

Scan to SMB(PC)

Set up Guide



Regarding Trade Names

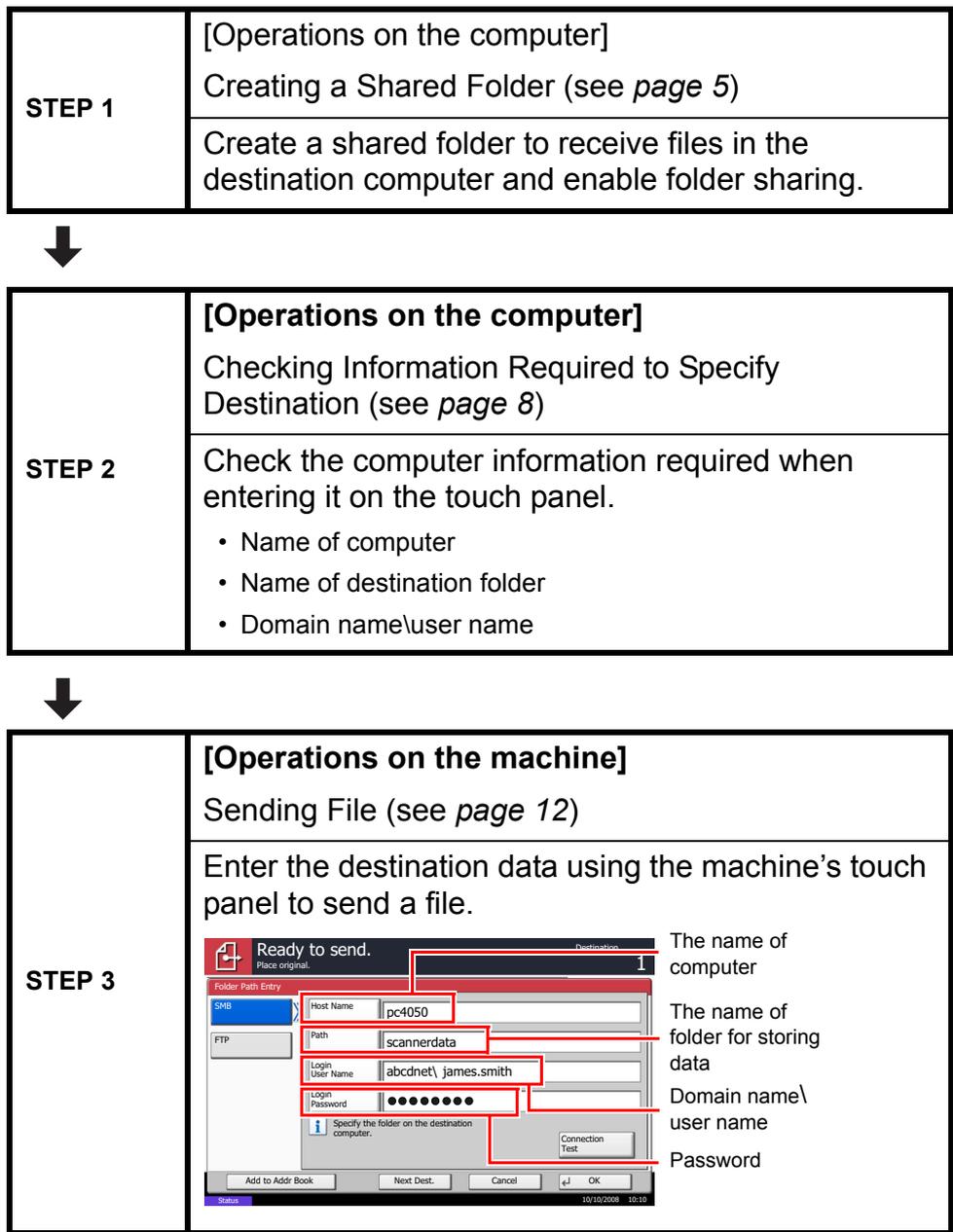
- Windows is a registered trademark of Microsoft Corporation in the U.S.A. and/or other countries.
- Windows XP and Windows Vista are trademarks of Microsoft Corporation.
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Introduction

This Setup Guide explains operations on your computer and the machine that you must perform before using the Scan to SMB (PC) function. Using the Scan to SMB (PC) function, you can convert scanned original images to digital data and send it to any computer on the network for saving.

