

SET UP SCAN TO SMB

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Configuring the computer

Before we can set up the address on the copier, we need to configure a scan folder on the computer.

- 1. Open [File Explorer]
- 2. Select This PC and double click you main HDD [Windows (C:)]



3. Click [New] and select Folder

📁 New folder X +					-	×
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Compared Epotential Monotive Access Database Monotive Access	2 Nove 2 2 2	•	Day weated The balance is margin	~ C	Search Hew folder	٩
> 🐲 Network	·					-

4. Rename the folder Scan

 Name
 Date modified
 Type

 Scans
 2023-05-25 10-43 AM
 File folder

5. Right Click the folder and select [Properties]



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6. Click the [Sharing] tab and then click [Share]

Scans Properties				×		
General Sharing	Security Previ	ous Versions	Customize			
Network File and Fo	lder Sharing					
Scans Not Shar	ed					
Network Path:						
Not Shared						
Share						
Advanced Sharing Set custom permissions, create multiple shares, and set other advanced sharing options.						
Advanced S	sharing					
Password Protection						
People must have to access shared for	a user account olders.	and password	for this computer			
To change this set	ing, use the <u>Ne</u>	twork and Sha	ring Center.			

7. Type *Everyone* and click [Add]. Once added, click [Permissions] and select [Read/Write] and then click [Share]

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	🐤 Share	Cancel
the charge noth and click IDs	m al	
e the share path and click [DC	nej	
Network access		
our folder is shared.		
u can <u>e-mail</u> someone links to these shared items, or <u>copy</u> and	paste the links	into anothe
adividual Items		

9. Click [Close]

8.

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Entering the SMB address

The easiest way to enter the address is via the copiers web connect. You will need the IP address of the copier.

Get the copier IP address

- 1. Press [Menu]
- 2. Select [Utility]



3. Select [Device Information]



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4. Copy down the IPv4 address



Register the SMB Address to the Copier

2.

3.

1. Open a web browser and enter the IPv4 address obtained in the previous step

G Google	x +			
← → C S 192.168.2.150				
Google Chrome isn't your def	ault browser Set as default			
About Store				
	Goode			
	Google			
	Google			
Nick Store	Google			
Click [Store	Address]			
Click [Store	Address]			
Click [Store	Address]			
Click [Store Information ^{Job}	Address Book List			
Click [Store Information Job Address Book Group	Address Book List The other party who wants to transmit data can be registered.			
Click [Store Information Job Address Book Group Program	Address Box List Address Box List The other party who wants to transmit dala can be registered. New Registration			
Click [Store Information Job Address Book Group Program	Address]			
Click [Store Information in Job Address Book Group Program Click [New R	Address Address Direct Print Madress Address Book List The other party who wants to transmit data can be registered. New Registration Registration			
Click [Store Information is do Address Book Group Program Click [New R	Address] New Box Address Book List Address Book List Metre party who wants to transmit data can be registered. New Registration Registration			
Click [Store Information is Job Address Book Group Program Click [New R Job	Address] Merec Print Stores Address Book List The other party who wants to transmit data can be registered. New Registration Registration Registration			
Click [Store Information is dob Address Book Group Program Click [New R Dick [New R	Address Book List			
Click [Store Information Job Address Book Program Click [New R Information Job Address Book Address Book	Address Address Direct Print Direct Print Address Address Book List Registration Registration Address Book List To other party who wants to transmit data can be registered.			

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4. Select SMB and then click [OK]

Information Job	Box Direct Print Address
Address Book	New Registration
► Group	⊖ E-mail
Program	● SMB
Temporary One-Touch	Webow
Subject	O User Box
► Text	0.00
	OK Cancel

- 5. Enter the following information:
 - a. Name Name of the address
 - b. Index The sort index for the address
 - c. Main If you wish to add the address to favorites, click this (recommended)
 - d. Host Address
 - i. You can enter either the IP address of your computer (if it is static). You can find the IP Address by following <u>these steps</u>
 - ii. OR you can enter the hostname obtained when you shared the folder (recommended)
 - Check the Please check to enter host name checkbox
 - Enter the part of the share path between \\ and \ (ComputerName in this example)

Your folder is shared.				
You can e-mail someone links to these shared items, or copy and paste the links into another app.				
Individual Items Scans ComputerName Scans	•			

- 6. Enter the File Path (Scans in this example)
- 7. Enter the User ID for a computer user (REQUIRED)
- 8. Enter the **Password** for that computer user (REQUIRED)

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	Click [OK]				
	Address Book (SMB)				
	No.				
	Use opening number				
	O Direct Input				
	Name	Test SMB			
	Index	-			
	Specify a keyword for address search and display by registered name.				
	Destination Information				
	Host Address	Please check to enter host name.			
		ComputerName			
	File Path	Scans			
	User ID	UserName			
Password					
	Limiting Access to Destinations				
		Display			
		OK Cancel			

If you receive an error message when testing the scan, touch **Job History** on the screen, select the job and touch **Detail**. This should indicate if the issue was a login error or server connect error. Server connect error means that the copier was unable to connect to the computer, either because it couldn't find it, was rejected (firewall or other reason) or the copier is not capable of SMB 2.0. Ports 139 and 445 must be allowed to be open in any firewall. If scanning still does not work after opening the ports, try <u>enabling SMB 1.0</u>

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Get the IP address of your computer

1. Click [Start] and type cmd. In the results, click [Command Prompt]



4. Depending on your computer's configuration and how you connect to the network the copier is on, it could be under either the **Wireless LAN Adapter** or the **Ethernet Adaptor**

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Enable SMB 1.0

If scanning is not working, it is possible the copier is unable to use SMB 2.0. "e" series copiers require a firmware upgrade to be able to use the version of SMB. To temporarily allow scans, you can re-enable SMB 1.0 (note: windows will often disable this when doing updates)

1. Click [Start] and type Control Panel and then click Control Panel



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3. Click **[Turn Windows features on or off]**



4. Check the SMB 1.0/CIFS File Sharing Support checkbox, and then click [OK]



5. Restart your computer

If you have any questions regarding these instructions, please call us at 204-953-0540, email us at <u>bpadmin@bpos.ca</u> or visit our website at <u>www.bpos.ca</u>.



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