

[-] Preparation for Sending by Scan to Folder

To send scanned files by Scan to Folder, you must first perform the following:

- Check the device is properly connected to the network
- Configure the network settings in **[System Settings]**
- Configure the necessary settings in **[Scanner Features]**
- Creating a shared folder on a computer running Windows/Confirming a computer's information
- Creating a shared folder on a computer running Mac OS X/Confirming a computer's information

Note

- You can create the shared folder under Windows XP/Vista/7, Windows Server 2003/2003 R2/2008/2008 R2, and Mac OS X 10.2 or later.
- Files can be sent by SMB in NetBIOS over TCP/IP environments only. Files cannot be sent by SMB in NetBEUI environments.

[-] Checking the device is properly connected to the network

Check that this device is properly connected to the network.

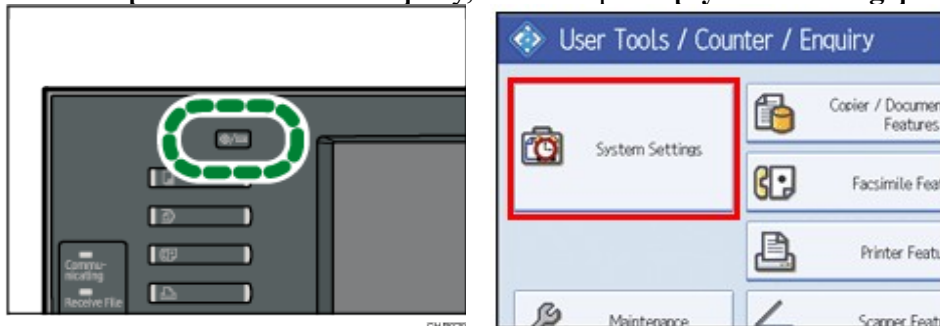
[-] Configuring the network settings in [System Settings]

Configure each item of the network settings in **[System Settings]** according to your environment and how you will be using the device. If the device is already connected to a network and ready to print, no additional configuration is required.

The following procedure explains connecting this device to an IPv4 network using Ethernet cable.

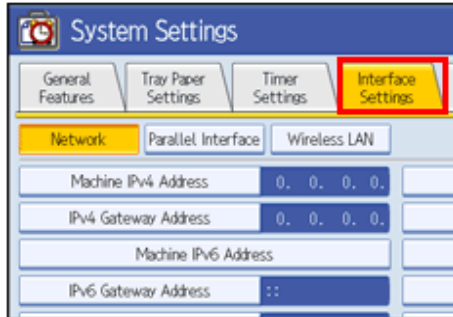
Note that the settings you must configure will vary depending on your operating environment.

1. Press the **[User Tools/Counter]** key, and then press **[System Settings]**.



The System Settings screen appears.

2. Press the **[Interface Settings]** tab.



3. Press **[Machine IPv4 Address]** to specify the device's IPv4 address.
To specify a static IPv4 address for this device, press **[Specify]**, and then enter the IPv4 address and subnet mask.
To obtain an IPv4 address from a DHCP server automatically, press **[Auto-Obtain (DHCP)]**.
4. Press **[IPv4 Gateway Address]**, and then enter the IPv4 gateway address.
5. Press **[Effective Protocol]**, and then make **[IPv4]** active.
6. Press **[Exit]** twice.

Note

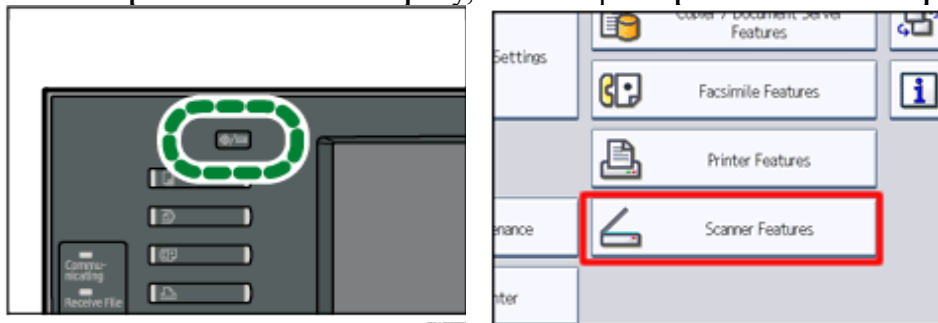
- If an extended wireless LAN board (optional) is installed, press **[LAN Type]** on the **[Interface Settings]** tab, then press **[Ethernet]**, and then configure the network settings.