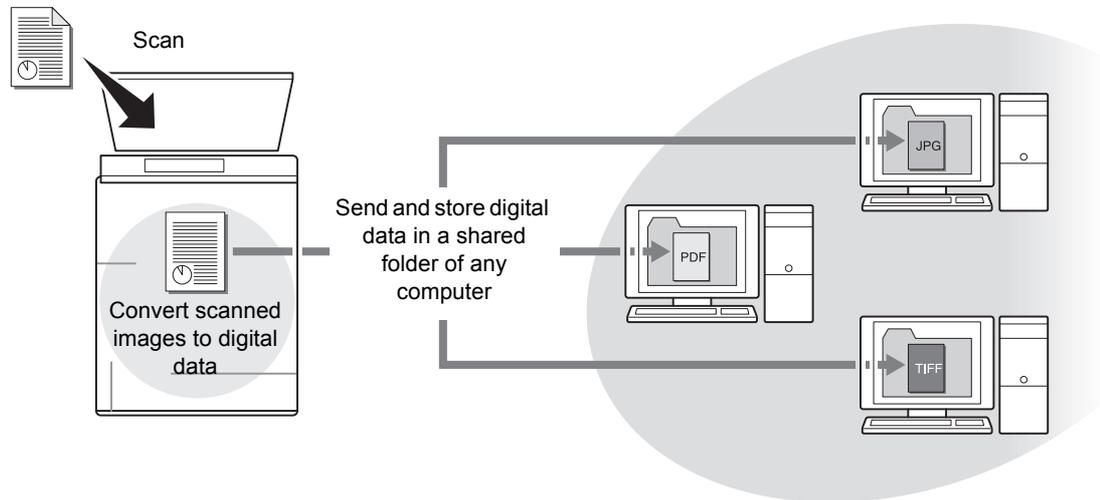
Flow of Processes for Data Transmission



CAUTION: If the destination of files is a Windows Vista-based computer, you must configure Windows Firewall options. For how to configure your Windows Firewall, refer to *Configuring Windows Firewall (for Windows Vista)* on page 3.

About Scan to SMB (PC)

To use Scan to SMB (PC) function, a “shared folder” must be set up with the destination computer to receive data.



IMPORTANT: To use Scan to SMB (PC) function, the machine must be connected to a TCP/IP network.

NOTE: You can select from the following three file formats: PDF, TIFF, JPEG and XPS. To select a file format, refer to *the Operation Guide*.

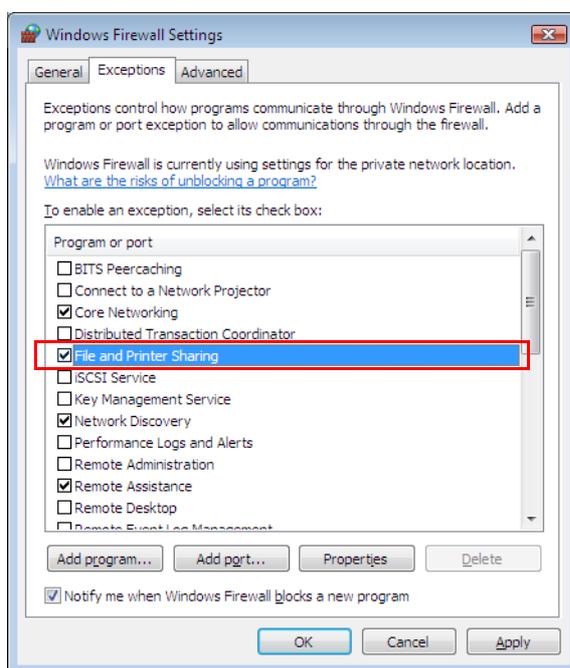
The next section explains how to send data to a domain controlled computer.

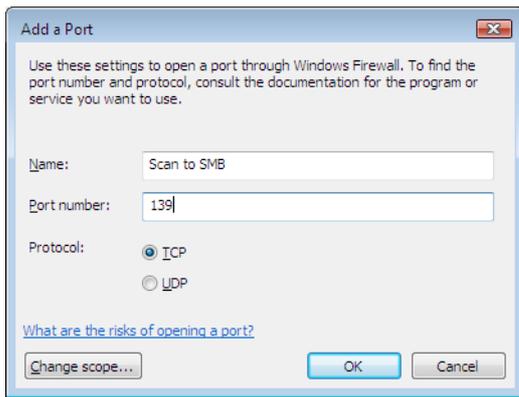
Configuring Windows Firewall (for Windows Vista)

If the destination of files is a Windows Vista-based computer, you must configure **Windows Firewall** exceptions. With exceptions, enable file and printer sharing and add a port you want use for the Scan to SMB (PC).

IMPORTANT: Log on to Windows with administrator privileges.

