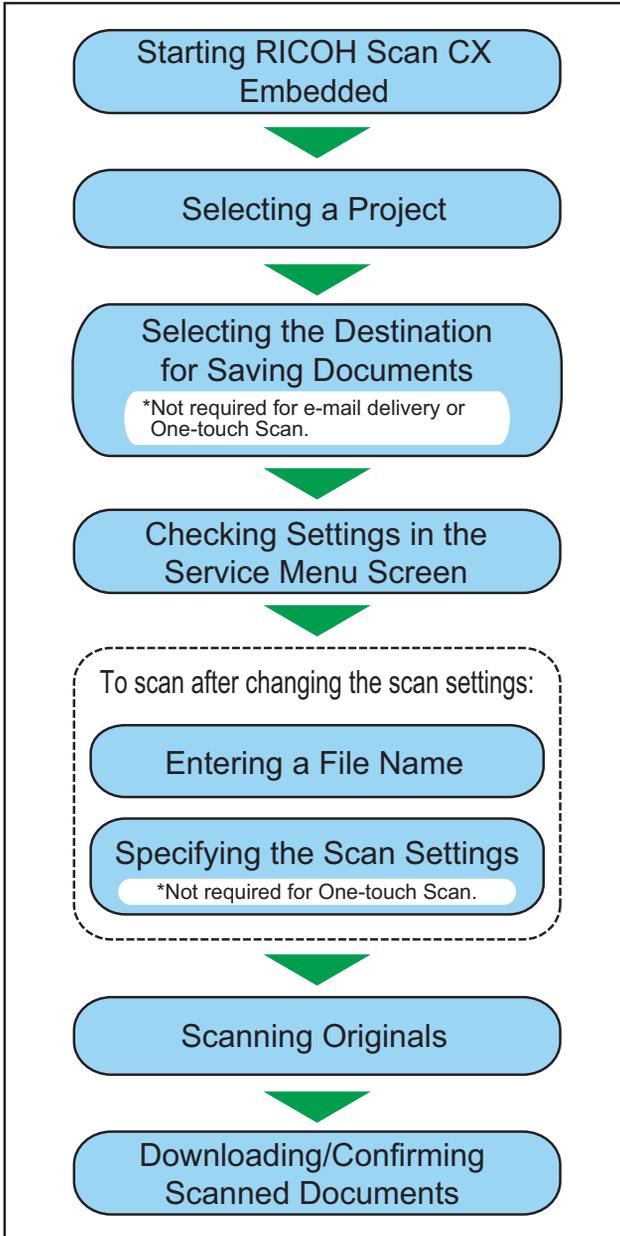
3. Operations

This section explains how to operate RICOH Scan CX Embedded from a machine.

Operation Flow

Use the following procedures to send scanned documents from a machine:

```
┌─────────────────────────────────────────────────┐
│                                                   │
│         ╭───────────────────────────╮             │
│         │   Starting RICOH Scan CX   │            │
│         │        Embedded            │            │
│         ╰───────────────────────────╯             │
│                    ▼                              │
│         ╭───────────────────────────╮             │
│         │     Selecting a Project    │            │
│         ╰───────────────────────────╯             │
│                    ▼                              │
│         ╭───────────────────────────╮             │
│         │  Selecting the Destination │            │
│         │    for Saving Documents    │            │
│         │  *Not required for e-mail  │            │
│         │   delivery or One-touch    │            │
│         │   Scan.                    │            │
│         ╰───────────────────────────╯             │
│                    ▼                              │
│         ╭───────────────────────────╮             │
│         │   Checking Settings in the │            │
│         │    Service Menu Screen     │            │
│         ╰───────────────────────────╯             │
│                    ▼                              │
│   ┌ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┐        │
│    To scan after changing the scan settings:      │
│   │ ╭───────────────────────────╮        │        │
│     │    Entering a File Name     │               │
│   │ ╰───────────────────────────╯        │        │
│     ╭───────────────────────────╮                 │
│   │ │ Specifying the Scan Settings│        │       │
│     │  *Not required for One-touch │               │
│   │ │   Scan.                    │        │        │
│     ╰───────────────────────────╯                 │
│   └ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┘        │
│                    ▼                              │
│         ╭───────────────────────────╮             │
│         │     Scanning Originals      │            │
│         ╰───────────────────────────╯             │
│                    ▼                              │
│         ╭───────────────────────────╮             │
│         │  Downloading/Confirming    │            │
│         │    Scanned Documents       │            │
│         ╰───────────────────────────╯             │
│                                          CWG102   │
└─────────────────────────────────────────────────┘
```

Starting RICOH Scan CX Embedded

This section explains how to start up RICOH Scan CX Embedded.

In Authentication mode, you can log in to RICOH Scan CX Embedded in either of the following ways:

When card authentication is disabled

When you launch RICOH Scan CX Embedded, enter the user name and password to log in.

When card authentication is enabled

Use the card authentication function of Card Authentication Package V2.

(You can also log in by entering in the login menu if the user name and password are registered in Card Authentication Package V2.)

🔽 **Note**

- For logging in to RICOH Scan CX Embedded using the authentication function of Card Authentication Package V2, the following is required:

    - Card Authentication Package V2 is installed on a device. For details, ask the administrator.

    - Associate with the user information registered in RICOH Scan CX the one that was registered at the first login to RICOH Scan CX Embedded using the machine's control panel.

        For details, see page 19 "When Card Authentication is Enabled".

