Setting up a shared folder for scan to SMB

Windows XP/Server 2003

1. Double-click on 'My Computer',

2. Double-click on the hard drive you wish to place your new folder.

3. Right-click and select new > folder and name the folder appropriately (e.g. my scans).

4. Right-click on the new folder and choose 'Sharing and Security'.

5. Choose the 'Sharing' tab and check the boxes next to 'Share this folder on the network' and 'allow network users to change my files.' If there is a 'permissions' option instead, click that and set to full control for 'everyone'.

6. Click Apply and OK on both windows.

Vista/Windows 7/Server 2008

1. Right-click on 'Network' in Windows Explorer.

2. Select Properties.

3.(**Vista**) In the Network and Sharing Center, and then under the Sharing and Discovery title, click on Public Folder Sharing.
(**Windows 7**) In the Network and Sharing Center, click 'change advanced sharing settings.'

4. (**Vista**) Click on 'Turn on sharing so anyone with network access can open, change, and create files'.
(**Windows 7**) Check that all options are turned on in both 'home and work' and 'public' sections. For some older models you may also need to click 'enable file sharing for devices that use 40- or 56-bit encryption.'

5. (**Vista**) Click 'Apply' (Click 'Continue' to the 'Windows needs your permission to Continue' message).
(**Windows 7**) Click 'Save Changes'.

6. Click on the 'This Computer' icon in the Network and Sharing Center to display the available hard drives or local disk(s).

7. Double-click on the desired drive, create a new folder and name appropriately.

8. (**Vista**) Right-click on the new folder and select 'Share…'. Make sure 'Everyone' is displayed or added as needed. Set the permission level to 'Co-owner' to allow writing rights. Click on Share and then (Click 'Continue' to the 'Windows needs your permission to Continue' message). Right-click the folder again and select 'properties'. Select the 'sharing' tab and click 'Advanced sharing'. Click 'Permissions' and ensure 'Full control' is ticked for the group 'Everyone'.
(**Windows 7**) Right-click on the new folder and select 'share with > specific people...'. Make sure 'Everyone' is displayed or added as needed. Set the permission level to 'Read/Write' to allow writing rights. Click 'Share' and 'Done'. Right-click the folder again and select 'properties'. Select the 'sharing' tab and click 'Advanced sharing'. Click 'Permissions' and ensure 'Full control' is ticked for the group 'Everyone'.

How To Set Up Scan To PC

Develop +250/+251/Bizhub C250/C252

Before you start, make sure you know the I.P. Address of your device. *(To find the I.P. Address of the device, go to its control panel and press Utility/Counter > Administrator Settings > 12345678 > OK > Network Settings > TCP/IP Setting > Fwd).*

1. Open Internet Explorer on any PC that shares a network connection with the device. Type the I.P. Address of the device into the address bar. This should bring up the devices web interface.
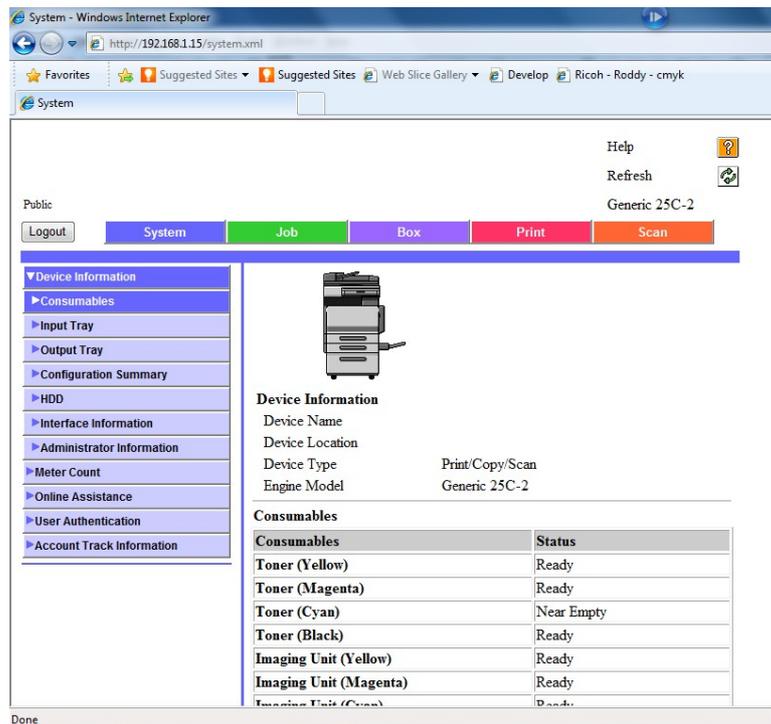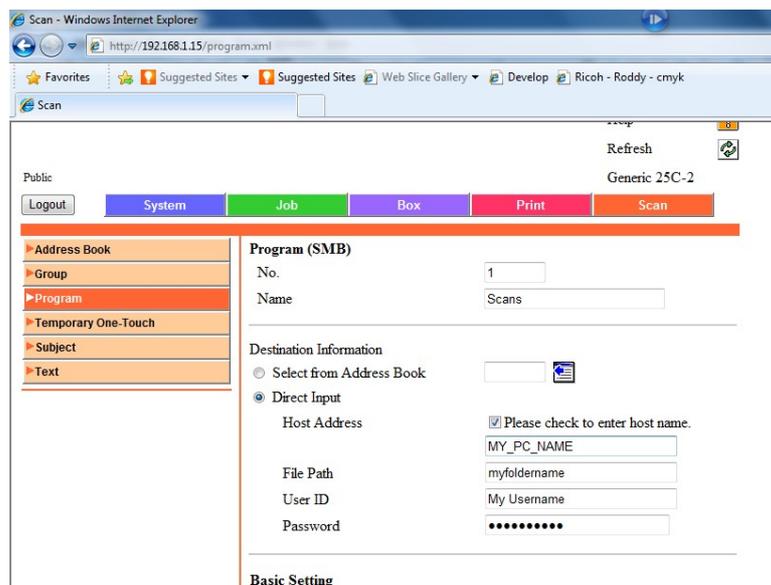

