



Scan to Folder Setup Tool for SMB v1.0 Software Information

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Revision History

Date	Version	Page	Item
09/27/2017	0927		First release
10/02/2017	1002	5	1.2.Supported Environment, Languages The language of Portuguese (Portugal) was deleted.
11/06/2017	1106	4	1.Overview, The contents about an address book edit restriction were added to a notes.

1. Overview

The Scan to Folder Setup Tool for SMB simplifies the setup process for sending scanned images to a folder via the SMB protocol.

The tool can perform the following procedures for sending scanned images to a PC folder via SMB:

- **Create a shared folder on a PC to receive images**

Using this tool, users can create a new folder on the desktop or browse to an existing folder of their choosing. The newly created folder is automatically set as a shared folder.

- **Set the created folder as a destination on the MFP**

The computer name and shared name of the created folder is easily registered to the MFP address book during the procedure.

- * To use the tool, Admin privileges on the current PC is required.
- * Admin privileges on the MFP is also required when user authentication is enabled.
- * On the models supporting Address book edit restriction, if editing is restricted on the MFP edits made with the tool will not be applied to the MFP.



1.1. Background

The setup process to send scanned data from an MFP to a PC via SMB was deemed to be too complicated by customers. The Scan to Folder Setup Tool for SMB was developed to simplify SMB Setup. With this tool, a shared folder can be easily created on a PC.

Note: A user can still setup and manage folder settings from the MFP manually if they so desire.

1.2. Supported Environment

OS: Windows Vista, Windows 7, Windows 8, Windows 8.1, Windows 10

Languages: English, Japanese, German, Italian, Spanish, Portuguese, Simplified Chinese, Traditional Chinese