- For information about how to log in using Card Authentication Package V2, see Card Authentication Package V2 User's Guide.
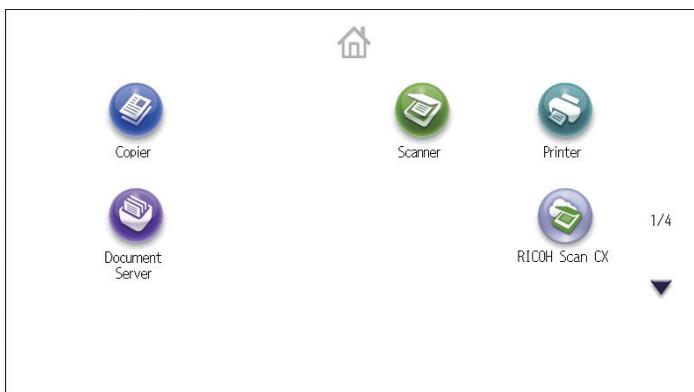
When Card Authentication is Disabled

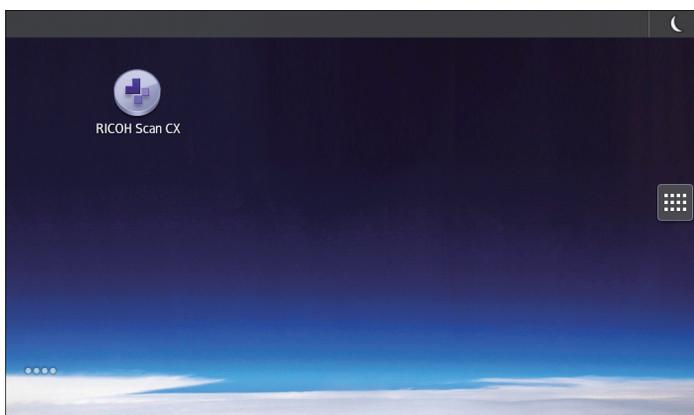1. **Start RICOH Scan CX Embedded.**

    - When using the standard operation panel

    Press [RICOH Scan CX] on the home screen or the key on the operation panel to which RICOH Scan CX Embedded is assigned.

    If [RICOH Scan CX] is not displayed on the home screen, press [▲] or [▼] to switch the screen.

- When using the Smart Operation Panel

  Press [RICOH Scan CX] on the home screen.

  If [RICOH Scan CX] is not displayed on the home screen, swipe the screen left or right.

2. **Enter the user name and password, and then press [Login].**

   After you log in, the project selection screen appears.

When Card Authentication is Enabled
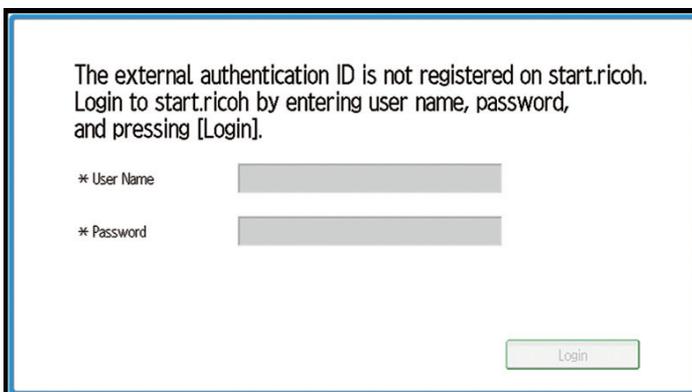
1. **Hold the IC card over the card reader to log in.**

> ❗ Set an authentication card or to log in without using the card authentication device, press [Login], then enter login user name and login password.
>
> [Login]

The home screen appears.

2. **Start RICOH Scan CX Embedded.**

   • When using the standard operation panel

   Press [RICOH Scan CX] on the home screen or the key on the operation panel to which RICOH Scan CX Embedded is assigned.

   If [RICOH Scan CX] is not displayed on the home screen, press [▲] or [▼] to switch the screen.

   • When using the Smart Operation Panel

   Press [RICOH Scan CX] on the home screen.

   If [RICOH Scan CX] is not displayed on the home screen, swipe the screen left or right.

3. **When you use card authentication for the first time, enter the user name and password to access "start.ricoh", and then press [Login].**

   Steps 3 to 5 are not required for subsequent card authentication.

> The external authentication ID is not registered on start.ricoh. Login to start.ricoh by entering user name, password, and pressing [Login].
>
> ✳ User Name
>
> ✳ Password
>
> [Login]

The message "The external authentication ID has been registered on start.ricoh." appears.

4. **Log out.**

   • When using the standard operation panel

Press the [Login/Logout] key.

- When using the Smart Operation Panel

Press [Logout] on the top right of the screen.

**5. Perform Steps 1 and 2 again.**

<img style icon> **Note**

- Immediately after starting the machine up, RICOH Scan CX Embedded may not be running or may be in the process of starting up.

- If user authentication is not set for the profile, user login is not required. When RICOH Scan CX Embedded starts up, the project selection screen appears.

- For information about how to log in using Card Authentication Package V2, see Card Authentication Package V2 User's Guide.

Selecting a Project

This section explains how to select a project to register a document.

The layout for project buttons might differ depending on the settings.