- 1 On the **Windows Firewall Settings** dialog box, click the **Exceptions** tab. From the **Start** menu, select **Control Panel** and click **Allow a program through Windows Firewall**.
- 2 At the **User Account Control** consent prompt, click the **Continue** button.
- 3 Click the checkbox under **File and Printer Sharing**, then click the **Apply** button.
- 4 Click the **Add port...** button. The **Add a Port** dialog box appears.





5 Enter the information on the port you want to add.

| Item | Information to be entered |
|---------------|---|
| [Name] | Type a name for the port you want to add. |
| [Port number] | 139 |
| [Protocol] | Click TCP. |

6 Click the **OK** button to close the **Add a Port** dialog box.

The new port is added to the list of the programs or ports.

7 Click the **OK** button to close the **Windows Firewall Settings** dialog box.

NOTE: You can communicate using port 445 for Scan to SMB (PC). To use port 445, change SMB port number to 445 via the COMMAND CENTER. When you want to change port numbers, consult your network administrator.

STEP 1: Creating a Shared Folder

Create a shared folder to receive data in the destination computer.

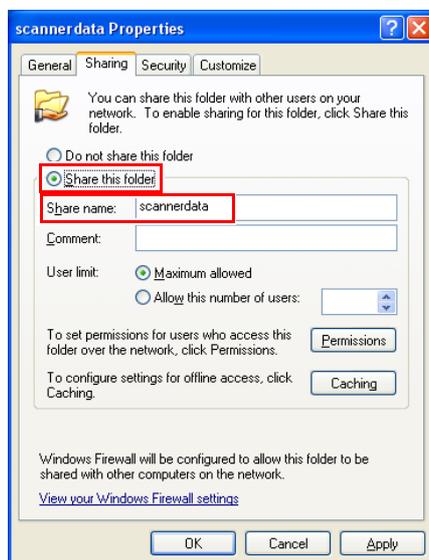
Share the folder by enabling folder sharing on a normal folder.

The following example explains how to create a folder named “scannerdata” on drive C.

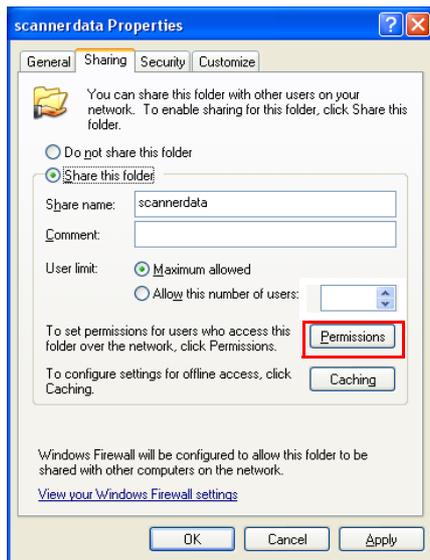
NOTE: The following description is one example of screenshots of Windows XP. The details differ depending on the type of operating system.

IMPORTANT: Log on to Windows with administrator privileges.

- 1 Create a folder named “scannerdata” on drive C.
- 2 Right-click the “scannerdata” folder and select **Sharing and Security**...
The **scannerdata Properties** dialog box appears.
- 3 Select **Share this folder**.



NOTE: You can change the **Share name**.

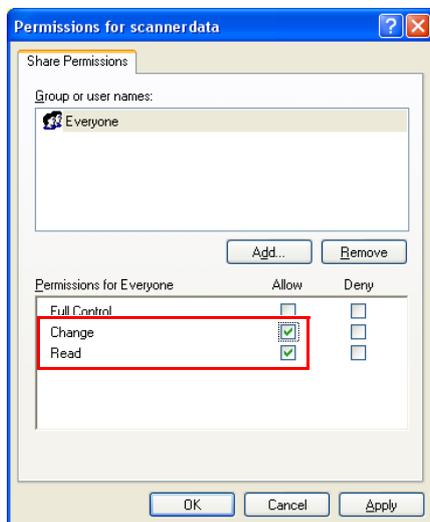


4 Click the **Permissions** button. The **Permissions for scannerdata** dialog box appears.

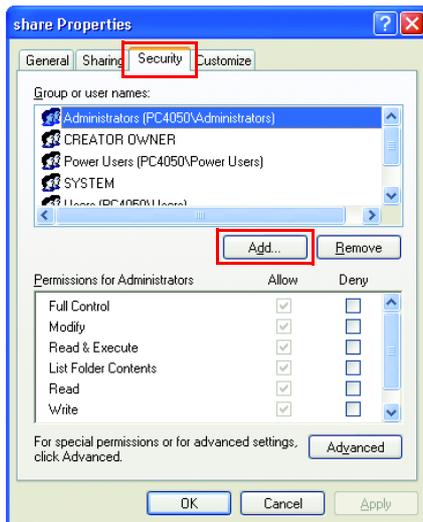
5 Select the group or user to whom you want to grant permissions for the shared folder.