[-] Configure the necessary settings in [Scanner Features]

Using **[Scanner Features]**, you can make or change various settings related to the scanner function, such as compressing scan data or printing the scanner journal. Configure the scanner settings according to your environment and how you will be using the device.

This section explains how to display the Scanner Features screen.

1. Press the **[User Tools/Counter]** key, and then press **[Scanner Features]**.



The Scanner Features screen appears.

2. Press the **[General Settings]**, **[Scan Settings]**, **[Send Settings]**, or **[Initial Settings]** tabs and configure the relevant settings on those tabs.

[-] 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 XP Professional is the operating system, and the computer is a member in a network domain.

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]**.
The command prompt window opens.
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 **[IP 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]**.

Note

- Depending on the operating system or security settings, it might be possible to specify a user name that does not have a password assigned. However, we recommend that for greater security you select a user name that has a password.

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 XP Professional 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 5, 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 **[Sharing and Security]**.
 3. On the **[Sharing]** tab, select **[Share this folder]**.
 4. Click **[Permissions]**.
 5. In the **[Group or user names:]** list, select "Everyone", and then click **[Remove]**.
 6. Click **[Add]**.
 7. In the **[Select Users or Groups]** window, click **[Advanced]**.
 8. Specify one or more object types, select a location, and then click **[Find Now]**.
 9. From the list of results, select the groups and users you want to grant access to, and then click **[OK]**.
 10. In the **[Select Users or Groups]** window, click **[OK]**.
 11. 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.
 12. Click **[OK]**.
 13. Select the **[Security]** tab, and then configure the access permissions.
Add to the list the groups and users whom you want to grant access to, and then configure the access permissions for each. The procedure is the same as the procedure explained in steps 6 through 11.
 14. Click **[OK]**.

Note

- If you are creating a shared folder for the first time on this computer, you must enable the file sharing function.
- To register a shared folder in the device's address book, you need the computer's IP address or computer name, and the user name and password of a user who has

access permissions for the shared folder.

[-] Creating a shared folder on a computer running Mac OS X/Confirming a computer's information

The following procedures explain how to create a shared folder on a computer running Mac OS X, and how to confirm the computer's information. Mac OS X 10.5 is used in these examples.

Step 1: Creating a shared folder on a computer running Mac OS X

Important

- You must log in as an administrator to create a shared folder.
1. Create the folder that you want to send scan files to.
 2. On the Apple menu, click **[System Preferences]**.
 3. Click **[Sharing]**.
 4. Select the **[File Sharing]** check box.
 5. Click **[Options]**.
 6. Select the **[Share files and folders using SMB.]** check box.
 7. Select the account that will be used to access the shared folder.
 8. If the **[Authenticate]** screen appears, enter the password for the account, click **[OK]**, and then click **[Done]**.
 9. Under the **[Shared Folders:]** list, click **[+]** (new).
 10. Select the folder you have created, and then click **[Add]**.
 11. Make sure that the permissions for the user who will access this folder are set to **[Read&Write]**.

Note

- To register a shared folder in the device's address book, you need the computer's IP address, and the user name and password of a user who has access permissions for the shared folder.

Step 2: Confirming the computer's name and the user name Confirm the computer name and the user name for the computer you will send scanned documents to.

1. On the Apple menu, click **[About This Mac]**.
The **[About This Mac]** window appears.
2. Click **[More Info...]**.
The computer's information screen appears.
3. In the **[Contents]** pane, select **[Software]**, and then confirm the computer name and user name under "System Software Overview".
The computer name is displayed under **[Computer Name]**.
The user name is displayed under **[User Name]**.

