



# Scan-to-SMB (Scan-to-Folder)



**Time required for set up:** Approximately 20 minutes

**Engineer required:** No

# Overview



This function sends the scanned file to a folder that is shared out on the network. SMB stands for **Server Message Block** and is a protocol used for file and printer sharing by all major operating systems today. SMB shares are normally visible by browsing the network, though actual access to the shares is normally restricted by the use of permissions.

In order to successfully configure SMB scanning, the following information is required:

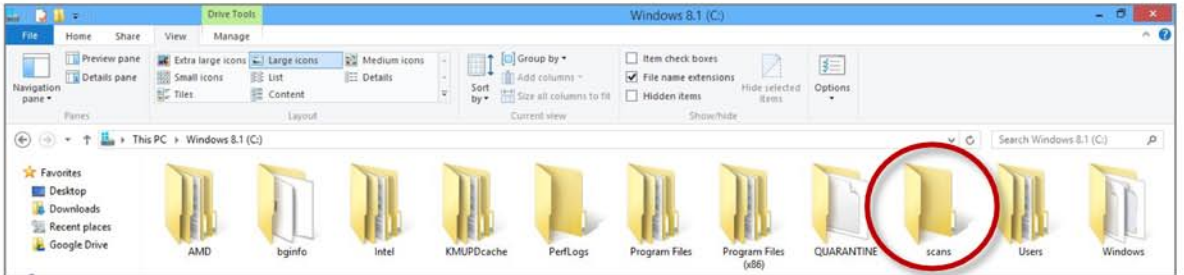
- 1 The IP address or hostname of the computer or server where the scans are being delivered to.
- 2 The name of the network share where the scans are being delivered to.
- 3 The log in credentials (user name and password) for the computer or server where the scans are being delivered to.

**NOTE** If you are configuring Scan to SMB on an end users computer you will need access rights to share a new folder. You will also require the end user to input their computer log in details (user name and password) as part of the configuration. You should not ask the end user to disclose their log in details.

If the shared folder resides on a network server then you may need to assist the network administrator on how to configure the MFD. It will be the network administrator's responsibility to:

- Create the shared network folder structure.
- Provide administrators credentials (user name and password) in the User ID and Password fields.
- Map the shared drive to the end users PC so the end user can access their scanned jobs.