CWG103
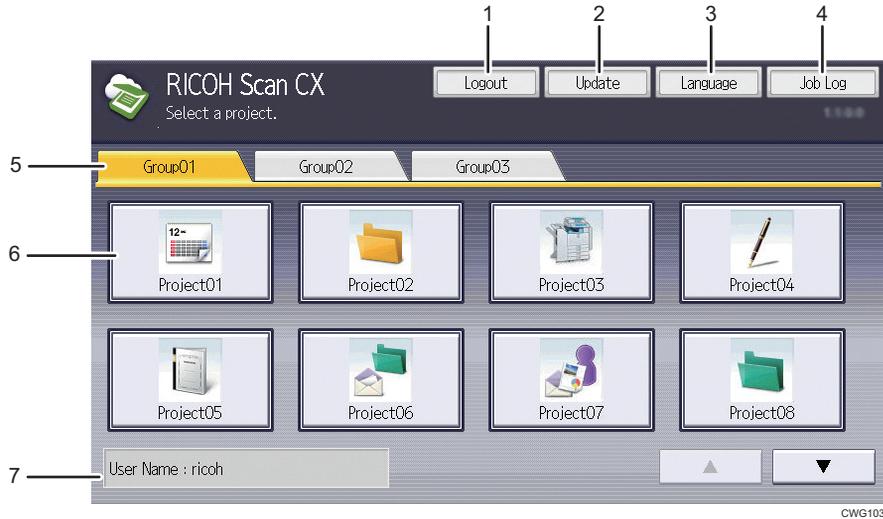
	Item	Contents
1	Logout	Displays the home screen after logging out of RICOH Scan CX Embedded.
		This appears when the profile is set to Authentication Mode and card authentication is not used.
2	Update	Communicate with the cloud to update the profile.
3	Language	Changes the display language.
4	Job Log	Displays the job log screen to show the job results.
		The following items will be displayed for each job:
		• Date
		• Project Name
		• File Name
		• User Name
		• Page
		• Status
5	Group tab	Displays the group.

	Item	Contents
6	Project button	Displays the projects registered in the group. Pressing [▲] [▼] allows you to scroll the display of the list.
7	User Name	The name of the user logging in to RICOH Scan CX Embedded appears. When card authentication is enabled, the login user name for card authentication appears.

1. **Press the project button.**

2. **Enter the password set for the project, and then press [Login].**

   A password is not required if the authentication password is not set.

   The folder selection screen appears.

⬇ Note

- If the authentication screen for network storage (SMB, FTP) appears when selecting a project, confirm with an administrator.

- If the destination is an e-mail address or the project is registered under One-touch Scan, the service menu appears when you select a project.

- When a file is sent to an e-mail destination, the file is attached to an e-mail. The e-mail address of the destination is specified under each project.

Selecting the Destination for Saving Documents

This section explains how to select the folder for saving documents.

CWG200

	Item	Contents
1	Preview	If [Preview] is pressed, a preview of the scanned image appears before the image is sent. For details about the preview screen, see page 38 "Preview Settings for Scanning Results". You might not be able to use this depending on the model.
2	Top	Displays the project selection screen.
3	OK	Displays the service menu screen.
4	Address bar	Displays the folder layer. Pressing [←] [→] allows you to scroll the display of the layer.
5	Current folder	Displays the folder that is currently selected.
6	Hierarchy Title	If the hierarchical title has been specified, it appears here.
7	Folder list	Displays the folder that is directly under the folder selected in the address bar. Pressing [↑] [↓] allows you to scroll the display of the list.
8	Order	Sorts the folder list in ascending or descending order.

Selecting a folder's layer to save scanned documents depends on the transmission hierarchy set in the project settings by the administrator.

If Do not Specify (Optional) is Set for the Transmission Hierarchy

Any folder can be selected from the folder layer displayed on the folder selection screen.
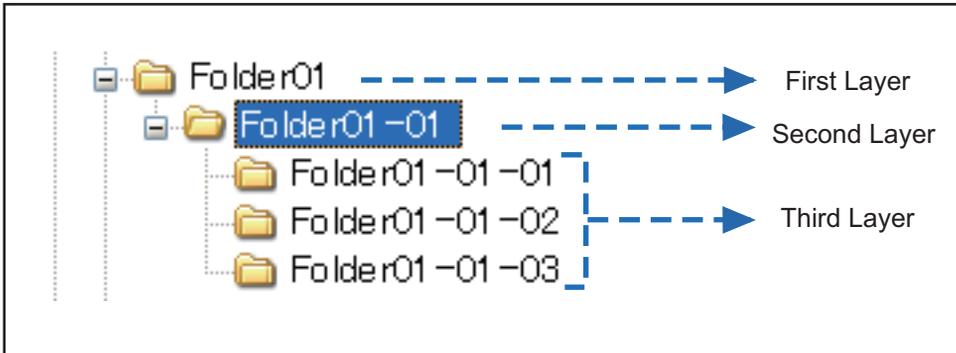
CWG015

Files can be scanned regardless the folder in any hierarchy. The [Start] key turns blue or green by selecting a folder of any layer, and scanning documents can be performed.

When saving documents in [Folder01-01] on the second layer of a three-layer folder hierarchy, set by following the procedure below.

