

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.

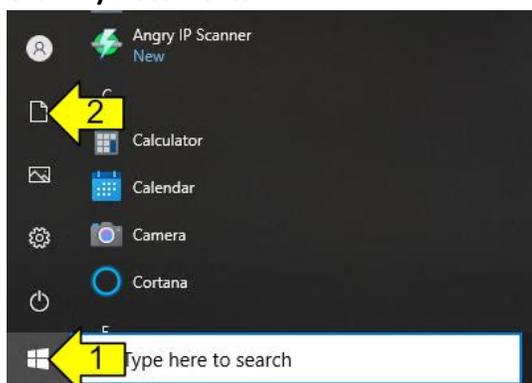
Prepare the computer

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**



3. Click **This PC**
4. Open your local volume (Usually C:)



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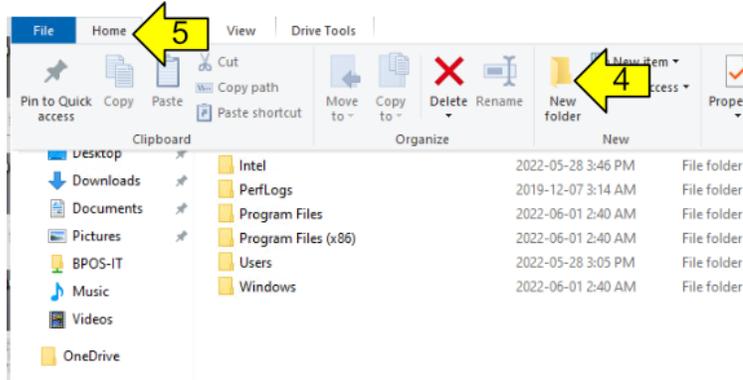
Winnipeg, Manitoba R2J 1M2

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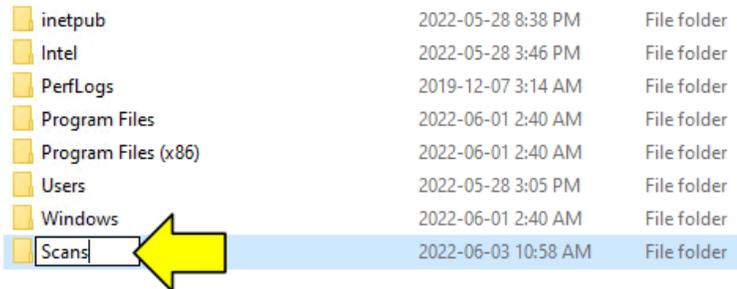
5. Click **Home**

6. Click **New Folder**

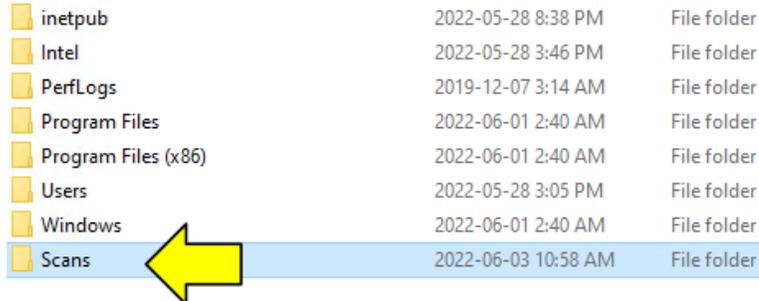
*Alternatively you can right click an empty area of the window, and select **New->Folder***