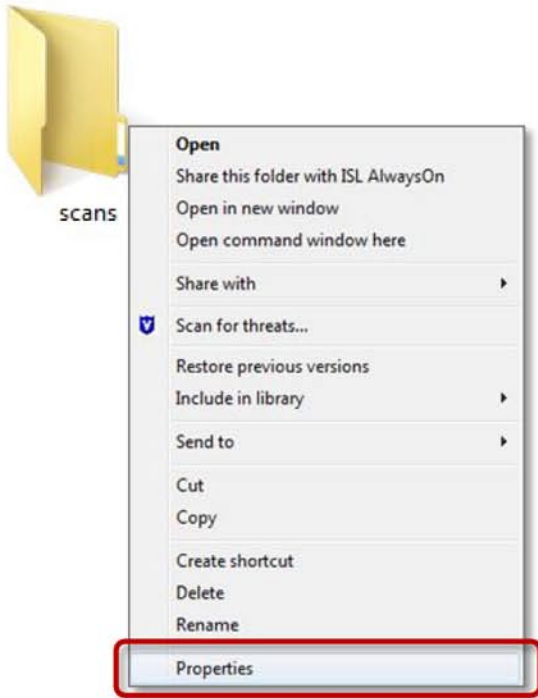
# Step 1: Create a shared folder



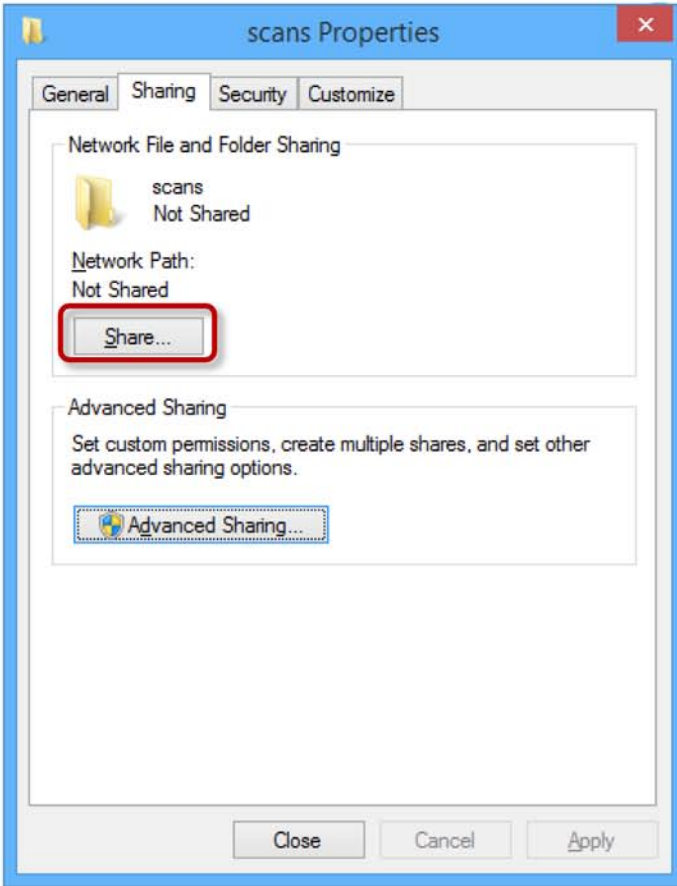
1 Make a new folder on your C:\ drive and name it.

**TIP** Don't make it a long file name and avoid any spaces. For example: *scans*

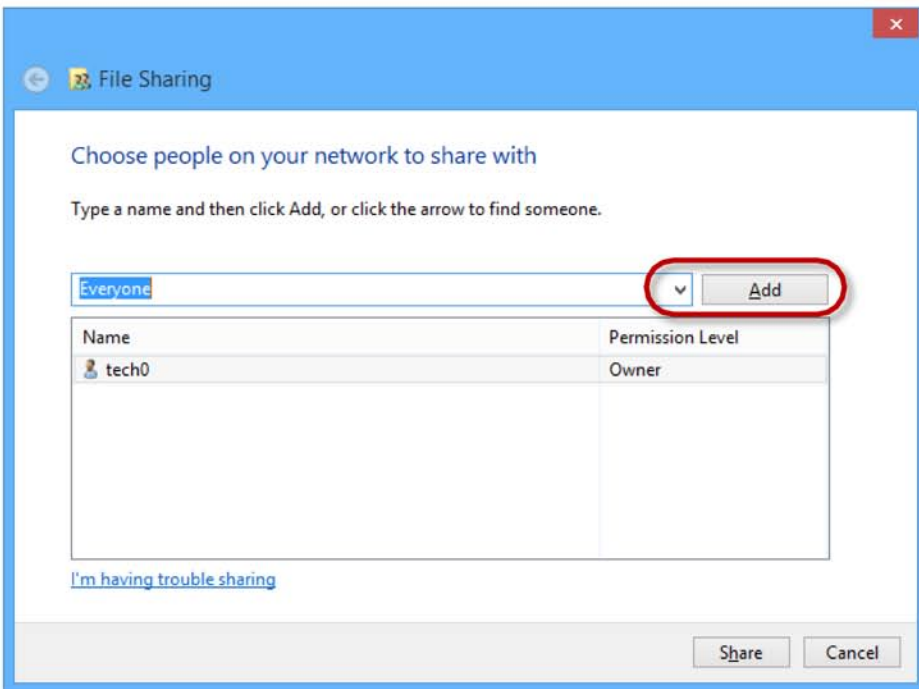
**NOTE** The shared folder can be anywhere on the computer such as the desktop but it is good practice to place it in the root of C:\