2. Click "Scan" in the top navigation bar.
3. Click "Program" in the side navigation list. (*Make a note of how many destinations you already have stored in your program list. You will need to add your new destination to the next available program number.*)
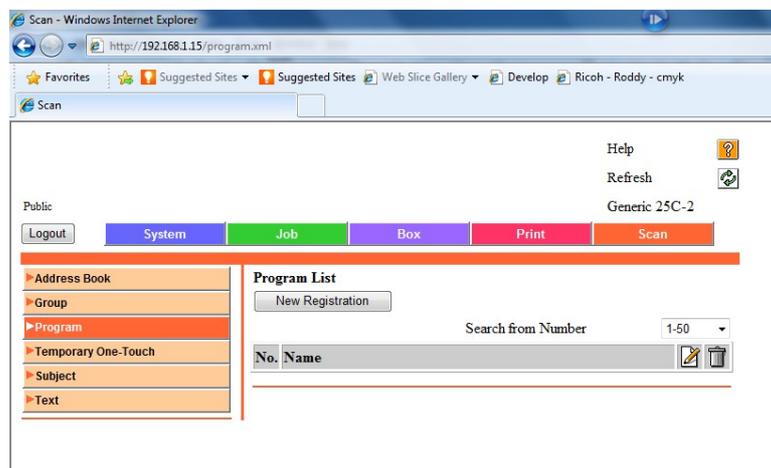
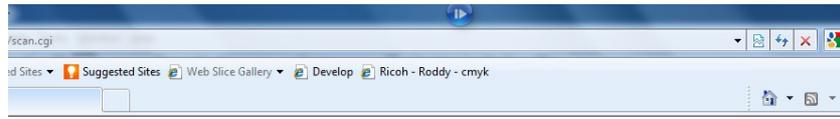4. Click "New Registration".
5. Select "SMB" and click "Next".
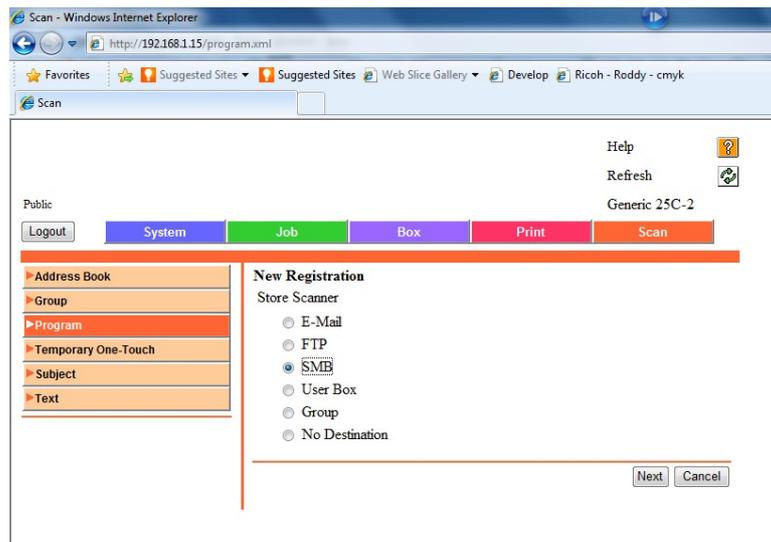
6. Fill in your details according to your destination PC.

a) Enter the next available program number in the first field (e.g. if you already have 2 destinations stored the next number should be 3).

b) In the next field type the name exactly how you wish it to appear on the device touch screen.

c) Make sure "Direct Input" is selected. Tick the box next to "Please check to enter host name" and enter the destination computer name in the field below. *(Your computer name can usually be found in your "control panel" under "system".)*

d) In the "File Path" field, type the name of the destination folder.

e) In the "User ID" field, type the username used to log on to the destination PC.

f) In the "Password" field, type the password used to log on to the destination PC.

g) Click "Apply" at the bottom of the page. You should then see the following message indicating registration has been successful.

7. Click "OK".