



Setting up SMB (Scan to Folder) Address

Scanning directly to your computer has some advantages over scanning to email. You do not have the file size restrictions that scan to email has, the scan never leaves your network and because it goes from scanner to your computer directly, it is usually much faster than scan to email. However, because the scanner needs to log into the computer to save the file, this can be a little more difficult to set up.

We suggest that the scan folder be used only to receive the files, and not to save the files permanently. The scans should be moved out of the scan folder and filed into an un-shared folder on your computer.

Prepare the computer

Before you can send to the computer, you need to prepare the computer to receive the scan. *These instructions are for Windows 10, however other Windows OS will be similar.*

Create the shared folder

We will be creating the shared folder in the root drive, however if you wish to have these files uploaded to Dropbox or OneDrive, you can create the folder inside the cloud share folder. However, we recommend that the scans folder be used only to receive the file and not to store the file.

- 1. Click Start
- 2. Click My Documents









5. Click Home

6. Click New Folder

Alternatively you can right click an empty area of the window, and select New->Folder

| File Home | 5 | View Driv | e Tools | | | | | | | |
|-----------------------------|--------|--|--------------|--------------|--------|--------|----------|---------|----------------------------|--------|
| Pin to Quick Copy access | Paste | 🖌 Cut 🖙 Copy path 🖻 Paste shortcut | Move to - | Copy to - | Delete | Rename | New | | em * ccess * | Proper |
| Cli | pboard | | | Org | anize | | | New | | |
| Desktop | T | Intel | | | | 20 | 22-05-28 | 3:46 PM | File | folder |
| 👆 Downloads | 1 | PerfLogs | | | | 20 | 19-12-07 | 3:14 AM | File | folder |
| Documents | * | Program File | es | | | 20 | 22-06-01 | 2:40 AM | File | folder |
| Pictures | 1 | Program File | es (x86) | | | 20 | 22-06-01 | 2:40 AM | File | folder |
| BPOS-IT | | Users | | | | 20 | 22-05-28 | 3:05 PM | File | folder |
| Music | | Windows | | | | 20 | 22-06-01 | 2:40 AM | File | folder |
| 📑 Videos | | | | | | | | | | |
| OneDrive | | | | | | | | | | |

7. Name the new folder Scans

| inetpub | 2022-05-28 8:38 PM | File folder |
|---------------------|---------------------|-------------|
| Intel | 2022-05-28 3:46 PM | File folder |
| PerfLogs | 2019-12-07 3:14 AM | File folder |
| Program Files | 2022-06-01 2:40 AM | File folder |
| Program Files (x86) | 2022-06-01 2:40 AM | File folder |
| Users | 2022-05-28 3:05 PM | File folder |
| Windows | 2022-06-01 2:40 AM | File folder |
| Scans | 2022-06-03 10:58 AM | File folder |
| | | |

8. Click the new Scans folder ONCE to select it

| inetpub | 2022-05-28 8:38 PM | File folder |
|---------------------|---------------------|-------------|
| Intel | 2022-05-28 3:46 PM | File folder |
| PerfLogs | 2019-12-07 3:14 AM | File folder |
| Program Files | 2022-06-01 2:40 AM | File folder |
| Program Files (x86) | 2022-06-01 2:40 AM | File folder |
| Users | 2022-05-28 3:05 PM | File folder |
| Windows | 2022-06-01 2:40 AM | File folder |
| Scans | 2022-06-03 10:58 AM | File folder |
| | | |

9. Right click and select Give access to -> Specific people

| Scans | 2022.05.02.10.50.AM. File folder |
|-------|--|
| | Open Open in new window Pin to Quick access Paste with permissions Scan with VIPRE |
| | Give access to |
| | Restore previous versions Include in library Pin to Start |
| | |

Bridgeport Office Solutions

43 Speers Road

Winnipeg, Manitoba R2J 1M2 (204) 953-0540 (P) | (204) 953-0549 (F) | <u>bpadmin@bpos.ca</u> (E) | www.bpos.ca





10. Enter the user the copier will use to log in and save the file (if it is not already entered and selected) and click **Add**