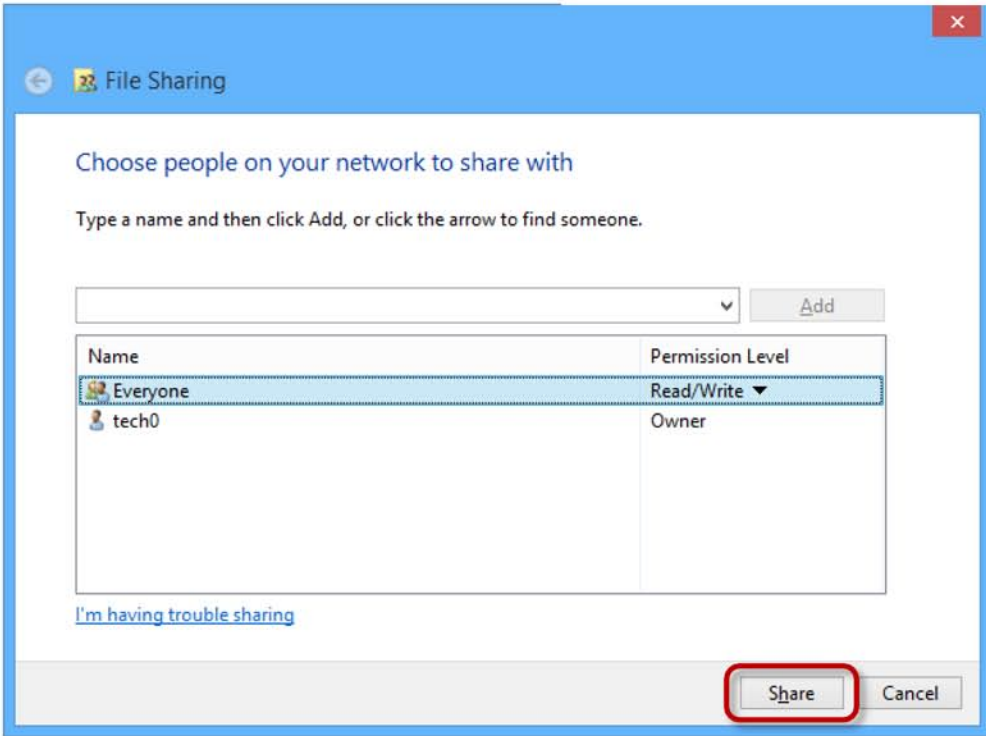
2 Right click on the folder and select **Properties**.



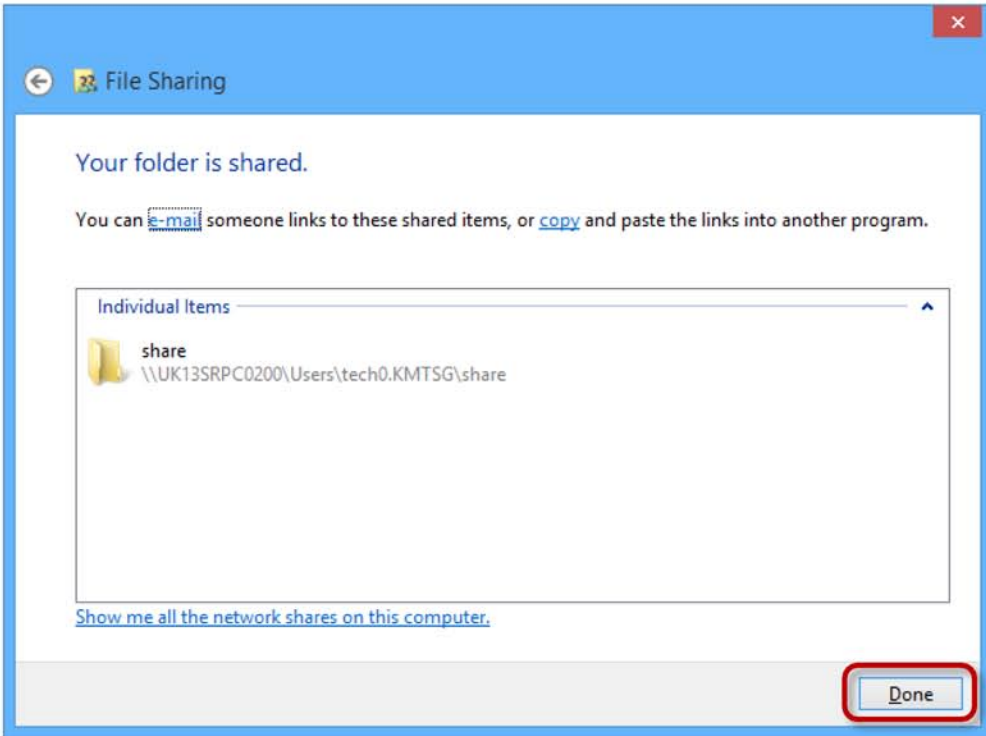
3 Click on **[Share]**.



