



Scan to SMB – Bizhub 7222/28/35

Full instructions can be found in *Chapter 6 – Using the Scanner Functions* in the *Network Setup and Scanner Operations User's Guide*

Set up the SMB Defaults

Before adding an SMB scan address, you will most likely want to change the default file format from *TIFF* to *PDF*. If you WANT a TIFF file to be scanned, then you can skip this step.

1. Press the **[Copy]** key
2. Press the **[Help]** key
3. Touch **[Key-Open Mode]**
4. Touch **[Scanner]**
5. Touch **[Initial Setting]**
6. Use the **↑** and **↓** buttons to select the desired item
7. **To Change the Default Screen (Email, FTP, SMB)**
 - a. Use the arrows to select **[Main Menu Display]**
 - b. Touch **[Edit]** until your desired default is displayed
8. **To Change the Default File Format**
 - a. Use the arrows to select **[File Form Default]**
 - b. Touch **[Edit]** until your desired default is displayed (PDF)
9. Touch **[Return]** three times

Obtain the IP address of the MFP

The simplest way to add an address is from the PC. In order to do this, you will require the IP address of the MFP.

1. Press the **[Copy]** key
2. Press the **[Help]** key
3. Touch **[Network]**
4. Touch **[TCP/IP Setup]**
5. Write down the IP address under *IP Address (192.168.x.x)*
6. Touch **[Cancel]**
7. Touch **[Return]** two times



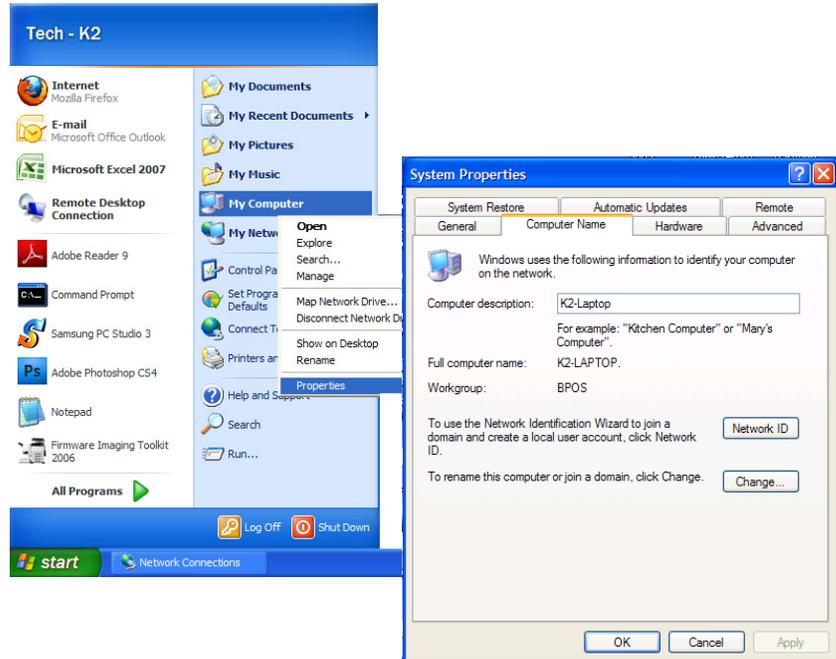
Get your Computer's Name

In order to set up a SMB scan address, we need the *Hostname* of the computer we will be scanning to.

Windows XP

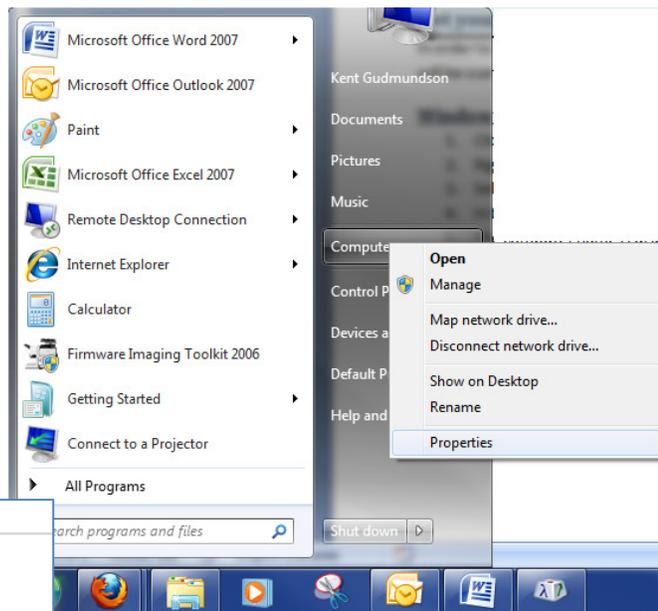
1. Click **[Start]**
2. Right-Click **[My Computer]**
3. Select **[Properties]**
4. In the *System Properties* box, click the **[Computer Name]** tab
5. The computer name is displayed beside **Full Computer Name:**
6. Write down the computer name and click **[Cancel]**