NOTE: The following example explains how to grant permissions for **Everyone**. **Everyone** is the setting that allows any users to share the folder over the network.

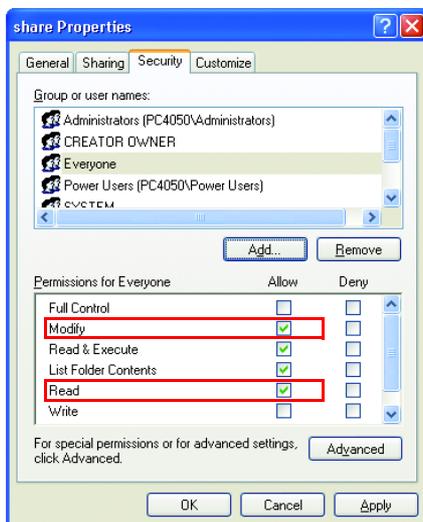
NOTE: Click the **Add** button to add groups or users that are selectable from the **Group or user names**. Use this setting if you want to limit the access to the shared folder to specific users or groups. For further details, refer to *Adding Users Who can Access to the Shared Folder on page 17*.



6 Click the checkbox under **Allow** for **Change** and **Read**, then click the **OK** button of the **Permissions** dialog box.



- 7 Click the **Security** tab, then click the **Add** button.
- 8 Add the user name displayed in the **Group or user names**. Click the **Add** button, then click the **Locations** button. Select the computer to which the shared folder was created (Example: PC4050) and then click the **OK** button.
- 9 Enter the user name added as a local user into the text box and click the **OK** button.



- 10 Select the added user, click the checkbox under **Allow** for **Modify** and **Read**, then click the **OK** button.
- 11 Click the **OK** button to close the **Properties** dialog box.

STEP 2: Checking Information Required to Specify Destination

Check the computer information required to enter on the touch panel when sending a file.
The information you require to check using the computer is:

- Entry for [Host Name]
- Entry for [Path]
- Entry for [Login User Name]

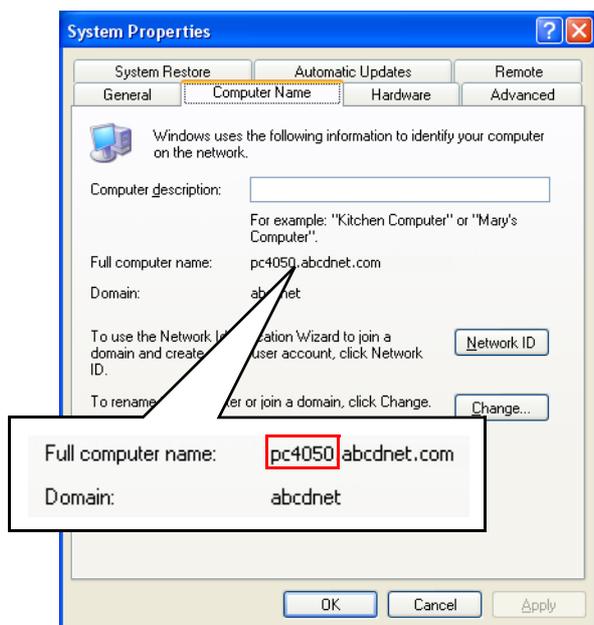
Checking the Entry for [Host Name]

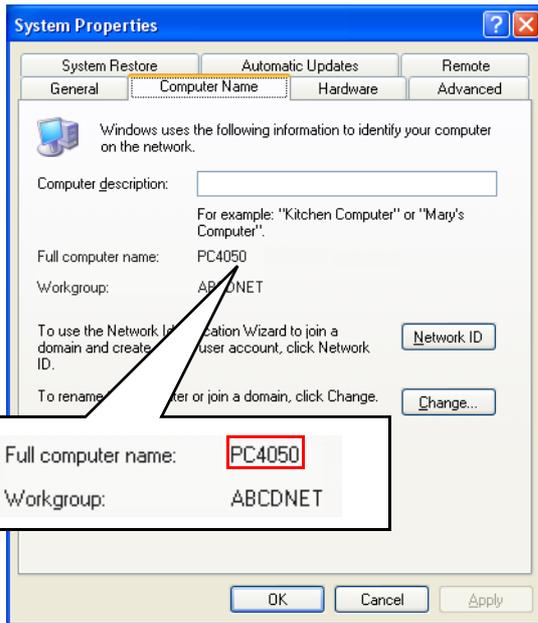
Check the name of the destination computer.