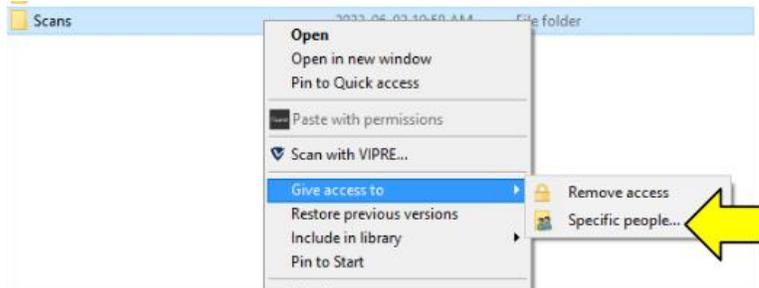
7. Name the new folder **Scans**



8. Click the new Scans folder ONCE to select it



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



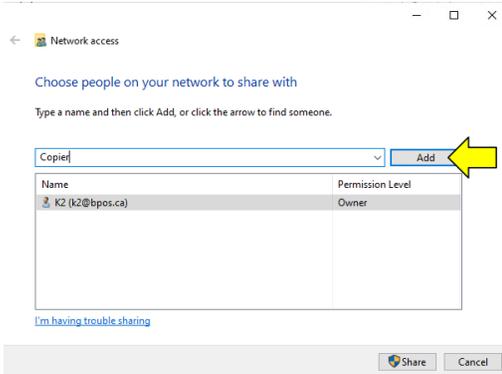
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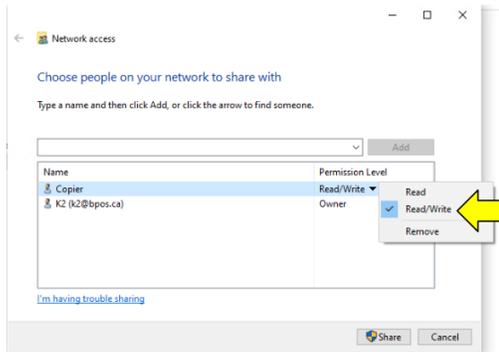
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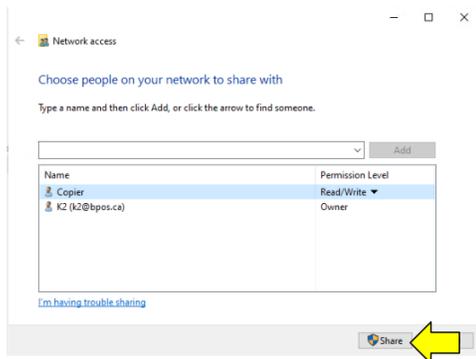
10. Enter the user the copier will use to log in and save the file (if it is not already entered and selected) and click **Add**
If you do not have an account set up that the copier can use, you can [create a new account](#) just for the copier



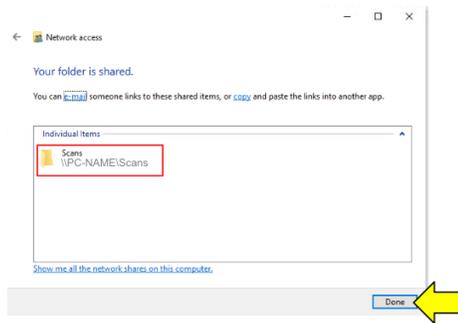
11. Under *Permission Level* for the user, select **Read/Write**



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**

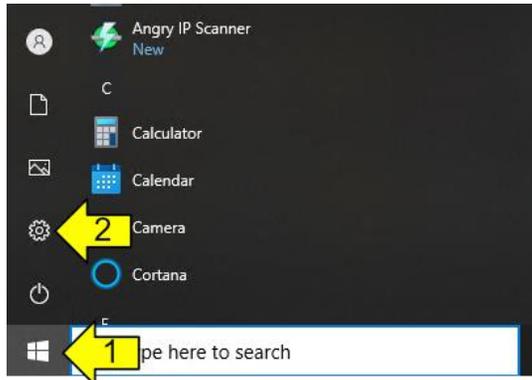


14. Your computer is now configured to accept scans

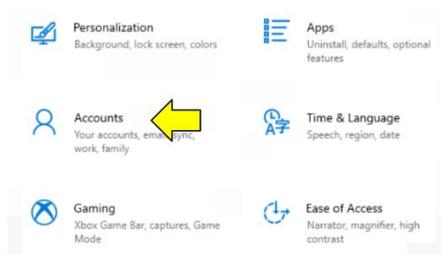
Create a copier user

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**.*

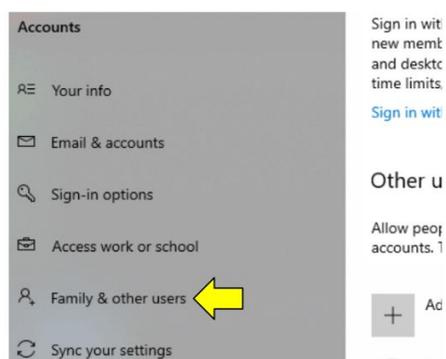
1. Click **Start**
2. Click **Settings**