*** **NOTE** *** the MFP CANNOT use a computer name with a special character (.,:' etc)



Windows 7

1. Click **[Start]**
2. Right-Click **[My Computer]**
3. Select **[Properties]**
4. The computer name is displayed below **Computer name, domain, and workgroup settings**
5. Click the red X box in the upper right hand corner to close the box



Computer name, domain, and workgroup settings

Computer name:	Service-2
Full computer name:	Service-2.bpos.local
Computer description:	

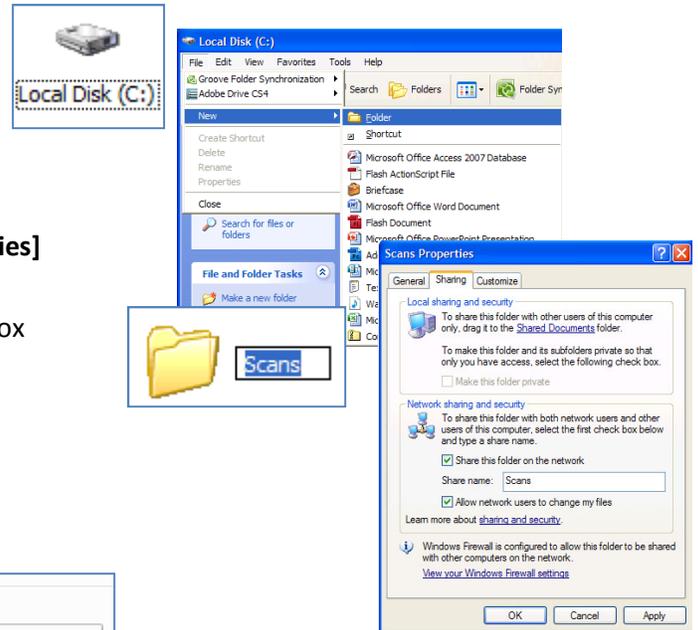


Set up the folder to scan to

The MFP requires a shared folder on the PC's Hard Disk Drive to save to.

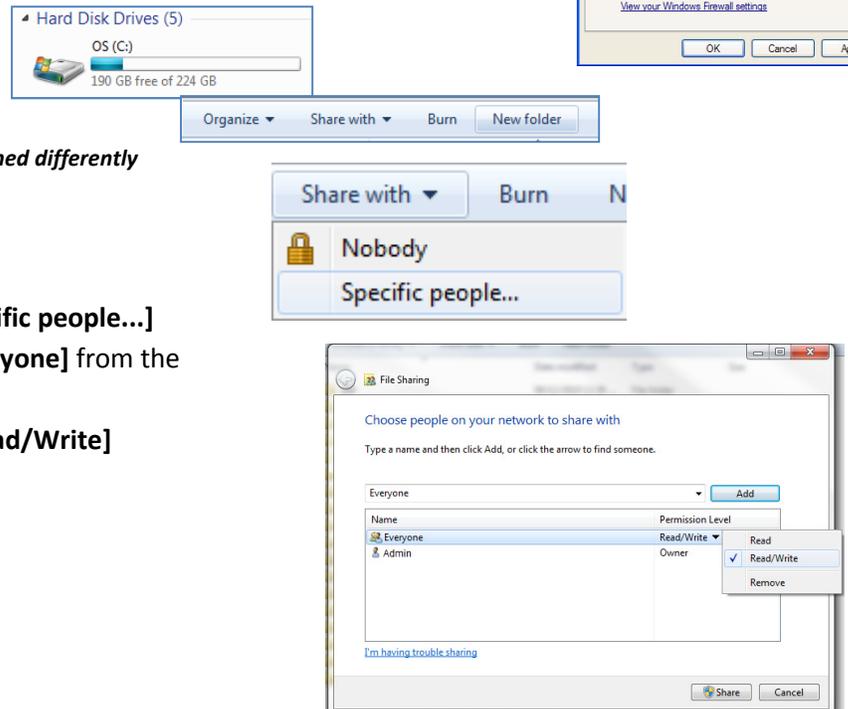
Windows XP

1. Click **[Start]**
2. Click **[My Computer]**
3. Double-Click **[Local Disk (C:)]**
****NOTE*** Your Local Drive may be named differently*
4. Click **[File]**
5. Select **[New]->[Folder]**
6. Name the folder **Scans**
7. Right click the new **Scans** folder and select **[Properties]**
8. In the **Scans Properties** box, click the **[Sharing]** tab
9. Click the **[Share this folder on the network]** checkbox
10. Ensure the share name is **Scans**
11. Click the **[Allow network users to change my files]** checkbox
12. Click **[OK]**