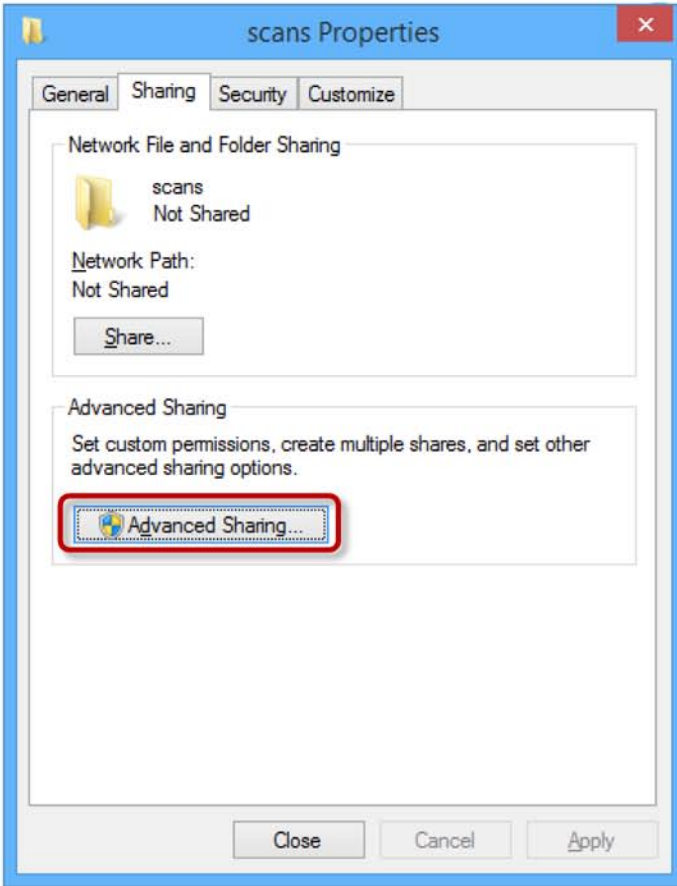
4 Click the drop-down arrow, choose the **Everyone** group then click on **[Add]**.



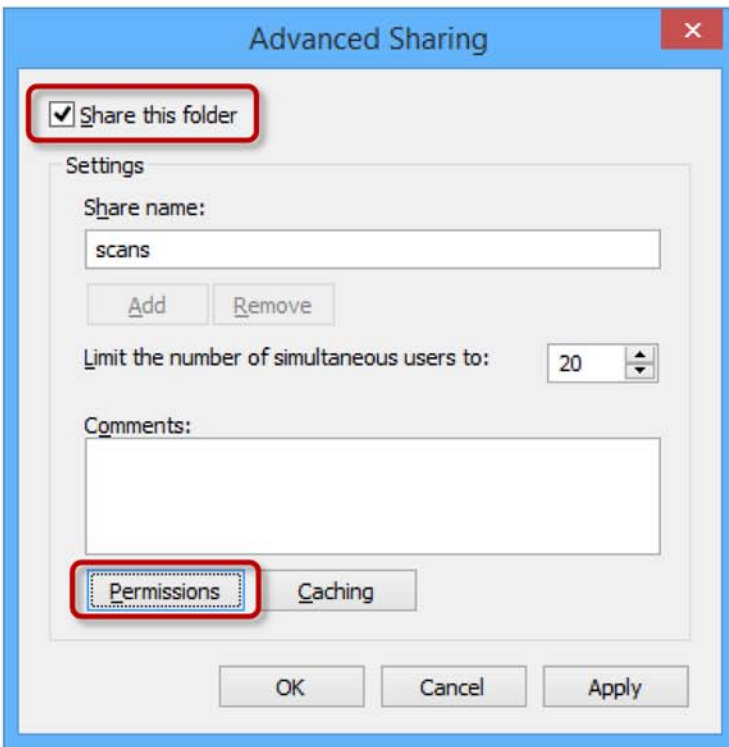
- 5 Change the **Permission Level** to **Read/Write** and then click on **[Share]**.