- 1 Right-click **My Computer** and select **Properties**. The **System Properties** dialog box appears.
- 2 Click the **Computer Name** tab to view the name of computer.

<If the Computer Name tab contains Full computer name and Domain>

The characters to the left of the first dot (.) in the **Full computer name** text box correspond to the entry for [Host Name]. (Example: pc4050)





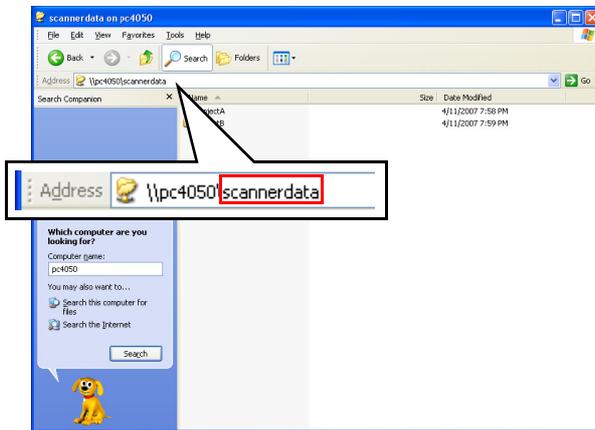
<If the Computer Name tab contains Full computer name and Workgroup>

All characters in the Full computer name text box correspond to the entry for [Host Name]. (Example: PC4050)

Checking the Entry for [Path]

Check the share name for the shared folder to which data is sent.

- 1 Click **Search** in the **Start** menu. The **Search Result** page opens.
- 2 Search the destination computer to which the file is sent.
In the **Search Companion**, click **Printers, Computers, or people**, and then click **A computer on the network**.
- 3 On the **Computer name** text box, type the name of computer (pc4050) you checked on *page 8*, and then click **Search**.
- 4 Double-click the name of computer (pc4050) displayed on the search results.
- 5 Double-click the “scannerdata” folder and check the full path displayed in the **Address Bar**. The characters to the right of the third backslash (\) correspond to the entry for [Path].
(Example: scannerdata)



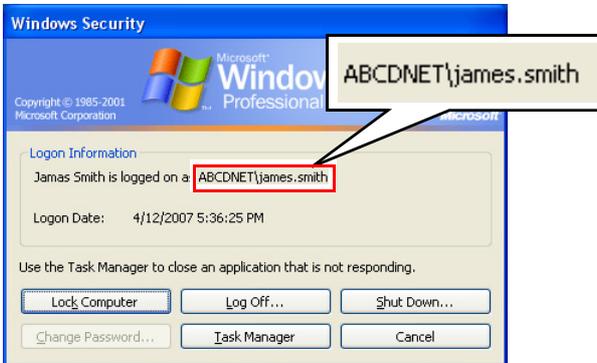
NOTE: Available characters for [Path] is ASCII only except (* ? " < > |).

NOTE: You can specify a subfolder in the shared folder as the location where data is to be sent. In this case, the entry for [Path] is “share name\name of a folder in the shared folder”. In the sample window above, “scannerdata\projectA” corresponds to [Path].

Checking the Entry for [Login User Name]

Check the information in “domain name\user name” format for logging onto Windows.

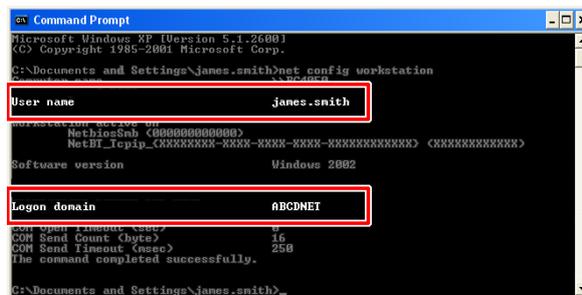
- 1 Press the Ctrl-Alt-Delete key combination on the keyboard.
- 2 Check the **Logon Information** that appears on the **Windows Security** window. In the sample window below, “ABCDNET\james.smith” corresponds to “domain name\user name”. (Example: ABCDNET\james.smith)



NOTE: Available characters for [Login User Name] is ASCII only.

NOTE: You can also use the following steps to check the domain name and user name that must be entered in [Login User Name].