1. **Select [Folder01-01] from the folder list.**
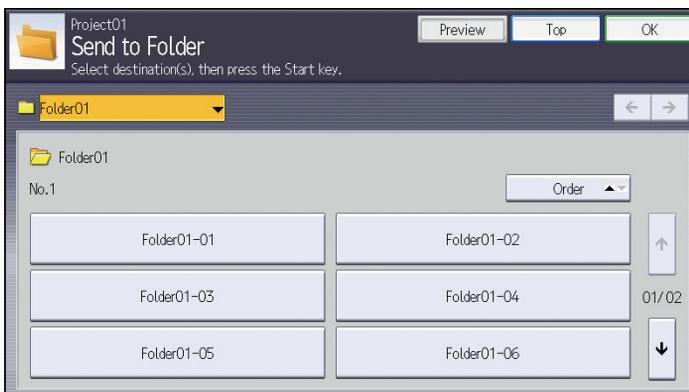
2. **Press [OK].**

The service menu screen appears.

If Specify (Bottom Layer) is Set for the Transmission Hierarchy

Folders in the bottom layer displayed on the folder selection screen can be selected.
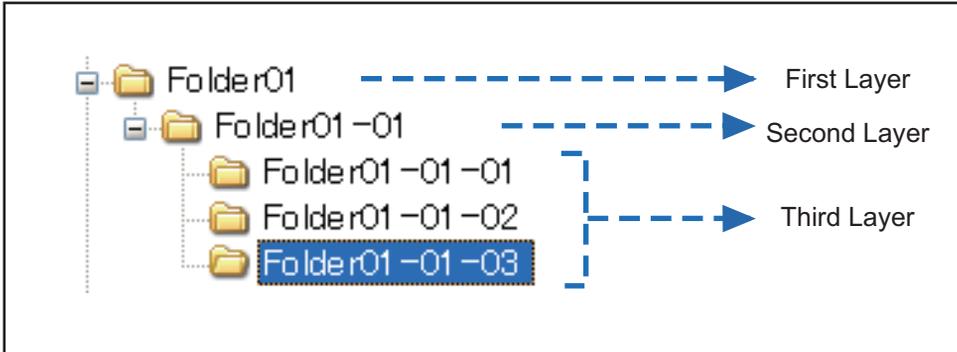
CWG016

If a folder which is not on the bottom layer is selected, documents cannot be scanned. By selecting the folder at the bottom layer, the [Start] key turns blue or green, and scanning documents can be performed.
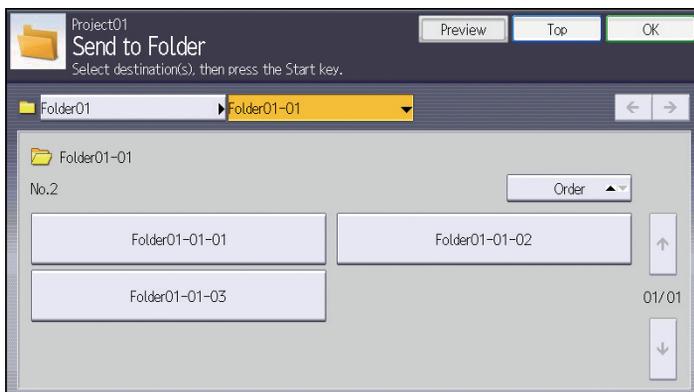
When the folder consists of three layers, select a folder on the third layer to start scanning documents.

When saving documents to [Folder01-01-03], set by following the procedure below.

1. **Select [Folder01-01] from the folder list.**
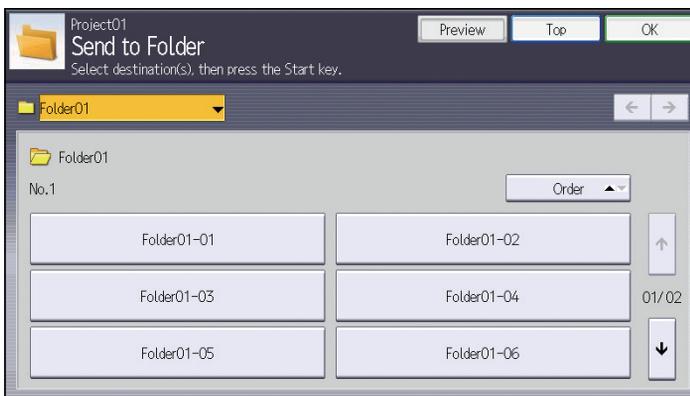
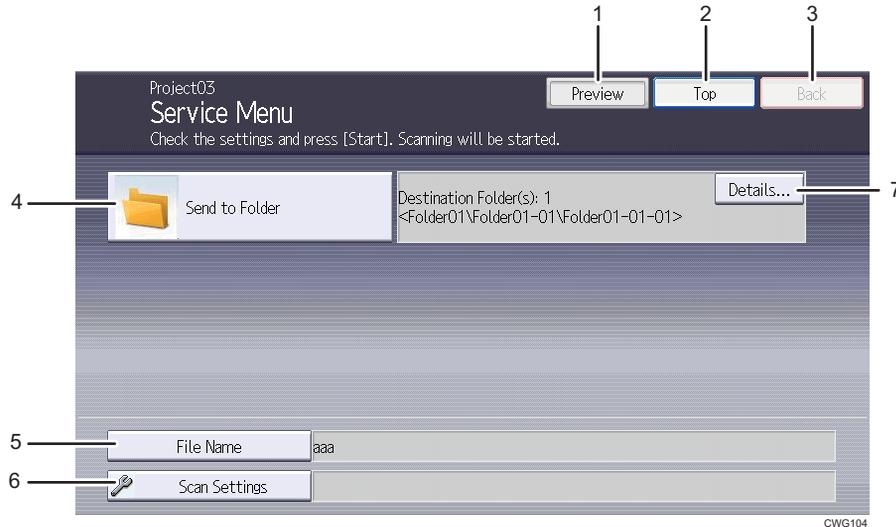2. **Select [Folder01-01-03] from the folder list.**

3. **Press [OK].**

   The service menu screen appears.