1.3. Target Users

Primary target: General users unfamiliar with PC

Secondary target: Admin users

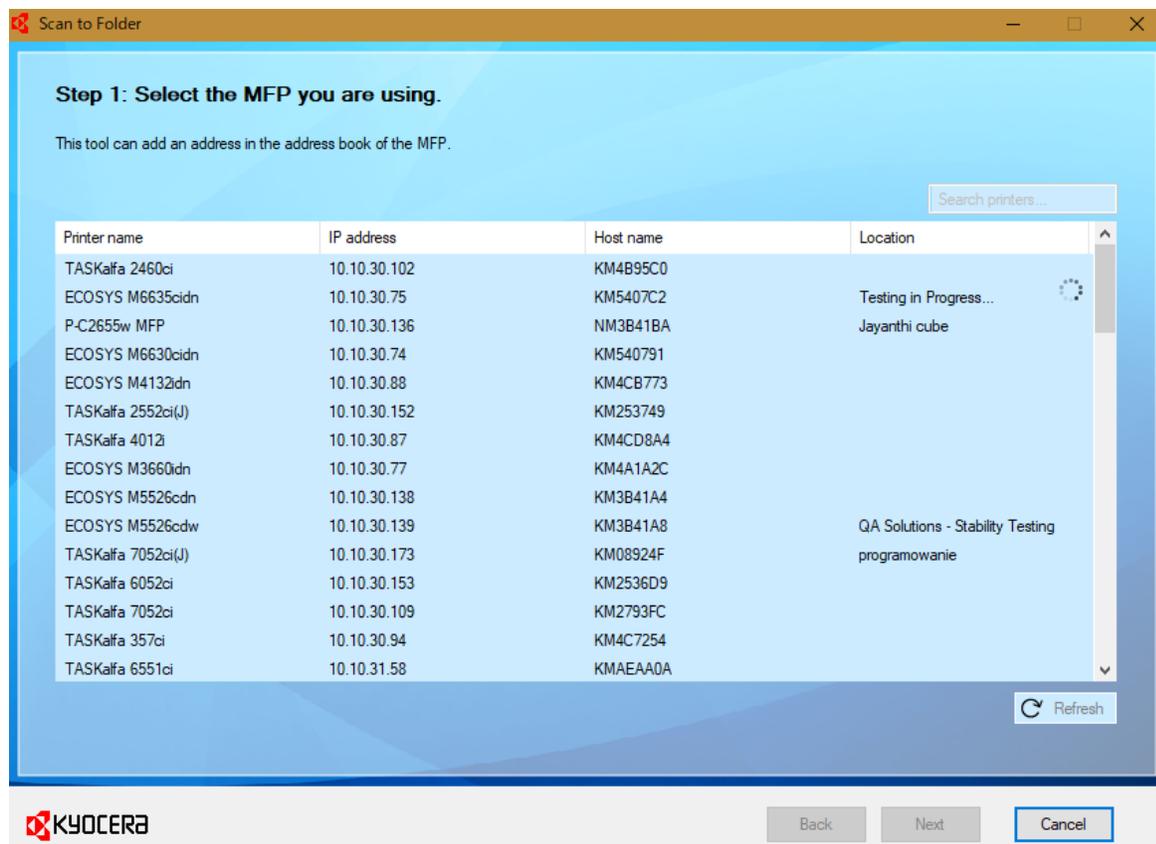
2. Features

2.1. Device Discovery

When the Scan to Folder Setup Tool for SMB is launched, it lists all the MFPs connected to the same network.

On the **“Step 1: Select the MFP you are using”** screen, select an MFP to use for scanning.

Clicking the **[Refresh]** button will update the list with the latest information on all the MFPs connected to the same network.



If an MFP has the user authentication feature enabled, accessing it will launch its login authentication screen. A user can access the MFP by entering a user name and password with Admin privileges on the screen shown below.

Scan to Folder

If the printer has user authentication, you need to prepare Administrator credentials.
Please login with an Administrator user name and password.

User name:

Password:

2.2.Add a new address

On the “**Step 2: Add an address to the address book of the MFP that you selected**” screen, the address book of the MFP selected by a user is displayed in a list format. On this screen a user can add a new address to the address book of the MFP.

The **[Add]** button allows a user to add a new address.

By clicking the **[Refresh]** button, the most recent updated information of the MFP’s address book is displayed.

Scan to Folder

Step 2: Add an address to the address book of the MFP that you selected.

Selected MFP: ECOSYS M6635cidn
IP address: 10.10.30.75

Search address...

No.	Name	Host name
0001	test	HIRO-7-LBS
0002	test2	HIRO-7-LBS

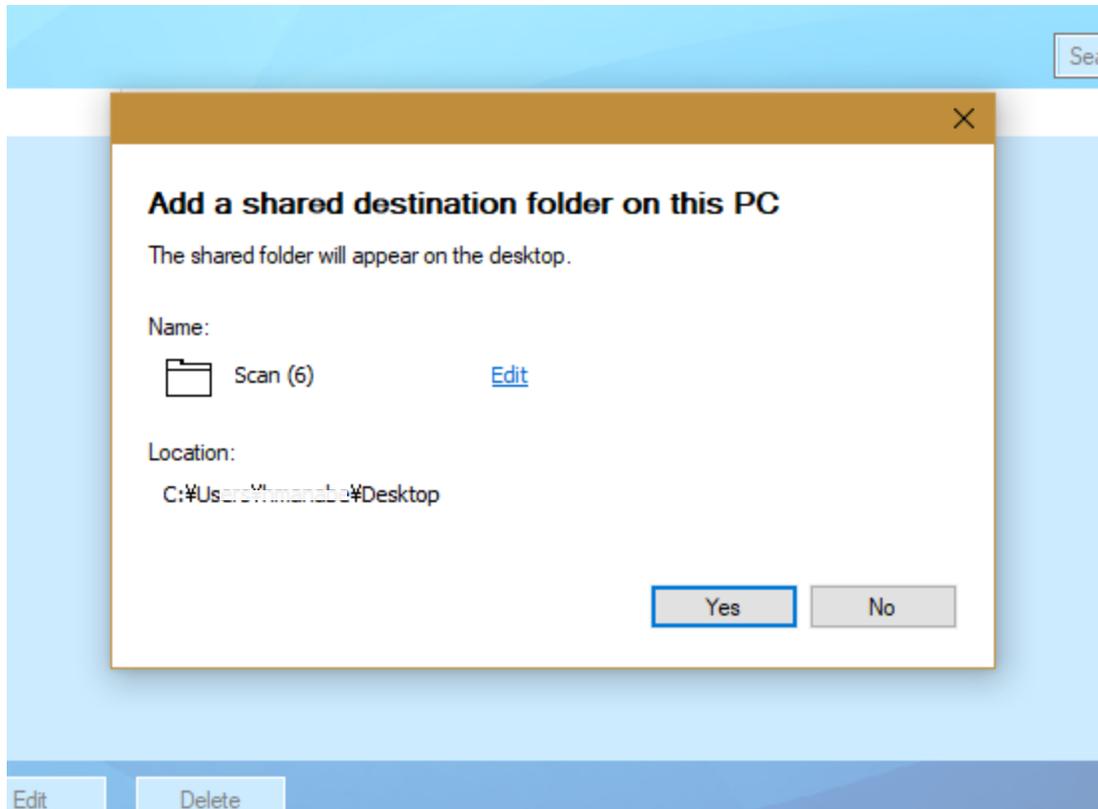
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2.2.1. Create a new folder

A user can create a new folder with a default folder name called "scan" on the users PC desktop by selecting **[Yes]** in the "Add a shared destination folder on this PC" window.

