6. Scan

This chapter describes frequently used scanner functions and operations. For the information not included in this chapter, see Scan⊚ on the supplied CD-ROM.

## Basic Procedure When Using Scan to Folder

⭐**Important**

- Before performing this procedure, refer to "Preparation for Sending by Scan to Folder", Scan⊚ and confirm the details of the destination computer. Also refer to "Registering Folders", Connecting the Machine/ System Settings, and register the address of the destination computer to the address book.

1. Press the [Home] key on the top left of the control panel, and press the [Scanner] icon on the [Home] screen.
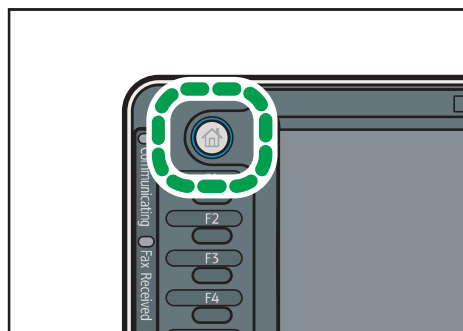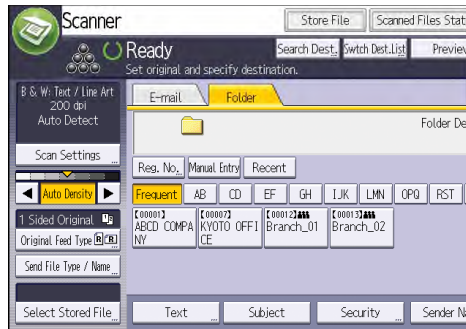

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2. Make sure that no previous settings remain.

   If a previous setting remains, press the [Reset] key.

3. Press the [Folder] tab.
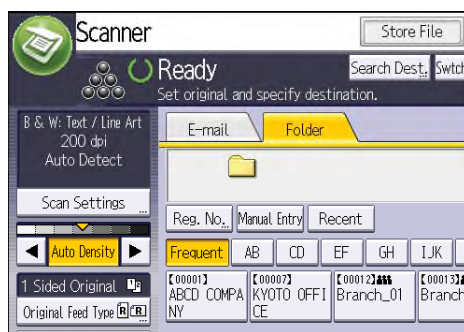
4. Place originals.

5. If necessary, specify the scan settings according to the original to be scanned.

Example: Scanning the document in color/duplex mode, and saving as a PDF file.

- Press [Scan Settings], and then press [Full Color: Text / Photo] in the [Original Type] tab.

- Press [Original Feed Type], and then press [2 Sided Original].

- Press [PDF] under [Send File Type / Name].

6. Specify the destination.

You can specify multiple destinations.

7. Press the [Start] key.

Creating a Shared Folder on a Computer Running Windows/Confirming a Computer's Information

The following procedures explain how to create a shared folder on a computer running Windows, and how to confirm the computer's information. In these examples, Windows 7 Ultimate is the operating system, and the computer is a member in a network domain. Write down the confirmed information.

Step 1: Confirming the user name and computer name

Confirm the user name and the name of the computer you will send scanned documents to.

1. On the [Start] menu, point to [All Programs], then [Accessories], and then click on [Command Prompt].

2. Enter the command "ipconfig/all", and then press the [Enter] key.

3. Confirm the name of the computer.

The computer's name is displayed under [Host Name].

You can also confirm the IPv4 address. The address displayed under [IPv4 Address] is the IPv4 address of the computer.

4. Next, enter the command "set user", and then press the [Enter] key. (Be sure to put a space between "set" and "user".)

5. **Confirm the user name.**

The user name is displayed under [USERNAME].

Step 2: Creating a shared folder on a computer running Microsoft Windows

Create a shared destination folder in Windows and enable sharing. In the following procedure, a computer which is running under Windows 7 Ultimate and participating in a domain is used as an example.

⭐ Important

- You must log in as an Administrators group member to create a shared folder.
- If "Everyone" is left selected in step 6, the created shared folder will be accessible by all users. This is a security risk, so we recommend that you give access rights only to specific users. Use the following procedure to remove "Everyone" and specify user access rights.

1. **Create a folder, just as you would create a normal folder, in a location of your choice on the computer.**

2. **Right-click the folder, and then click [Properties].**

When using Windows XP, right-click the folder, and then click [Sharing and Security].

3. **On the [Sharing] tab, select [Advanced Sharing...].**

When using Windows XP, on the [Sharing] tab, select [Share this folder].

Proceed to step 5.

4. **Select the [Share this folder] check box.**

5. **Click [Permissions].**

6. **In the [Group or user names:] list, select "Everyone", and then click [Remove].**

7. **Click [Add...].**

8. **In the [Select Users or Groups] window, click [Advanced...].**

9. **Specify one or more object types, select a location, and then click [Find Now].**

10. **From the list of results, select the groups and users you want to grant access to, and then click [OK].**

11. **In the [Select Users or Groups] window, click [OK].**

12. **In the [Groups or user names:] list, select a group or user, and then, in the [Allow] column of the permissions list, select either the [Full Control] or [Change] check box.**

Configure the access permissions for each group and user.

13. **Click [OK].**

6

Step 3: Specifying access privileges for the created shared folder

If you want to specify access privileges for the created folder to allow other users or groups to access the folder, configure the folder as follows:

1. **Right-click the folder created in step 2, and then click [Properties].**

2. **On the [Security] tab, click [Edit...].**

3. **Click [Add...].**

4. **In the [Select Users or Groups] window, click [Advanced...].**

5. **Specify one or more object types, select a location, and then click [Find Now].**

6. **From the list of results, select the groups and users you want to grant access to, and then click [OK].**

7. **In the [Select Users or Groups] window, click [OK].**

8. **In the [Groups or user names:] list, select a group or user, and then, in the [Allow] column of the permissions list, select either the [Full Control] or [Change] check box.**

9. **Press [OK] twice.**

Registering an SMB Folder

1. **Press the [User Tools/Counter] key.**

2. **Press [Address Book Mangmnt].**

3. **Check that [Program / Change] is selected.**

4. **Press [New Program].**

5. **Press [Change] under "Name".**

   The name entry display appears.

