



# SET UP SCAN TO SMB

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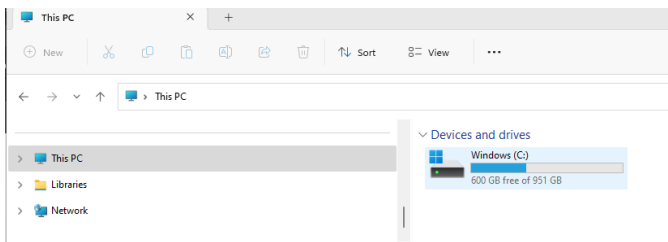
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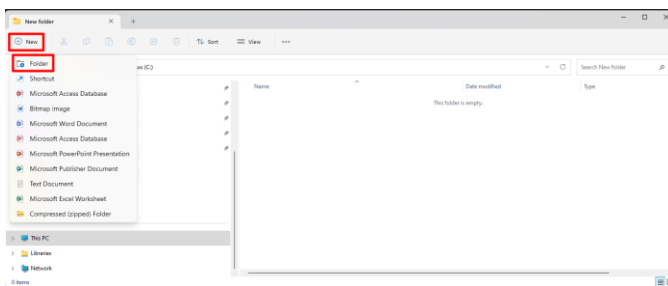
## Configuring the computer

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:)]**



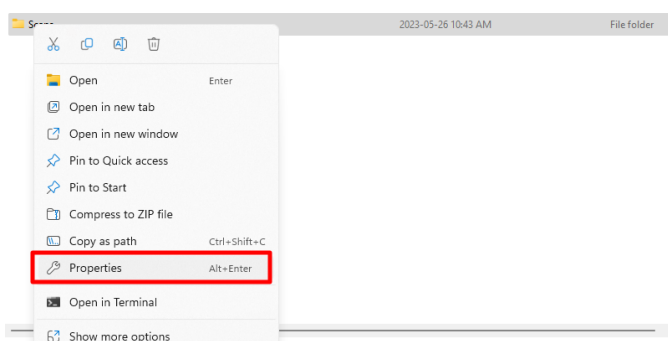
3. Click **[New]** and select ***Folder***



4. Rename the folder **Scan**



5. **Right Click** the folder and select **[Properties]**



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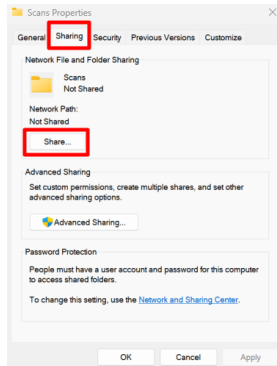
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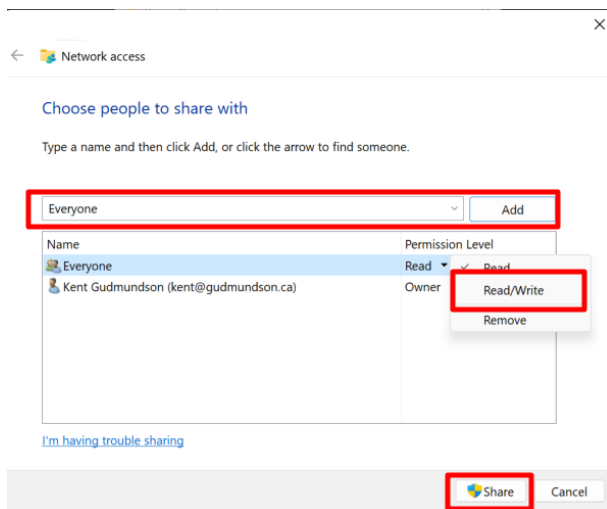
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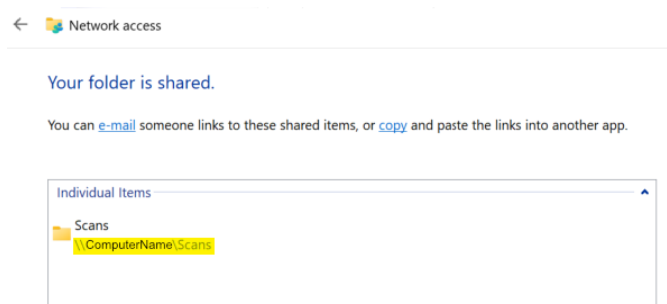
6. Click the **[Sharing]** tab and then click **[Share]**



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



8. Note the share path and click **[Done]**



9. Click **[Close]**

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## Entering the SMB address

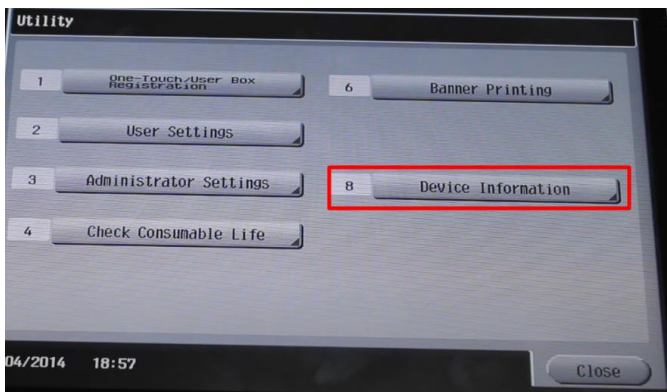
The easiest way to enter the address is via the copiers web connect. You will need the IP address of the copier.