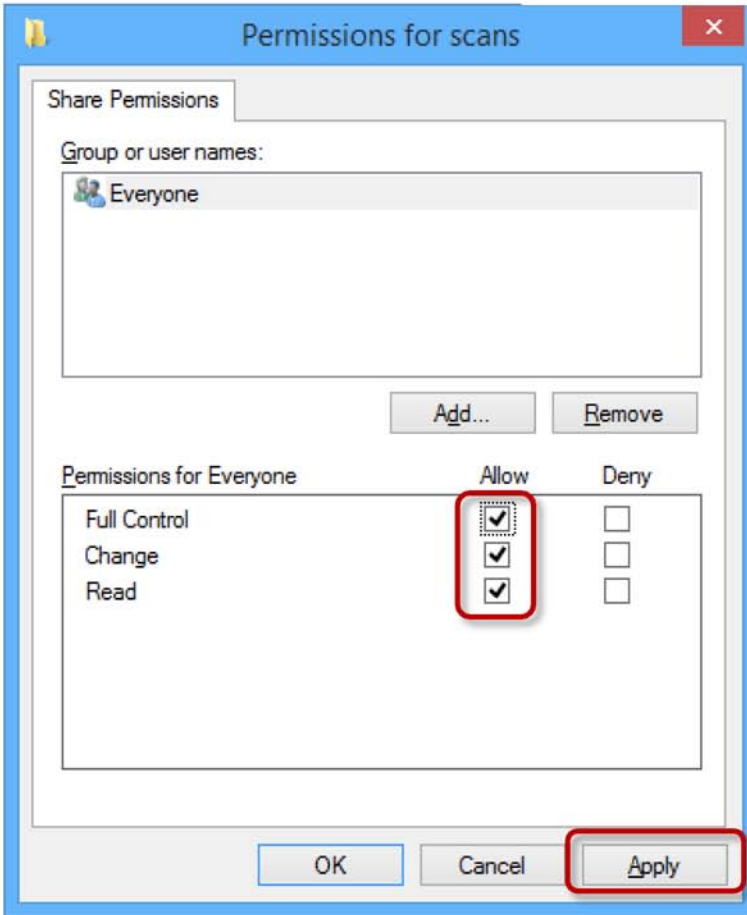
- 6 Click on **[Done]**.