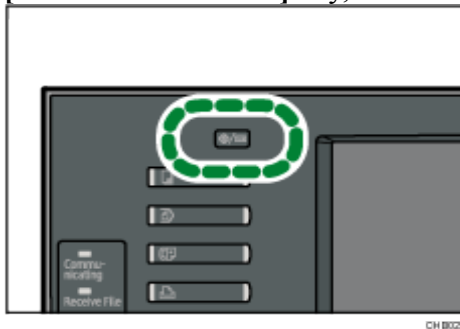
Note

- Depending on the operating system or security settings, you might be able to specify a user name that does not have a password assigned. However, we recommend that you select a user name that has a password.
- To confirm the IP address: on the Apple menu, click **[System Preferences]**, and then click **[Network]** on the System Preferences window. Then click **[Ethernet]**.
The address displayed in the IP address field is the IP address of the computer.

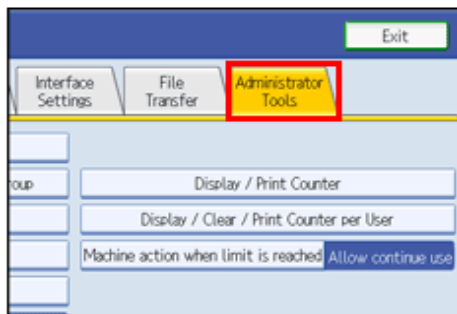
[-] Registering Destination Folders in the Address Book

You can register the addresses of frequently-used destination folders in the address book. This section explains how to register destination folders in the address book.

1. **[User Tools/Counter]** key, and then press **[System Settings]**.



2. **[Administrator Tools]** tab.



3. **[Address Book Management]**.
4. **[New Program]**, and then enter necessary information.

You can register the e-mail address in groups.

5. [Exit] twice.



Note

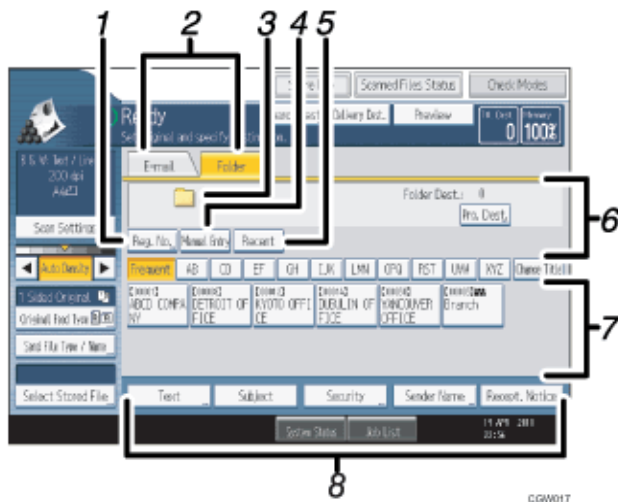
- You can register entries in the address book using Web Image Monitor.

[-] Scan to Folder Screen

This section explains the screen layout when sending scan files Scan to Folder.

The function items displayed serve as selector keys. You can select or specify an item by pressing it.

When you select or specify an item on the display panel, it is highlighted like . Keys that cannot be selected appear like .



1. **[Reg. No.]**

Press this key to specify a destination using a five-digit registration number.

2. **E-mail / Folder**

Press these tabs to switch between the E-mail screen and Scan to Folder screen.

Switch the screen also when sending the same files by both e-mail and Scan to Folder.

3. **Scan to Folder icon**

Shows that the Scan to Folder screen is displayed.

4. **[Manual Entry]**

To specify destinations not registered in the address book, press this key to display the soft keyboard, and then enter the address of the destination folder.

5. **[Recent]**

Press this key to select destinations that have been recently specified using **[Manual Entry]**. If there are multiple recent destinations, press **[▲]** or **[▼]** to scroll through them.

6. **Destination field**

The specified destination appears.

If more than one destination has been specified, press **[▲]** or **[▼]** to scroll through the destinations.

7. **Destination List**

The list of destinations registered in the device appears.

If all of the destinations cannot be displayed, press [▲] or [▼] to switch the screen.

The (👤) symbol indicates a group destination.

8. **[Text] [Subject] [Security] [Sender Name] [Receipt Notice]**

Enter the message and specify the subject, e-mail security (encryption and a signature), sender, and whether or not to use Message Disposition Notification. The entries will be used for e-mail transmission when sending files simultaneously by Scan to Folder and e-mail.