### Get the copier IP address

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



3. Select **[Device Information]**



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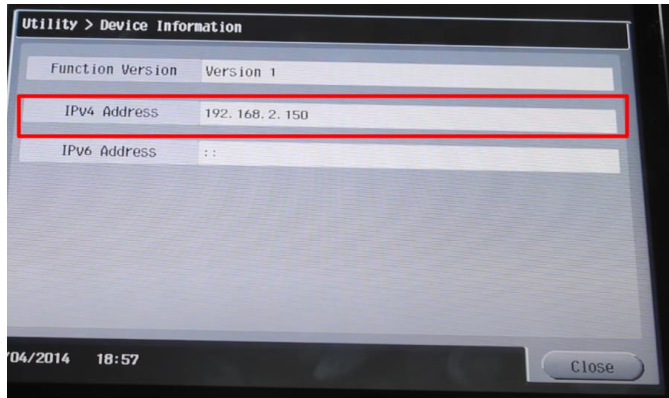
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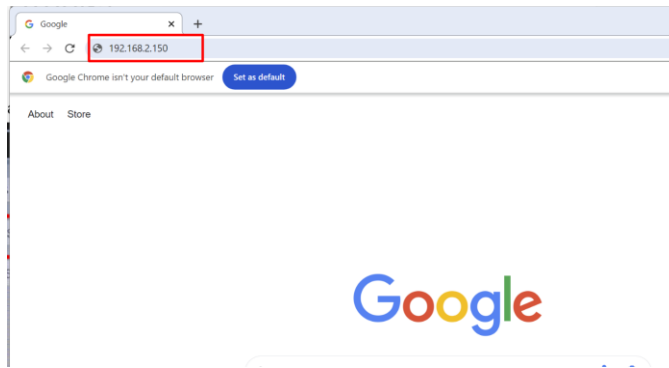


4. Copy down the **IPv4** address

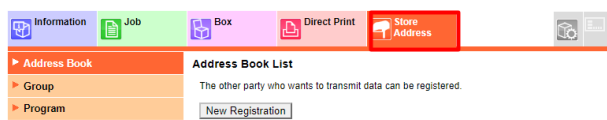


### Register the SMB Address to the Copier

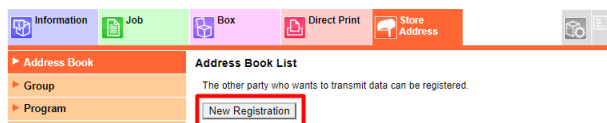
1. Open a web browser and enter the **IPv4 address** obtained in the previous step



2. Click **[Store Address]**



3. Click **[New Registration]**



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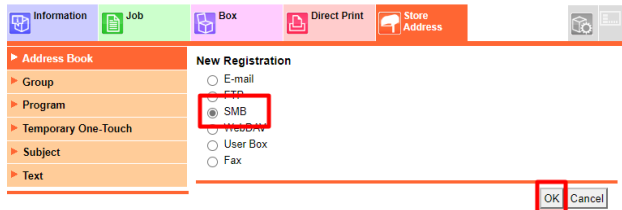
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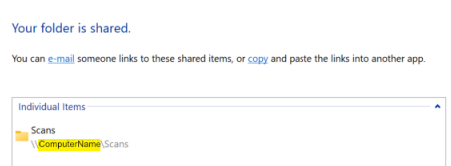


4. Select **SMB** and then click **[OK]**



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 [these steps](#)
  - 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)



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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9. Click [OK]

**Address Book (SMB)**

No.  
 Use opening number  
 Direct Input

Name

Index  
Specify a keyword for address search and display by registered name.  
   
 Main

---

**Destination Information**

Host Address  Please check to enter host name.