6. **Enter the name, and then press [OK].**

7. **Press [▼Next].**

8. **Press the key for the classification you want to use under "Select Title".**

The keys you can select are as follows:

- [Frequent]: Added to the page that is displayed first.

- [AB], [CD], [EF], [GH], [IJK], [LMN], [OPQ], [RST], [UVW], [XYZ], [1] to [10]: Added to the list of items in the selected title.

You can select [Frequent] and one more key for each title.

9. **Press [Auth. Info], and then press [▼Next].**

10. **Press [Specify Other Auth. Info] on the right side of "Folder Authentication".**

When [Do not Specify] is selected, the SMB User Name and SMB Password that you have specified in "Default User Name / Password (Send)" of File Transfer settings are applied.

11. **Press [Change] under "Login User Name".**

12. **Enter the login user name of the destination computer, and then press [OK].**

13. **Press [Change] under "Login Password".**

14. **Enter the password of the destination computer, and then press [OK].**

15. **Enter the password again to confirm, and then press [OK].**

16. **Press [Folder].**

17. **Check that [SMB] is selected.**

18. **Press [Change] or [Browse Network], and then specify the folder.**

To specify a folder, you can either enter the path manually or locate the folder by browsing the network.

19. **Press [Connection Test] to check the path is set correctly.**

20. **Press [Exit].**

   If the connection test fails, check the settings, and then try again.

21. **Press [OK].**

22. **Press [Exit].**

23. **Press the [User Tools/Counter] key.**

Locating the SMB folder manually

1. **Press [Change] under "Path".**

2. **Enter the path where the folder is located.**

   For example: if the name of the destination computer is "User", and the folder name is "Share", the path will be \\User\Share.
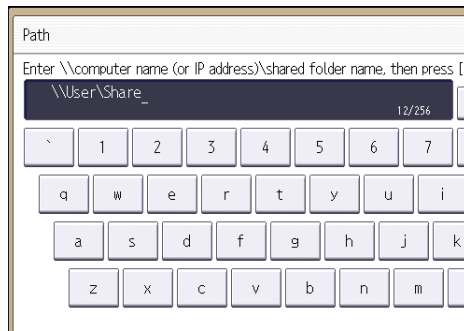
   If the network does not allow automatic obtaining of IP addresses, include the destination computer's IP address in the path. For example: if the IP address of the destination computer is "192.168.0.191", and the folder name is "Share", the path will be \\192.168.0.191\Share.
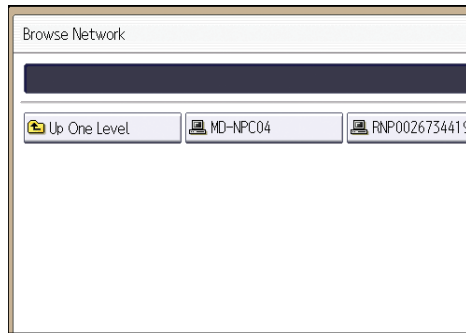
3. **Press [OK].**

   If the format of the entered path is not correct, a message appears. Press [Exit], and then enter the path again.

Locating the SMB folder using Browse Network

1. **Press [Browse Network].**

   The client computers sharing the same network as the machine appear.

   Network display only lists client computers you are authorized to access.

2. **Select the group that contains the destination computer.**

3. **Select the computer name of the destination computer.**

Shared folders under it appear.

You can press [Up One Level] to switch between levels.

4. **Select the folder you want to register.**

5. **Press [OK].**

Deleting an SMB Registered Folder

1. **Press the [User Tools/Counter] key.**

2. **Press [Address Book Mangmnt].**

3. **Check that [Program / Change] is selected.**

4. **Select the name whose folder you want to delete.**

Press the name key, or enter the registered number using the number keys.

You can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

5. **Press [Folder].**

6. **Press the protocol which is not currently selected.**

A confirmation message appears.

7. **Press [Yes].**

8. **Press [OK].**

9. **Press [Exit].**

10. **Press the [User Tools/Counter] key.**

Entering the Path to the Destination Manually

1. **Press [Manual Entry].**
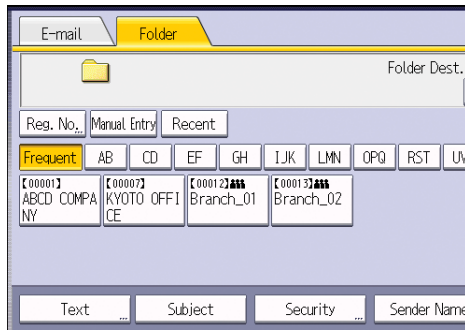
2. **Press [SMB].**
3. **Press [Manual Entry] on the right side of the path field.**
4. **Enter the path for the folder.**

   In the following example path, the shared folder name is "user" and the computer name is "desk01":

   \\desk01\user

5. **Press [OK].**
6. **Depending on the destination setting, enter the user name for logging in to the computer.**

   Press [Manual Entry] to the right of the user name field to display the soft keyboard.

7. **Depending on the destination setting, enter the password for logging in to the computer.**

   Press [Manual Entry] for the password to display the soft keyboard.

8. **Press [Connection Test].**

   A connection test is performed to check whether the specified shared folder exists.

9. **Check the connection test result, and then press [Exit].**
10. **Press [OK].**