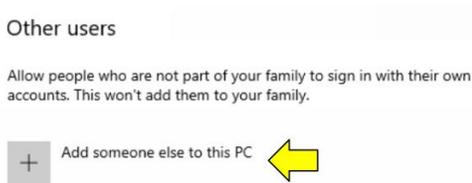
3. Click on **Accounts**



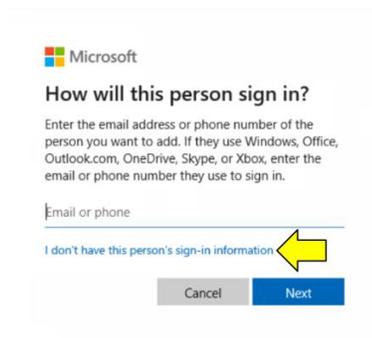
4. Click **Family & other users**



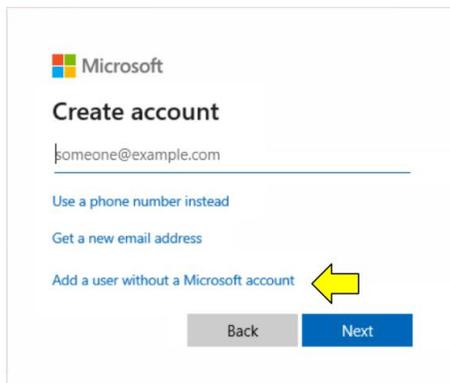
5. Click **Add someone else to this PC**



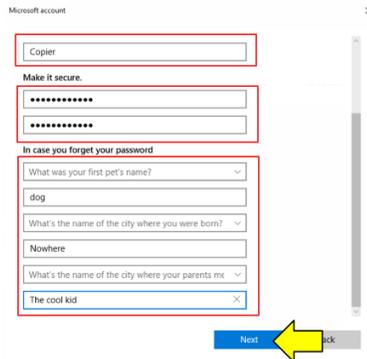
6. Click **I don't have this person's sign-in information**



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**



Microsoft account

Copier

Make it secure.

In 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

What's the name of the city where your parents me

The cool kid

Next

9. The new account has been created with local access

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.

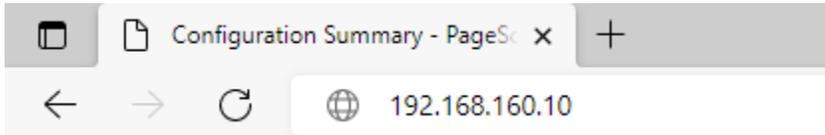
+ Add someone else to this PC

👤 Copier
Local account

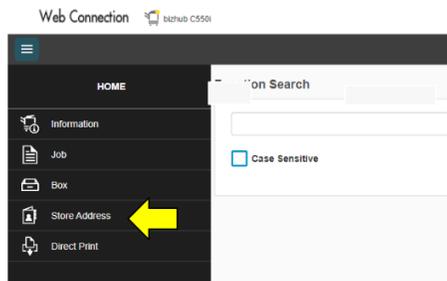
Set up the Scan to Folder address on the copier

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.