7 Click on [**Advanced Sharing**].

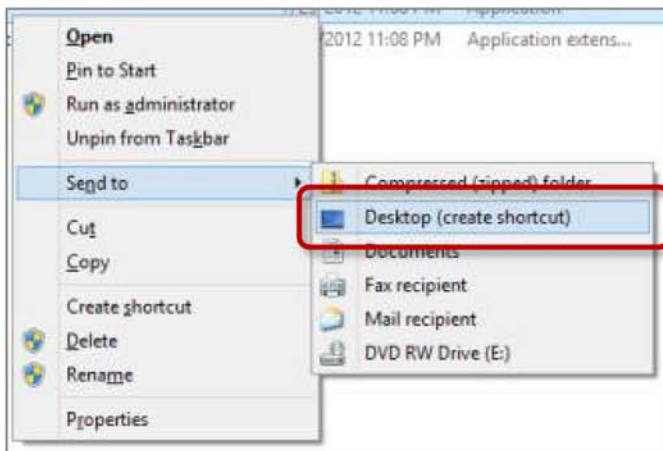


8 Tick the **Share this folder** box and then click on [**Permissions**].



9 Tick the two additional boxes to allow **Full Control** and Change then click on **[Apply]** then **[OK]**.

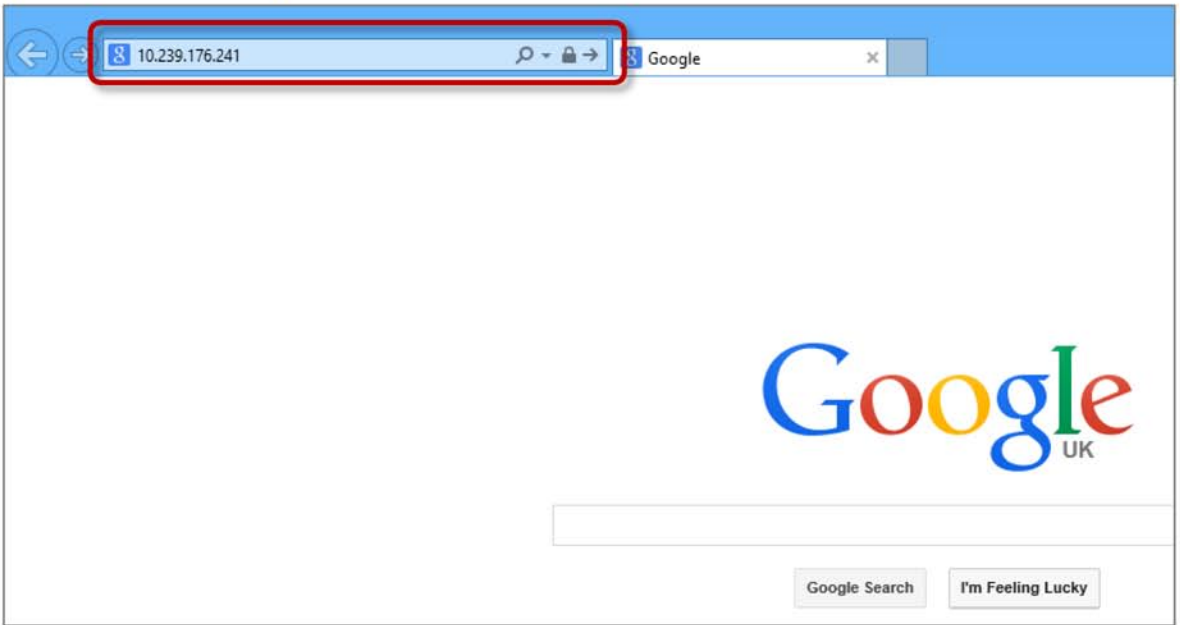
10 Close the **Advanced Sharing** window by clicking on the **[OK]** button then close the shared folder **Properties** window by clicking on the **[Close]** button.



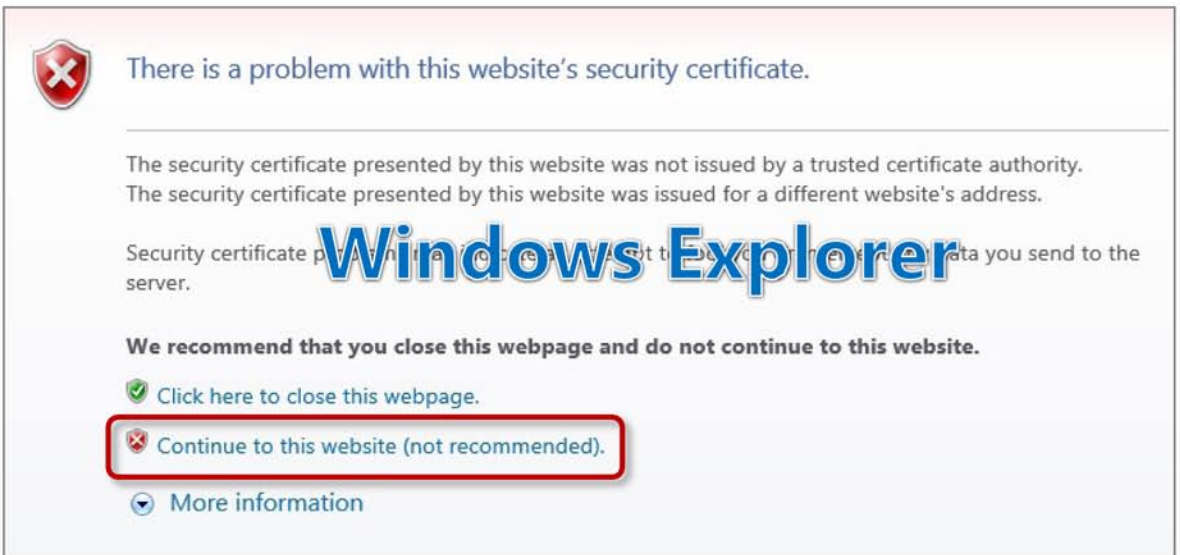
**NOTE** For convenience, create a shortcut to the shared folder by right clicking on it and choosing **Desktop (create shortcut)**