Checking Settings in the Service Menu Screen

In the service menu screen, check the destination for saving documents, file names, and scan settings.

If the settings contents are the same, scanning starts up immediately after the settings are confirmed.

CWG104

	Item	Contents
1	Preview	If [Preview] is pressed, a preview of the scanned image appears before the image is sent. For details about the preview screen, see page 38. You might not be able to use this depending on the model.
2	Top	Displays the project selection screen.
3	Back	This button is unavailable (grayed out).
4	Send to Folder/Send to Email	Displays the destination for storing or sending scanned files.
5	File Name	Displays the file name screen for entering a file name. Entering a file name is possible only if [Input] is specified as one of the elements of the file name.
6	Scan Settings	Displays the scan settings screen for configuring the scan settings. If One-touch Scan is set, the buttons are grayed out, and the settings cannot be changed.
7	Details.../Summary	Switches between details and summary display for the destination for storing or sending scanned files.

Entering a File Name

This section explains how to enter a name to save a file.

A file name consists of the file name parts specified in a project. The file name can be set according to the settings, and can include parts such as [Fixed Value] and [User Name], etc. If [Input] is set for the file name parts, you can enter characters in the [Input] areas in File Name using Manual Entry or the Word Book.
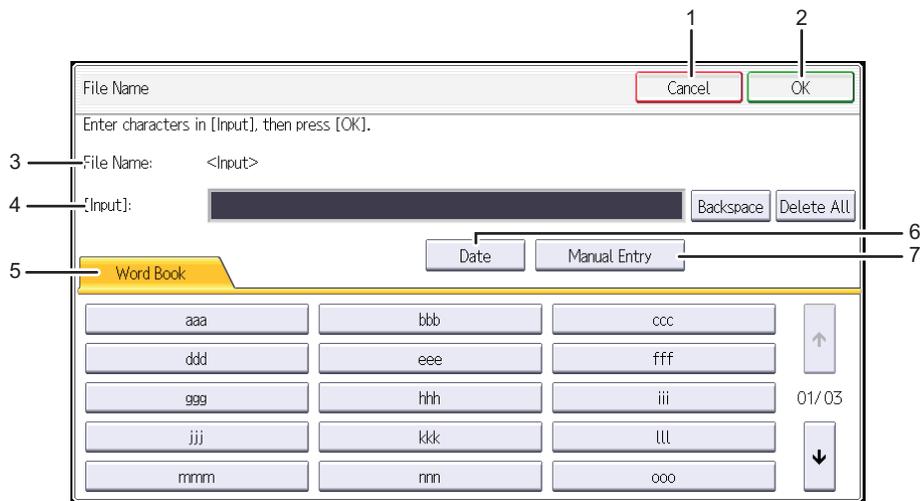
CWG105

	Item	Contents
1	Cancel	Cancels the contents you entered, and then the service menu screen is displayed.
		You might not be able to use this depending on the model.
2	OK	Confirms the contents you entered, and then the service menu screen is displayed.
3	File Name	Displays the file name parts specified for the project.
		File names will be determined according to the specified parts.
4	[Input]	Enter characters in [Input] using Word Book, Date, and Manual Entry.
		Characters are displayed in the order they are entered. Pressing [Backspace] allows you to delete one character at a time. Pressing [Delete All] allows you to delete all characters.

	Item	Contents
5	Word Book	Enter characters by selecting the words specified for the project. Pressing [↑] [↓] allows you to scroll the display of the list.
6	Date	Pressing [Date] allows you to enter the current date.
7	Manual Entry	Enter characters using the software keyboard.

1. **Press the [File Name] in the service menu screen.**

   The file name screen appears.

2. **Press the [Word Book] tab, the [Date], or the [Manual Entry], and then enter the file name in the [Input] field.**

   Example: If "aaa" and "bbb" using [Word Book], and then "001" using [Manual Entry] are entered, [Input] will display "aaabbb001".

3. **Confirm the file name you entered, and then press the [OK].**

   The service menu screen appears.
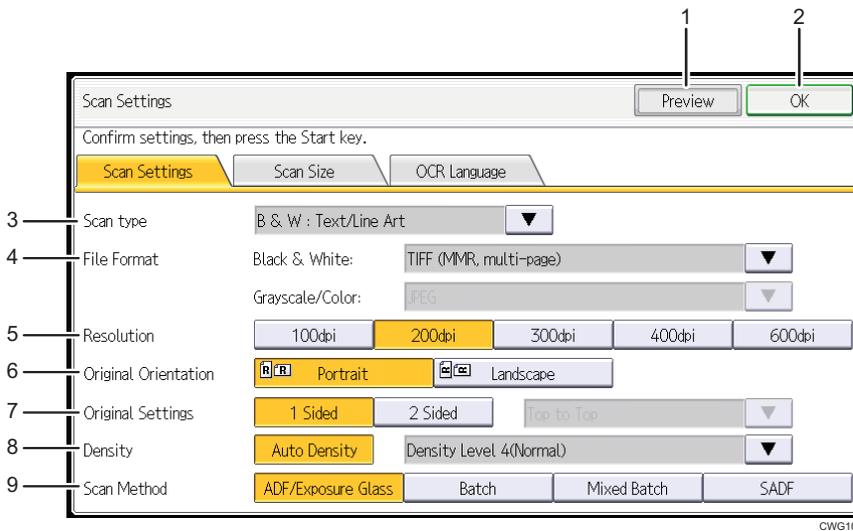
Specifying the Scan Settings

You can specify the scan settings. Change the specified values only when you need to modify the settings already specified.