The **[Edit]** link allows the user to change the folder name.

* When a new folder is created, a new address associated with the folder is also added to the address book of the MFP.



* Enter PC information

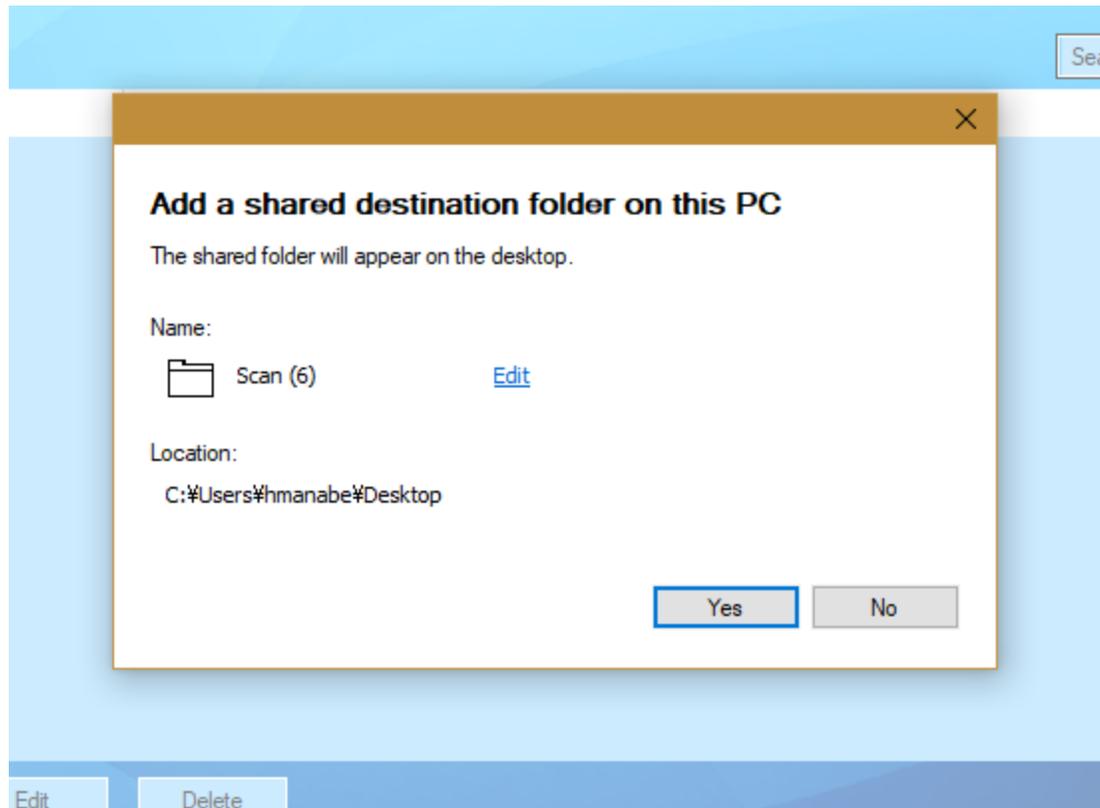
In the “**Enter information from your PC**” window, a user is prompted to enter information about the current PC. The information entered here is registered to the address book of the MFP as an address.

Item	Description
Name	A name to be displayed in the address book.
Destination folder	The path to the shared folder. (The name of destination folder which is created as default is shown.) ※ To receive scanned images to an existing shared folder on the current PC, refer to the “Select an existing folder” section in this document.
User name	The user name on the PC. (The currently logged in user name.)
Password	The password corresponding to the currently logged in user name (Optional)

* A host name or a destination folder name can include 2-byte characters, but only supported MFP models can process it correctly. (For the models supporting 2-byte characters in host or destination folder names, see Limitations section.)

