Document Scanning and Digitizing with the Ricoh MP

This wiki describes a procedure for scanning documents to a shared folder in PDF format. This procedure is set up to work with the Ricoh Copier/Scanner in CMA 4.140, Office of Student Affairs.

1. Make sure the Ricoh is turned on and click the **Scanner** button

2. Log in using your personal code

3. Choose the **'Folder'** destination type using the touch panel (choices are Email and Folder)

4. Choose the **'OSA Digit'** folder for the scan destination

5. (Optional) **Select Scan Resolution** - the default is 200 DPI, good for text and line art. For higher resolution needs you can select 400 or 600 DPI, better for very small text, if you want to OCR it later.

6. If you want to name the document now, press the **'Select File Type / Filename'** option and enter the file's name.
   You may also wait until the document is scanned in to rename or save it as another format.

You are now ready to scan your first document. You may use either the hopper (up to about 50 pages at a time) or the

document glass (one page at a time with the ability to continue adding single pages to the document during the scan process).

IF YOU ARE USING THE HOPPER

7. place the document to be scanned (all pages will be scanned to the same document) in the input hopper, face up.

8. Press the Start button. All pages in the hopper will be scanned into one document and sent to the folder

Repeat steps 5-8 for additional documents.

IF YOU ARE USING THE DOCUMENT GLASS

7. Place the first page of the document to be scanned on the glass and close the lid

8. Press the Start button. The page will be scanned into a document; a timer will give you 60 secs to put another page on the glass.

Repeat steps 7-8 until you have reached the last page of the document. Press # to finish the scanning process and send the document to the folder.

AFTER SCANNING

9. Open up the destination folder (department_folders/College/Student_Affairs/ScannedDocs) using your Mac or PC. All the documents you scanned will show up as PDF files under ScannedDocs.

10. Open the first scanned file. (You may have already named it in step 6; if not, you may rename it now).

11. You can:

   - **save as** and leave it in PDF format, using an appropriate name for the file based on its contents
   - **save as type Word Doc**, using an appropriate name, etc. This will OCR the document for searching
   - delete the original PDF (recommended)

 12. Folders under department_folders/College/Student_Affairs/ScannedDocs will be created at some point for you to save the renamed (and OCRed, if needed) documents for later retrieval. Please contact Larkin Cummings if you feel there is a need for a folder that does not exist.

Comments/Suggestions

You will alternate between scanning documents to the folder (steps 1-8) and post-processing them (steps 9-11) to save them to a different folder, OCR them for text searching, and/or save them as a different filename or filetype. Your process will be more efficient if you pre-process the documents to be scanned, and attach a Post-It note with, if possible, the destination folder, the document owner/originator, file name and whether the file is to be OCRed after scanning. Whether you scan the documents yourself, or have a workstudy scan them, document preparation will save a lot of time and effort.

If you do not name the files before scanning, they will be assigned a sequential generic filename by the scanner, and you will need to open and review the file in the scanning folder to discover what it is and where it needs to be saved.

Creating useful filenames including: owner last name/initial, type of document/form, and date of document creation, will help in organizing and searching the scanned documents in the future.