If One-touch Scan is enabled, these settings cannot be changed.

Scan Settings

The Scan Settings screen enables you to select settings that determine how RICOH Scan CX processes scanned documents. The scan setting items include Resolution, File Format, Density, etc.

CWG106

	Item	Contents
1	Preview	If [Preview] is pressed, a preview of the scanned image appears before the image is sent. For details about the preview screen, see page 38. You might not be able to use this depending on the model.
2	OK	Displays the service menu screen.
3	Scan type	Select the Scan Type. Only one mode (Black & White, Gray Scale, or Full Color) can be applied to each document.

	Item	Contents

4	File Format	• Black & White:
		
		Sets a black-and-white file format.
		
		If gray scale, full color, or Auto Color Select is specified for an original type, this setting is disabled grayed out.
		
		One of the following file formats can be selected:
		
		   • TIFF (MMR, multi-page)
		
		   • PDF (multi-page)
		
		   • Searchable PDF
		
		   • Word
		
		   • Excel
		
		• Grayscale/Color:
		
		Sets a gray scale, full color, or Auto Color Select file format. If black-and-white is specified for the type of the original, this setting is disabled grayed out.
		
		One of the following file formats can be selected:
		
		   • JPEG
		
		   • PDF (multi-page)
		
		   • Searchable PDF
		
		   • Word
		
		   • Excel
		
		The file formats that are displayed depend on the destination for saving files set for the project.
		
		If [Searchable PDF], [Word], or [Excel] has been selected as the file format, the machine automatically identifies the orientation. In this case, the scanned image may be stored with a wrong orientation.
		
		[Word] or [Excel] can be selected only when RICOH Scan CX standard is used.

5	Resolution	Set the resolution. Specify [200 dpi] for most applications. The higher the resolution, the sharper the image. The higher the resolution, the larger the file size. Pay attention when you specify Resolution.

3

	Item	Contents
6	Original Orientation	Place the originals you want to scan in the ADF in the same orientation as the one selected.
7	Original Settings	Select the type of the original. When the ADF is used, this setting ensures accurate image capture and later viewing of the scanned file. If [2 Sided] is selected, you must specify [Top to Top] or [Top to Bottom] from the adjacent drop-down list. [Top to Top] means that text reads like pages in a book. [Top to Bottom] means that text reads like pages bound at the top. If [1 Sided] has been selected, the setting to specify the page-turning direction becomes unavailable (grayed out).
8	Density	Selecting [Auto Density] adjusts scanning density to improve resolutions for paper types such as non-white paper like newspaper or transparent originals. To adjust image density, select the following Density Levels from the drop-down list next to [Auto Density].

	Item	Contents
9	Scan Method	Select the Scan Method. • [ADF/Exposure Glass] Normal scan operations from the ADF or exposure glass. • [Batch] Using the ADF or exposure glass, you can scan a multiple-page original and send the scanned pages as a single job. Scanning starts after you place the additional originals and press the [Start] key. After all the originals have been scanned, press [#]. • [Mixed Batch] Using both the ADF and exposure glass, you can scan a multiple-page original and send the scanned pages as a single job. Scanning starts after you place the additional originals and press the [Start] key. After all the originals have been scanned, press [#]. • [SADF] (Semi-Automatic Document Feeder) Using the ADF, you can scan a multiple-page original and send the scanned pages as a single job. Scanning starts as soon as you place additional originals in the ADF. This means you do not need to press the [Start] key like Batch scanning but need to place additional originals within 60 seconds. After all the originals have been scanned, press [#]. If the maximum document volume exceeds the machine's internal memory capacity, the documents are not sent.

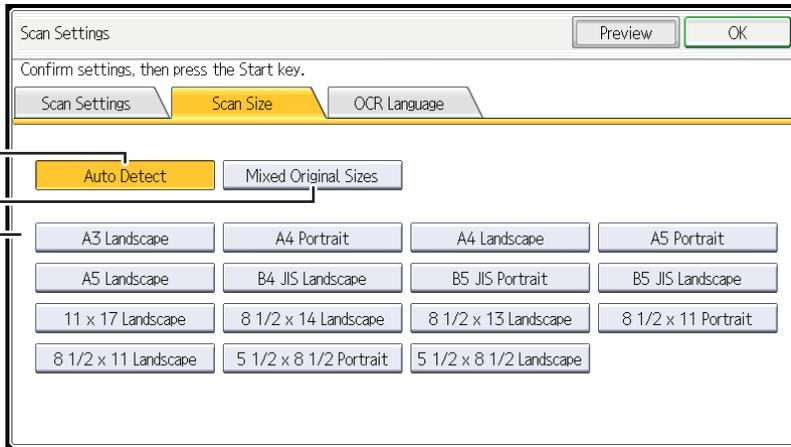1. **Press the [Scan Settings] in the service menu screen.**

   The scan settings screen appears.

2. **When you have specified the settings, press the [OK].**

   The service menu screen appears.

Scan Size Settings

The Scan Size screen enables you to adjust the scan size, so that it matches the size of the original you want to scan. [Auto Detect] meets most application needs.

