

Scan to folder setup

(You must be logged in as or have access to administrator rights)

1. First, create the folder that is to be shared. Typically this is in the root of the C:/ drive. Open Windows file explorer (the folder icon in the taskbar) and choose "This PC", then open the C: drive. Right click on any OPEN blank area and choose New-Folder. Name this folder Scans.
2. Right click on this folder and choose "Share with" or "Give access to" (depending on windows version) and choose specific people.
3. Pick the name of the account you want to share with, which is typically the one already highlighted. You can search for additional accounts if they are not listed. Once highlighted, click on Share. If a Windows Prompt opens asking if you want to share on a public network or switch to private, tell it to switch to a private network.
4. Right click on the folder again, and choose properties. Pick the sharing tab. Keep this open.
5. Open an internet browser and type in the IP address of your printer (this should look like 192.168.1.200 or 10.0.0.200 or something similar). No www or http is necessary. This should open the Command Center RX.
6. Depending on the model of machine that you have and certain settings, you should see Address Book on the left column. Click on this and choose Machine Address Book.
7. If you are changing an existing entry, click on it. Otherwise click Add.
8. Enter a name. This can be anything you would like, it is what you will see on the copier to designate this location.
9. ONLY enter data in the SMB: location for scan to folder. An email address will add confusion if you do not use that function. For Host Name: refer back to the Sharing properties we left open. It should look something like this...**Computername**\Scans. Highlight only the computer name, as I have bolded above, and right click on the highlighted area and choose copy. Back in the browser, right click on the box next to Host Name: and choose paste. You should only see **Computername** in this box, no \ (computername being the name of the computer that you are on, not actually "computername").
10. The default Port # should be fine.
11. Path should be Scans if you created the same folder mentioned above. However if you have shared a folder from a different location, then on the same sharing properties you have open, copy and paste the entire path after the computer name NOT including the first \, but including any after the first folder name.
12. At this point you should open a Command Prompt. Search for CMD to get it. When Command Prompt opens, type **net config workstation**. This will give you the username of the account you are logged in with as Windows sees it, which is probably different than how you normally see it, such as in step 3. Put this User name in to the Login User Name: field.
13. Type in the password you use to log in to the computer. This is NOT a pin code, it needs your actual password. You HAVE to have a password for SMB to work.
14. Hit the enter key or scroll to the bottom and hit submit.
15. Click back on the link for the new address book entry, and now hit the Test button under SMB to make sure all settings are correct. If you get back a test successful, you should be all set.