File Path

User ID

Password

---

**Limiting Access to Destinations**

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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 [enabling SMB 1.0](#)

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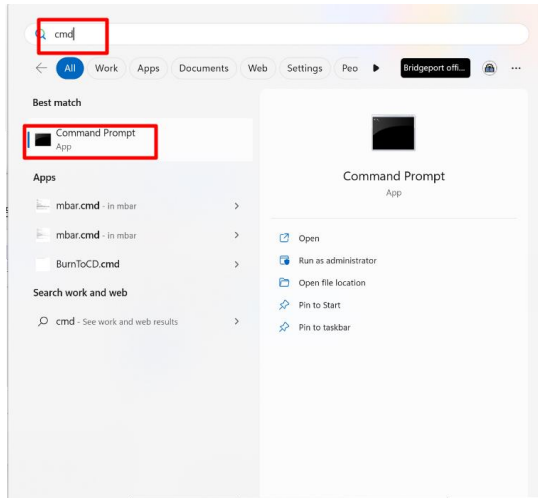
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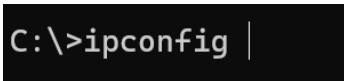


## Get the IP address of your computer

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



2. Type **ipconfig** and press **[Enter]**



3. Look for the IPv4 address

```
Wireless LAN adapter Wi-Fi:
    Connection-specific DNS Suffix . : 
    Link-local IPv6 Address . . . . . : fe80::...
    IPv4 Address. . . . . : 192.168.1.100
    Subnet Mask . . . . . : 255.255.255.0
    Default Gateway . . . . . : 192.168.1.1

Ethernet adapter Bluetooth Network Connection:
    Media State . . . . . : Media disconnected
    Connection-specific DNS Suffix . : 

Ethernet adapter vEthernet (Default Switch):
    Connection-specific DNS Suffix . : 
    Link-local IPv6 Address . . . . . : fe80::...
    IPv4 Address. . . . . : 172.17.0.1
    Subnet Mask . . . . . : 255.255.240.0
    Default Gateway . . . . . :
```

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**

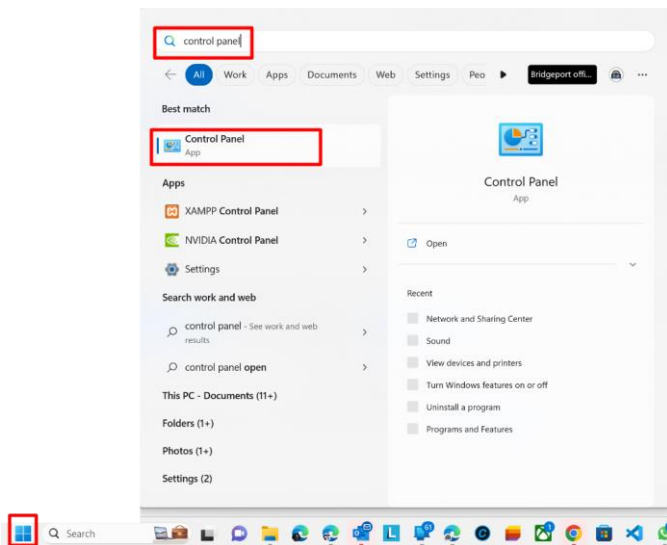




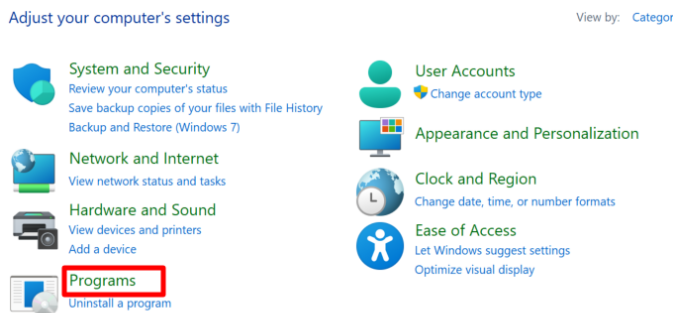
## Enable SMB 1.0

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**



2. Click **[Programs]**



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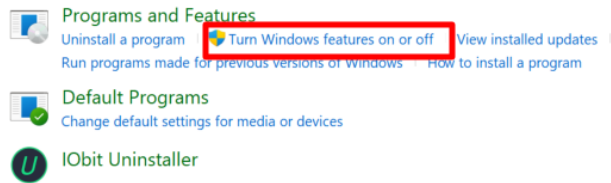
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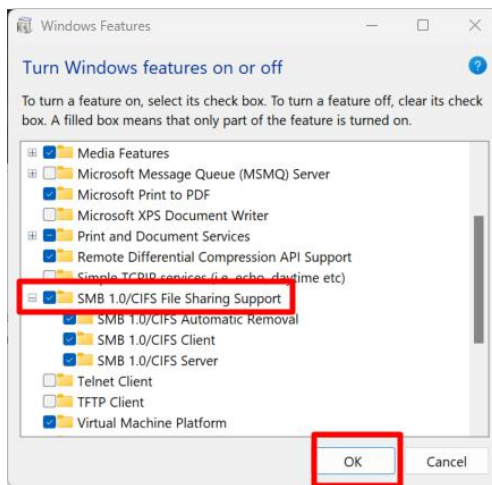
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3. Click **[Turn Windows features on or off]**



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 [bpadmin@bpos.ca](mailto:bpadmin@bpos.ca) or visit our website at [www.bpos.ca](http://www.bpos.ca).



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