Windows 7

1. Click **[Start]**
2. Click **[My Computer]**
3. Double-Click **[OS (C:)]**
****NOTE*** Your Local Drive may be named differently*
4. Click **[New Folder]**
5. Name the folder **Scans**
6. Click on the new **Scans** folder
7. Click **[Share with]** and select **[Specific people...]**
8. In the **File Sharing** box, select **[Everyone]** from the dropdown menu and click **[Add]**
9. Under **Permission Level**, select **[Read/Write]**
10. Click **[Share]**
11. Click **[Done]**





Add SMB Address to the MFP

Now that we have gathered all the information and set up the scans shared folder, we can input an address into the MFP. There are two ways to do this: Via the MFP control panel and via the PC

Add SMB address via PC

1. Open up your web browser and enter the IP address you got earlier into the address bar
 *** Note *** if you get a "popup" warning, click [options] and select [Allow pop-up's], then refresh the page
2. In the MFP Browser window (the popup), click **[Address Book]**
3. Enter the password (sysadm) and click **[Apply]**
4. At the top part of the screen, click the **[PC(SMB)]** link
5. Enter the required information:
 - a. *Name*: name of the scan address
 - b. *Character to search*: The first character of the name
 - c. *Host Name*: The name of the computer
 - d. *Folder*: the shared folder you set up pc (Scans)
 - e. *User Name*: the username to login to the computer
 *** NOTE *** the username **MUST** have admin privlages
 - f. *Password*: The password for the computer
 - g. *Enter a No.* (address location number)
6. Click **[Entry]**
7. Click **[Back]**
8. The address is now registered

KONICA MINOLTA

Main Page
 Printer Status
 Network Setup
 Printer Setup
Address Book
 About
 Help

Address Book Configuration
 (Key operator password)
 Password: *****
 Apply Clear

- [Abbr. Dial](#)
- [Group Dial](#)
- [Program](#)
- [E-Mail Address](#)
- [E-Mail Subject](#)
- [E-Mail Message Body](#)
- [FTP](#)
- [PC\(SMB\)](#)
- [Import/Export](#)
- [Initialize Parameter](#)

PC(SMB) registration

Name	Test Scan	(Max.Character:24)
Character to search	T-	
Host Name	Demo-PC	(Max.Character:15)
Folder	Scans	(Max.Character:254)
User Name	demo	(Max.Character:63)
Password	*****	(Max.Character:63)
No.	1	(1-256)

Entry Clear
 List



Add SMB address via the MFP control panel

1. Press [**Scan/Server**]
2. Touch [**Entry**]
3. Touch [**PC(SMB) Register**]
4. Enter the required information
 - a. *Profile:* Enter the desired address name
 - b. *Host Name:* Enter the computers name
 - c. *Folder:* Enter the shared folder (Scans)
 - d. *User Name:* Enter the User Name for the computer
***** NOTE *** the username MUST have admin privileges**
 - e. *Password:* Enter the computers password
5. Select the [**Character to Search**]
6. Touch [**Entry**]
7. Touch [**Back**] two times
8. Address is now entered

2004/01/12 16:18 | Select transmission method
Manual input is available | Address 000# 001
MEMORY 100%

RADF | **E-Mail** | **FTP** | **PC (SMB)** | **JOB LIST**

File name Scan0039 | **ADD >>** | ADDRESS LIST

Address select | A- | D- | G- | J- | M- | P- | T- | W- | No.etc | ORIGINAL MODE

ENTRY | Registration/Edit Menu | Select item | APPLICATION

E-Mail | FTP | PC(SMB)

E-Mail Register | FTP Register | **PC(SMB) Register** | STORE

Address list | Address list | Address list

Subject | ENTRY | PC(SMB) regi./edit | PC(SMB) registration/edit

Msg. Bod

No. 001 | Name Hocker

Host Name Hocker

Folder /manuals/PushScan

User Name ScannerUser | Password **** | **ENTRY**

Character to search | A- | D- | G- | J- | M- | P- | T- | W- | No.etc | BACK