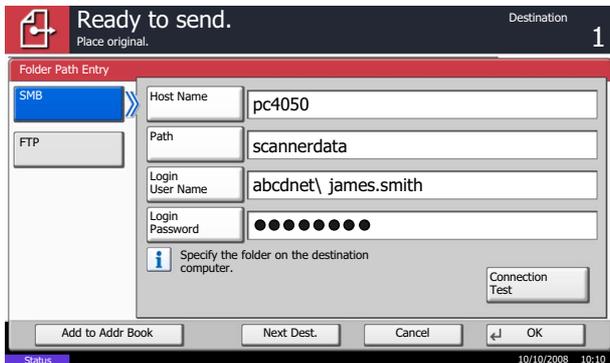
- 1 Open the **Command Prompt** window.
From the **Start** menu, select **All Programs, Accessories** and then **Command Prompt**.
- 2 At the **Command Prompt**, enter “net config workstation” and then press Enter.



STEP 3: Sending File

This section explains how to send files.

- 1 Place the original and press the **Send** key.
- 2 On the touch panel, press [Folder Path Entry] and then [SMB].
- 3 Enter the host name, path, user name and password in the [Host Name], [Path], [Login User Name] and [Login Password] fields respectively. Press the key of each item to first display the entry screen.

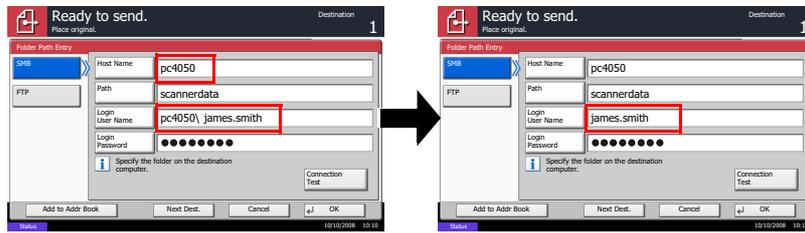


| Item | Data to be entered | Reference Page |
|-------------------|---|------------------------------------|
| [Host Name] | Name of destination computer Example: pc4050 | <i>page 8 of this Setup Guide</i> |
| [Path] | Name of folder for storing data Example: scannerdata | <i>page 10 of this Setup Guide</i> |
| [Login User Name] | Domain name\user name Example: abcdnet\ james.smith | <i>page 11 of this Setup Guide</i> |
| [Login Password] | Password to be entered when logging in to the domain | Contact your system administrator. |

NOTE: For how to operate the entry screen, refer to the *Operation Guide*.

IMPORTANT: If the domain name in [Login User Name] matches the name of computer in [Host Name], the destination computer is not used in the domain environment.

In this case, enter the user name only in [Login User Name].



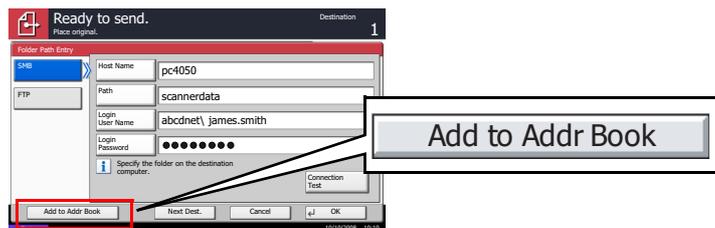
Host Name: pc4050
Path: scannerdata
Login User Name: pc4050\james.smith
Login Password: Password to be entered when logging in to the domain

Host Name: pc4050
Path: scannerdata
Login User Name: james.smith
Login Password: Password to be entered when logging in to the domain

-
- 4 After completion of all entries, press [Connection Test] to check the connection. When the connection is successfully established, *Connected.* is displayed.

NOTE: If the *Cannot connect* message appears, check the details you entered. If they are correct, refer to the *Troubleshooting on Page 15.*

NOTE: Adding destinations to the address book enables you to select them later. To add a destination to the address book, enter it and press [Add to Addr Book]. For how to add destinations to the address book, refer to the *Operation Guide.*



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- 5 Once the connection is checked, press [OK].
 - 6 Press the **Start** key. The scanned original data is converted to a file and sent to the shared folder of the computer you specified.

NOTE: The file name containing scanned originals starts with “doc” followed by additional information (by default, a timestamp). For example, a file containing data sent on December 31, 2008, 02:30:40 pm will be “doc20081231143040”.

You can also specify a name of file in [File Name Entry] before sending it. For details, refer to *the Operation Guide*.