CWG107

	Item	Contents
1	Auto Detect	Scans originals using the automatic size detect function.
		Automatic size detection is performed for the first scan only, and the detected size is used for all originals that follow.
		This might not appear depending on the model. For more details, refer to each machine's manuals.
2	Mixed Original Sizes	Scans a batch of originals with different lengths by detecting the length of each original.
		This might not appear depending on the model. For more details, refer to each machine's manuals.
3	Scan size	Setting the scan size.
		Supported sizes differ depending on the model. For more details, refer to each machine's manuals.

1. **Press [Scan Settings] in the service menu screen.**

   The scan settings screen appears.
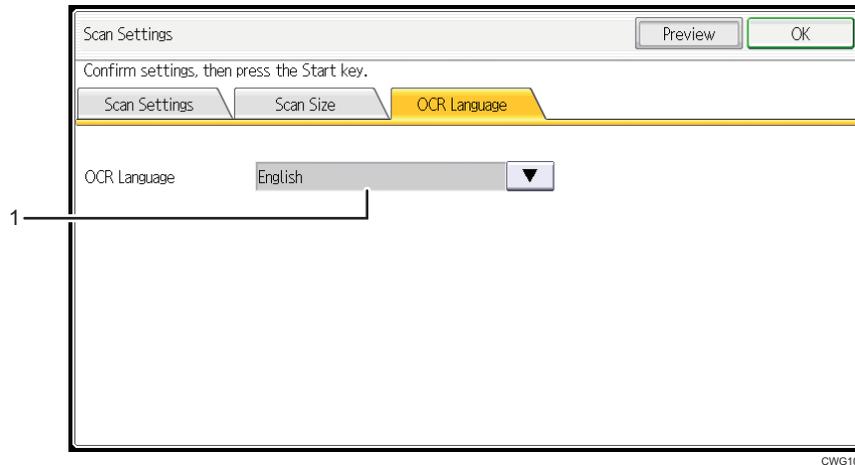
2. **Press the [Scan Size] tab.**

3. **When you have specified the settings, press [OK].**

   The service menu screen appears.

OCR Setting

Select a language used for OCR scanning.

OCR can be used only if a storage service area is the destination for saving documents.

CWG108

	Item	Contents
1	OCR Language	Select a language used for the OCR scanning from the following: • Japanese • English • Italian • German • French • Spanish • Dutch

1. **Press [Scan Settings] on the service menu screen.**

   The scan settings screen appears.

2. **Press the [OCR Language] tab.**

3. **When you have specified the settings, press [OK].**

   The service menu screen appears.

Scanning Originals

⭐ **Important**

- After the profile is changed, the scanned file may not be transmitted until [Update] is pressed on the project selection screen.

This section explains how to scan originals.

Be sure a document is placed in the ADF or on the exposure glass of the machine.

1. **Press [Preview] to enable the preview.**

2. **When the [Start] key turns blue or green, press the [Start] key.**

3. **Perform the scan using one of the following methods:**

   - ADF or Exposure Glass

   - Batch (ADF)

   - Mixed Batch (ADF/Exposure Glass)

   - SADF (ADF)

   After scanning is complete, a message showing the name, format, and size of the scanned file appears.

🔽 **Note**

- The method selected here must be the same as the one selected in [Scan Method] on the Scan Settings screen.

- If [ADF/Exposure Glass] or [Batch] has been selected in the Scan Settings menu, you cannot switch the scanning method between the ADF and the exposure glass while a scan job is performed.

- To switch the scanning method between the ADF and the exposure glass after the first page is scanned, select [Mixed Batch] or [SADF] in the Scan Settings menu.

- You can configure the profile to specify whether or not to display the dialog to notify scanning completion.

Performing Scanning Using ADF

1. **When the [Start] key turns blue or green, press the [Start] key.**

   The document is scanned, and the scanned document will be distributed.

Performing Scanning Using Exposure Glass

1. **When the [Start] key turns blue or green, press the [Start] key.**

   The scanned data is stored in the machine temporarily. When scanning is complete, the machine waits for the next document to be placed for scanning.

2. **Place the next ducument on the exposure glass to scan within 60 seconds.**

3. **Press the [Start] key.**

4. **Repeat Step 2 and 3 until all documents are scanned.**

5. **When scanning is complete, press the [#] key.**

   The scanned documents from the multiple scans are sent as a job.

↓ Note

- If you do not set the next document within 60 seconds, the scanned documents are distributed automatically. If this is the case, Step 5 is not applied.

Performing Scanning Using Batch (ADF)

1. **When the [Start] key turns blue or green, press the [Start] key.**

   The scanned data is stored in the machine temporarily. When scanning is complete, the machine waits for the next document to be placed for scanning.

2. **Place the next set of documents on the ADF.**

3. **Press the [Start] key.**

   Repeat Step 2 and 3 until all pages are scanned.

4. **When scanning is complete, press the [#] key.**

   The scanned documents from the multiple scans are sent as a job.

↓ Note

- After all documents are scanned, be sure to press the [#] key. Unless you press the [#] key, the scanned data remains in the machine and the job will not be processed. In this case, the Auto Logout feature is temporarily disabled.

Performing Scanning Using Mixed Batch (ADF/Exposure Glass)

1. **When the [Start] key turns blue or green, press the [Start] key.**

   The scanned data is stored in the machine temporarily. When scanning is complete, the machine waits for the next document to be placed for scanning.