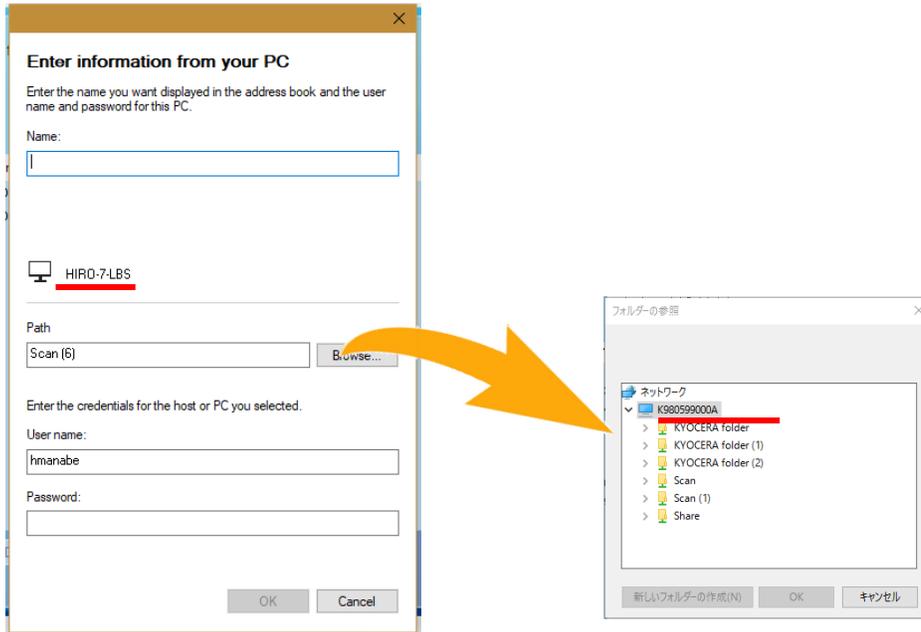
2.2.2. Select an existing folder

A user can select an already shared folder on the PC, instead of creating a new folder on the desktop. To do so, click the **[No]** button in the "Add a shared destination folder on this PC" window.



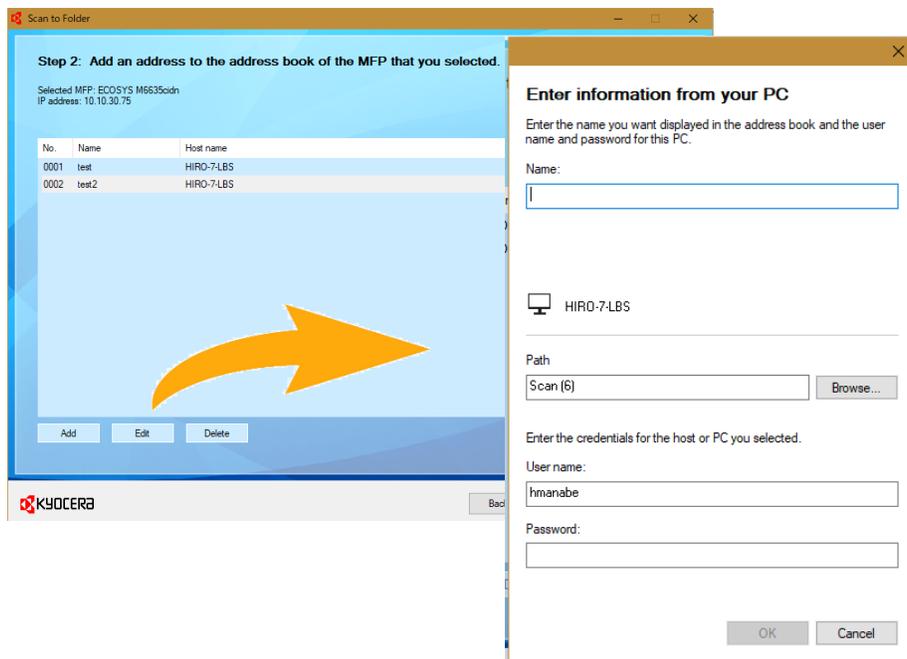
*** Enter PC information**

A user can select a PC from all the PCs connected to the same network segment by clicking the **[Browse...]** button in the "Enter information from your PC" window, then a shared folder can be specified.



2.3.Edit existing addresses

In the "Add an address to the address book of the MFP that you selected" screen, highlight an existing address and press **[edit]**



3. Supported Models

All models which have SMB sending feature Starting from G1000 and later.