Troubleshooting

If a network connection fails (ex. Send Error), refer to the table below.

| Checkpoints | Corrective Actions | Reference Page |
|--|--|---|
| Are the machine's network settings set properly? | Connect the network cable and set up TCP/IP properly. | Refer to <i>the Operation Guide</i> . |
| Is folder sharing set up properly? | Check the folder sharing and access permissions in the Folder Properties dialog box. | <i>page 5 of this Setup Guide</i> |
| Is SMB of COMMAND CENTER On? | Enable SMB protocol setting. | Refer to <i>the Operation Guide</i> and <i>COMMAND CENTER Operation Guide</i> . |
| Is the information entered in [Host Name] correct? ^(*2) | Check the host name of the destination computer. | <i>page 8 of this Setup Guide</i> |
| Is the information entered in [Path] correct? | Check the name of shared folder. | <i>page 10 of this Setup Guide</i> |
| Is the information entered in [Login User Name] correct? ^{(*1)(*2)} | Check the domain name and domain user name. | <i>page 11 of this Setup Guide</i> |
| Is the domain name specified in [Host Name] different from the one specified in [Login User Name]? | Delete the domain name and a \ from the name entered in [Login User Name]. | <i>page 13 of this Setup Guide</i> |
| Is the information entered in [Login Password] correct? | Check the login password. | Refer to <i>the Operation Guide</i> . |

| | | |
|---|---|---|
| <p>Are Windows Firewall exceptions correct?</p> | <p>1. To open Windows Firewall, click the Start menu and then click Control Panel.</p> <p>2. Click the Exceptions tab and select File and Printer Sharing.</p> <p>- When using a Windows Vista</p> <p>1. To open Allow a program through Windows Firewall, click Start and Control Panel.</p> <p>2. Click File and Printer Sharing.</p> <p>3. Click the Add port... button to add port 139.</p> | <p><i>page 3</i></p> |
| <p>Is there a difference in time between the machine, PC and the domain server?</p> | <p>Match the time setting between the machine, PC and the domain server.</p> | <p>Contact your system administrator.</p> |
| <p>Does the <i>Send Error</i> message appear on the touch panel?</p> | <p>Refer to <i>"Responding to Error Messages" in the Operation Guide</i>.</p> | <p>Refer to <i>the Operation Guide</i>.</p> |

(*1): You can also enter the login user name in the following method.
 domain name/user name (Example: abcdnet/james.smith)
 user name@domain name (Example: james.smith@abcdnet)

(*2): The host name can be a full computer name of the computer. (Example: pc4050.abcdnet.com)

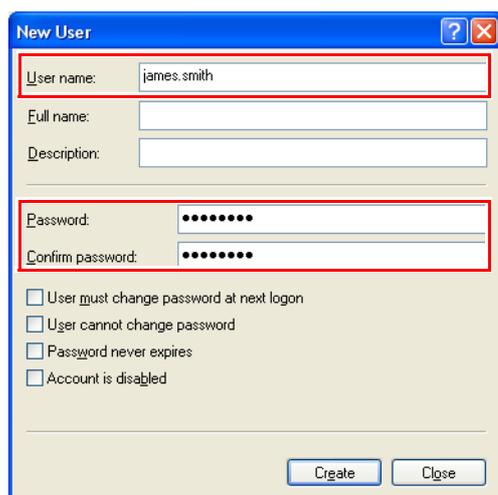
NOTE: If you still cannot connect to the network after performing all of the above checks, it is recommended to set up new permissions on the shared folder. For further details, refer to *Adding Users Who can Access to the Shared Folder on page 17*.

Adding Users Who can Access to the Shared Folder

You can add users or groups who can access to the shared folder.

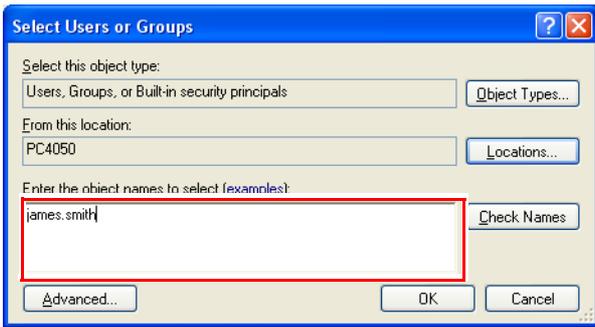
This section explains how to add a new user to the computer to which you created the shared folder and set permissions to access the shared folder.

- 1 Right-click **My Computer** and select **Manage**.
- 2 Add a new user.
Select **Local Users and Groups**, right-click **User** and then click **New User**.
- 3 Enter the user name and password.