2. **Place the next set of documents on the ADF or exposure glass.**

3

3. **Press the [Start] key.**

   Repeat Step 2 and 3 until all pages are scanned.

4. **When scanning is complete, press the [#] key.**

   The scanned documents from the multiple scans are sent as a job.

🔽 **Note**

- After all documents are scanned, be sure to press the [#] key. Unless you press the [#] key, the scanned data remains in the machine and the job will not be processed. In this case, the Auto Logout feature is temporarily disabled.

Performing Scanning Using SADF (ADF)

1. **When the [Start] key turns blue or green, press the [Start] key.**

   The scanned data is stored in the machine temporarily. When scanning is complete, the machine waits for the next document to be placed for scanning.

2. **Place the next set of documents on the ADF to scan within 60 seconds.**

   The scan starts automatically. Repeat this step until all documents are scanned.

3. **When scanning is complete, press the [#] key.**

   The scanned documents from the multiple scans are sent as a job.

🔽 **Note**

- If you do not set the next documents within 60 seconds, the scanned documents are distributed automatically. If this is the case, Step 3 is not applied.

Preview Settings for Scanning Results

You can use the preview screen to check whether originals have been scanned correctly.

To display the preview screen, press [Preview], and then press the [Start] key to scan the documents. When scanning is complete, the preview screen appears automatically so you can view the scanned images before you send them.

🔽 **Note**

- If this function is not available, [Preview] will not be displayed on the machine's display panel.

- Originals scanned in [Grayscale/Color:] mode appear in a preview with the leading edge at the top.

CWG014
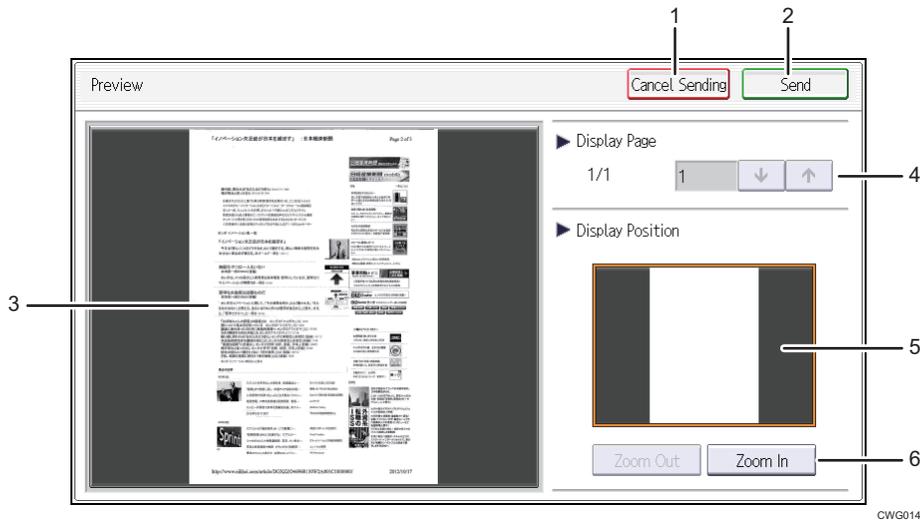
	Item	Contents
1	Cancel Sending	Press to close the preview screen without sending the files.
2	Send	Press to close the preview screen and send the files.
3	Displayed image	Displays the scanned image on the screen.
4	Display Page	Displays the page number of the currently displayed page and the total number of pages. You can view the next and previous pages by pressing [↓] [↑].
5	Display Position	Displays the position of the image that is currently displayed in the preview area.
6	Zoom Out, Zoom In	Press these to reduce or enlarge the displayed preview.

Downloading and Confirming Scanned Documents

Scanned documents will be sent to network storage (SMB or FTP server), storage service, or e-mail depending on the settings. You can download or check the sent documents as follows:

- Network storage

  Directly access the destination folder. Follow the operating instructions of the storage area you specified.

- Storage service

  Access the destination folder directly or by starting start.ricoh. Follow the operating instructions of the storage service you specified.

- E-mail

    Using e-mail software or webmail, access the e-mail address specified as the destination and
    retrieve the attached file. Follow the operational procedure according to the e-mail software or
    webmail settings.

3

4. Appendix

Other Limitations

For details about other limitations, refer to [Manual (RICOH Scan CX)] in start.ricoh.

1. **Log in to start.ricoh, and then click [Support].**
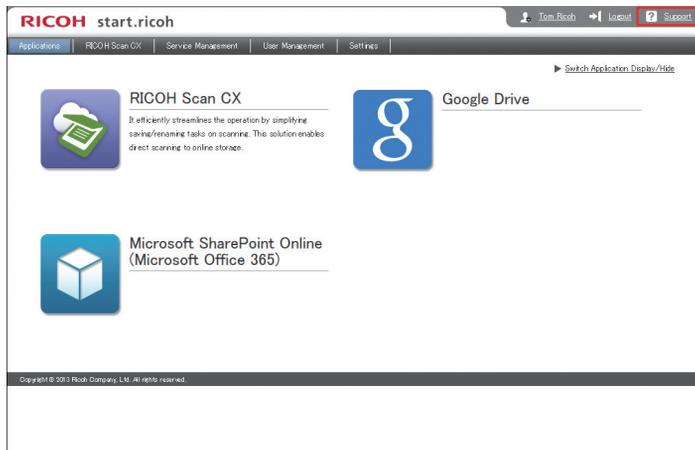
1. **Click [Manual (RICOH Scan CX)].**

MEMO

MEMO

MEMO