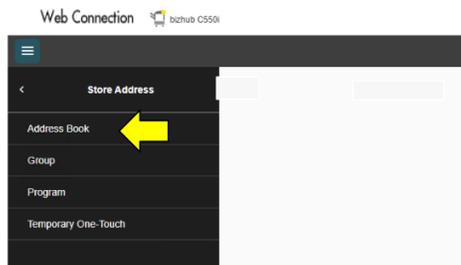
1. Open a web browser and enter the IP address of the copier in the address bar and press enter
 - a. If you receive a message about privacy or security, click **advanced** and then click **Continue to xxx.xxx.xxx.xxx (unsafe)**



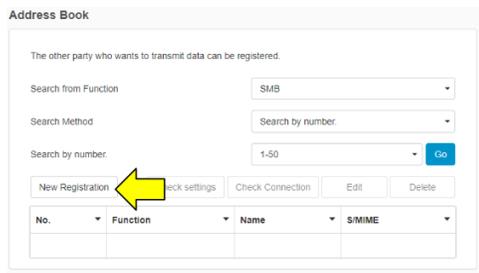
2. Click **Store Address**



3. Click **Address Book**



4. Click **New Registration**



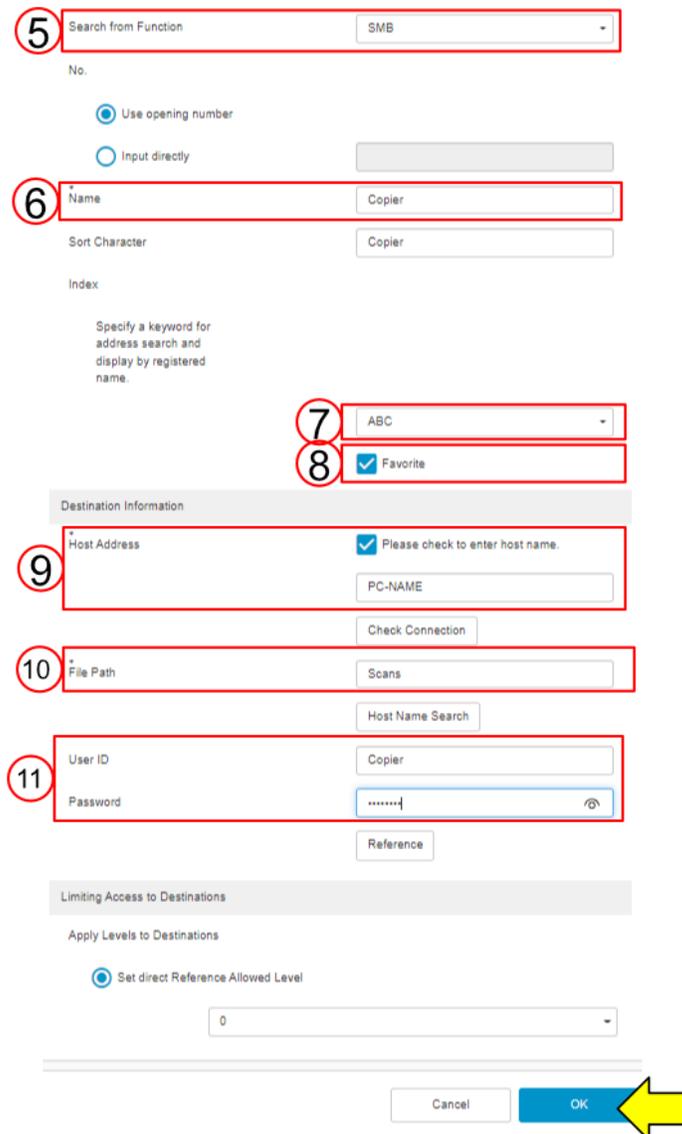
5. For *Search from Function*, select **SMB**
6. Give your address a **Name**
7. Select the **Search Index**
8. If you want the address to show up on the Favorites (main screen), check the **Favorite** checkbox
9. Check the **Please check to enter host name** check box and then Enter your computers **Host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

Scans
WPC-NAME\Scans

10. Enter the **File Path**

Scans
WPC-NAME\Scans

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
 Input directly

6 Name Copier

Sort Character Copier

Index

Specify a keyword for address search and display by registered name.

7 ABC

8 Favorite

Destination Information

9 Host Address Please check to enter host name.
PC-NAME

Check Connection

10 File Path Scans

Host Name Search

11 User ID Copier

Password

Reference

Limiting Access to Destinations

Apply Levels to Destinations

Set direct Reference Allowed Level

0

Cancel OK

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