

6. Scan

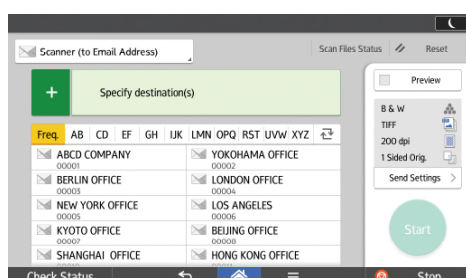
This chapter describes frequently used scanner functions and operations. For information not included in this chapter, see Scan available on our website.

Basic Procedure When Using Scan to Folder

★ Important

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

📱 When Using the Scanner Application



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About how to use the application's screen, see page 78 "[Scanner] Screen".

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 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], click [Accessories], and then click [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. 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 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.

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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].
3. On the [Sharing] tab, click [Advanced Sharing...].
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, Computers, Service Accounts, 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, Computers, Service Accounts, or Groups] window, click [OK].
12. In the [Group 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].


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, Computers, Service Accounts, 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, Computers, Service Accounts, 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 [Modify] check box.
9. Click [OK].

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Registering an SMB Folder

1. Press [Home] () at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [Address Book Management] icon.
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.

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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".

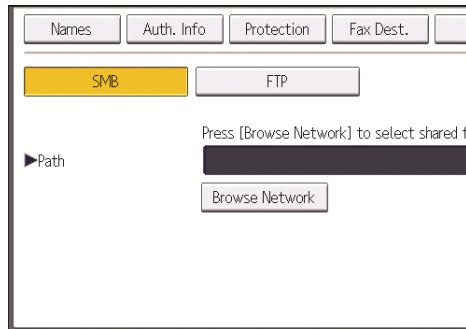
12. Enter the login user name of the destination computer, and then press [OK].

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].**

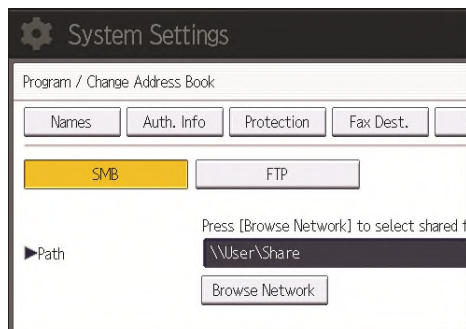
If the connection test fails, check the settings, and then try again.

21. Press [OK].**22. Press [User Tools] (⚙️) on the top right of the screen.****23. Press [Home] (🏠) at the bottom of the screen in the center.**

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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].

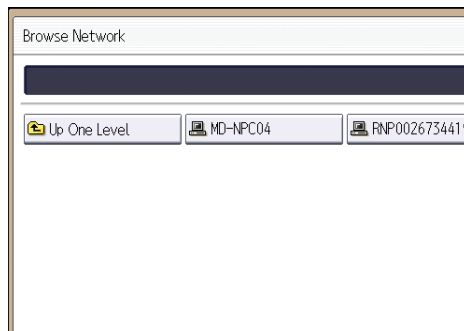
The client computers sharing the same network as the machine appear.

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 [Home] (🏠) at the bottom of the screen in the center.

2. Flick the screen to the left, and then press the [Address Book Management] icon.

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

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

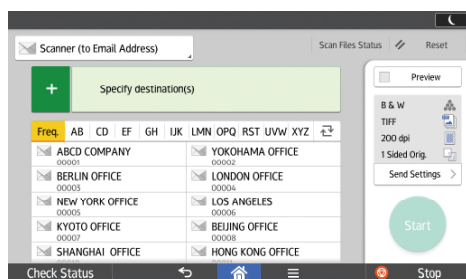
Press the name key, or enter the registered number using the number keys.

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 [User Tools] (⚙️) on the top right of the screen.
10. Press [Home] (🏠) at the bottom of the screen in the center.

Entering the Path to the Destination Manually

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About how to use the application's screen, see page 78 "[Scanner] Screen".