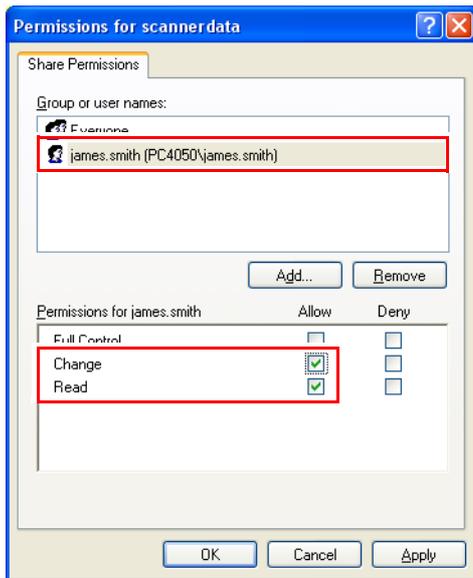


IMPORTANT: Be sure to enter the user name and password you set in the above steps through the operation panel when sending the relevant file.

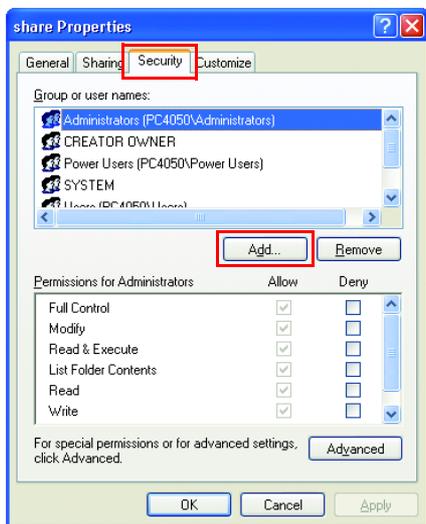
- 4 Click the **Create** button and then click the **Close** button to close the **New User** dialog box.
The new user is added to the list of the local users.
- 5 Click  (Close button) to close the **Manage** window.
- 6 Set permissions for the shared folder.
Right-click the folder to be shared, select **Sharing and Security...**, and click the **Permissions** button.
- 7 Add the user that will appear in the **Group or user names** box.
Click the **Add** button, **Location** button, name of computer to which the shared folder is created (PC4050), and then click the **OK** button.



8 Enter the user name that was locally added in the text box and click the **OK** button.



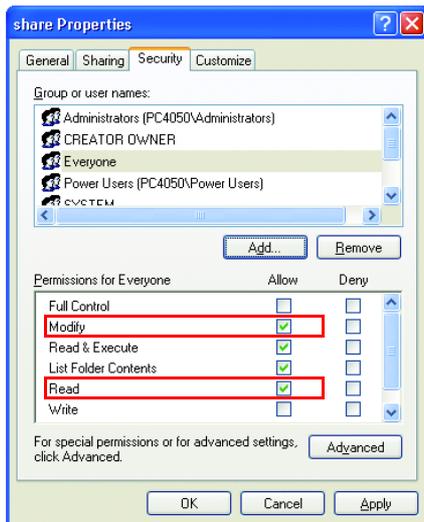
9 Select the added user, and click the checkbox under **Allow** for **Change** and **Read**, and then click the **OK** button.



10 Click the **Security** tab, then click the **Add** button.

11 Add the user name displayed in the **Group or user names**. Click the **Add** button, then click the **Locations** button. Select the computer to which the shared folder was created (Example: PC4050) and then click the **OK** button.

12 Enter the user name added as a local user into the text box and click the **OK** button.

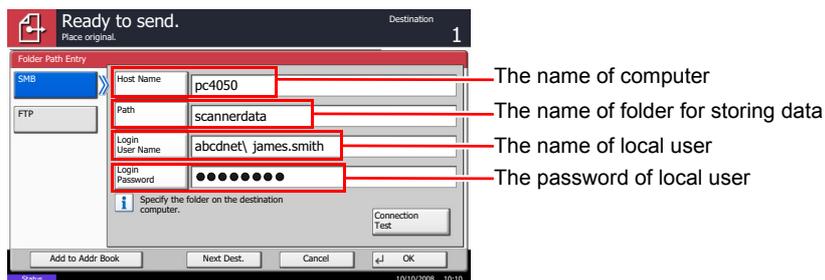


13 Select the added user, click the checkbox under **Allow** for **Modify** and **Read**, then click the **OK** button.

14 Click the **OK** button to close the **Permissions** dialog box.

15 Send the file.
For further details, refer to *STEP 3: Sending File on page 12*.

IMPORTANT: The details that are to be entered on the operation panel are as follows.



| Item | Data to be entered | Reference Page |
|-------------------|---|------------------------------------|
| [Host Name] | Name of destination computer Example: pc4050 | <i>page 8 of this Setup Guide</i> |
| [Path] | Name of folder for storing data Example: scannerdata | <i>page 10 of this Setup Guide</i> |
| [Login User Name] | Name of local user Example: james.smith | <i>page 17 of this Setup Guide</i> |
| [Login Password] | Password of local user | <i>page 17 of this Setup Guide</i> |