If you do not have an account set up that the copier can use, you can <u>create a new account</u> just for the copier

| | - 🗆 × |
|--|---------------------------|
| Network access | |
| Choose people on your network | to share with |
| Type a name and then click Add, or click the | he arrow to find someone. |
| | |
| Copier | |
| Name | Permission Level |
| 🛃 K2 (k2@bpos.ca) | Owner |
| | |
| | |
| | |
| | |
| | |
| I'm having trouble charing | |
| THE HAVING COUDIC SHALLING | |
| The naving crouble sharing | |

11. Under *Permission Level* for the user, select **Read/Write**



12. Click Share







13. Make note of the **share name and path** as this will be used to configure the address on the copier then click **Done**

| 2 Network access | | |
|---|---|------|
| Your folder is shared. | | |
| You can <u>e mail</u> someone links to these shared items, or | copy and paste the links into another app | ь. — |
| Individual Items | | • |
| Scans \\PC-NAME\Scans | | |
| | | |
| | | |
| | | |
| Show me all the network shares on this computer. | | |
| | | |

14. Your computer is now configured to accept scans





Create a copier user

If you are unable to use an existing account for the copier on your computer, you can create a new one specifically for the copier. *This will require administrative privileges*.

- 1. Click Start
- 2. Click Settings



3. Click on Accounts



4. Click Family & other users







5. Click Add someone else to this PC

| Other users |
|--|
| Allow people who are not part of your family to sign in with their own accounts. This won't add them to your family. |
| + Add someone else to this PC |

6. Click I don't have this person's sign-in information



7. Click Add a user without a Microsoft account







8. Enter the desired **username** (we use copier), **password** and complete the three security questions and then click **Next**

| copier | |
|---|----------|
| Aake it secure. | |
| ••••• | |
| ••••• | |
| n case you forget your password | |
| What was your first pet's name? | ~ |
| dog | |
| What's the name of the city where you were | born? 🗸 |
| Nowhere | |
| With the state of the site of the second | nts me 🗸 |
| what's the name of the city where your pare | |

9. The new account has been created with local access







Set up the Scan to Folder address on the copier

You will need to know the IP address of your copier. If you do not know it, you can find it by pressing **Menu** then selecting **Utility->Device Information**. You will need the IPv4 address.

- 1. Open a web browser and enter the IP address of the copier in the address bar and press enter
 - a. If you receive a message about privacy or security, click **advanced** and then click **Continue to xxx.xxx.xxx (unsafe)**



HOME HOME HOME HOME HOME HOME Case Sensitive Case Sensitive Direct Print

3. Click Address Book



4. Click New Registration

| The other pa | rty who wants to transmit d | ata can be registered. | | | |
|---------------|------------------------------|--------------------------|-------------------|--------|--|
| Search from | Function | SMB | | • | |
| Search Method | | Search by number. | Search by number. | | |
| Search by nu | imber. | 1-50 | | • Go | |
| New Regis | tration | ettings Check Connection | Edit | Delete | |
| No | Eunction | × Name × | S/MIME | | |





- 5. For Search from Function, select SMB
- 6. Give your address a **Name**
- 7. Select the **Search Index**
- 8. If you want the address to show up on the Favorites (main screen), check the Favorite checkbox
- 9. Check the **Please check to enter host name** check box and then Enter your computers **Host** Address

Scans

10. Ener the File Path

Scans \\PC-NAME\<mark>Scans</mark>

- 11. Enter the Username and Password
- 12. Click OK
- 13. The address is now registered for scan to folder

| 5 Search from Function | SMB - |
|---|---|
| No. | |
| Use opening number | |
| O Input directly | |
| 6 Name | Copier |
| Sort Character | Copier |
| Index | |
| Specify a keyword for address search and display by registered name. | |
| | |
| | 8 Favorite |
| Destination Information | |
| Host Address | Please check to enter host name. |
| 9 | PC-NAME |
| | Check Connection |
| 10 File Path | Scans |
| ~ | Host Name Search |
| User ID | Copier |
| Password | ® |
| | Reference |
| Limiting Access to Destinations | |
| Apply Levels to Destinations | |
| Set direct Reference Allowed Leve | el |
| 0 | - |
| | |
| | Cancel |
| Bridgepo 43 | rt Office Solutions Speers Road |
| Winnipeg. | Manitoba R2J 1M2 |

(204) 953-0540 (P) | (204) 953-0549 (F) | <u>bpadmin@bpos.ca</u> (E) | www.bpos.ca