**The folder is now shared on the network.**

## Step 2: Set-up a "One touch button"



- 1 In your web browser, type in the **IP address of the MFD** into the address bar.



- 2 Because the MFD will have an SSL certificate enabled, a security warning may appear. It is safe to proceed so if you are using the Windows Explorer browser, click on the link as shown above.

**NOTE** Other web browsers will display a different warning page, see page 6 for screenshots of two other popular web browsers.





## This Connection is Untrusted

You have asked Waterfox to connect securely to **10.239.176.241**, but we can't confirm that your connection is secure.

Normally, when you try to connect securely, sites will present trusted identification to prove that you are going to the right place. However, this site's identity can't be verified.

### What Should I Do?

If you usually connect to this site, it's possible someone is trying to impersonate the site, and you shouldn't continue.

[Get me out of here!](#)

#### ► Technical Details

#### ► **I Understand the Risks**



## The site's security certificate is not trusted!

You attempted to reach **10.239.176.241**, but the server presented a certificate issued by an entity that is not trusted by your computer's operating system. This may mean that the server has generated its own security credentials, which Chrome can't verify. If someone is trying to intercept your communications,

You should not proceed, **especially** if you have never seen this warning before for this site.

[Proceed anyway](#)

[Back to safety](#)

► [Help me understand](#)



PAGE  
SCOPE

## Web Connection

Login

Public User

Administrator

View Mode

Flash

HTML

Flash Player is necessary to see in Flash form.



User Assist

Display dialog box in case of warning.

Language

English (English)

[Login](#)

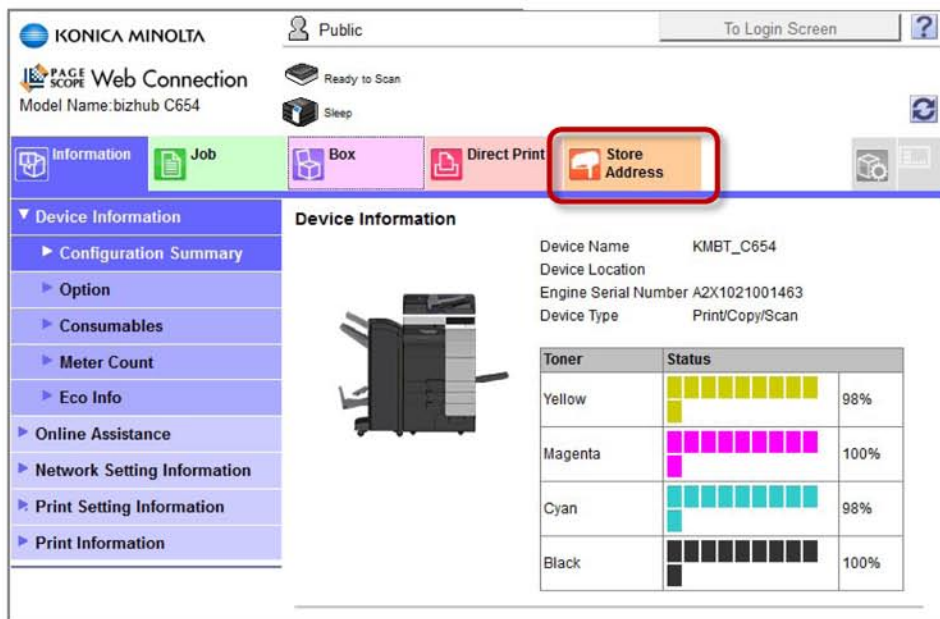
### Starting-up Data Management Utility

Flash Player is required to use the Data Management Utility.

[Manage Copy Protect Data](#)

[Manage Stamp Data](#)

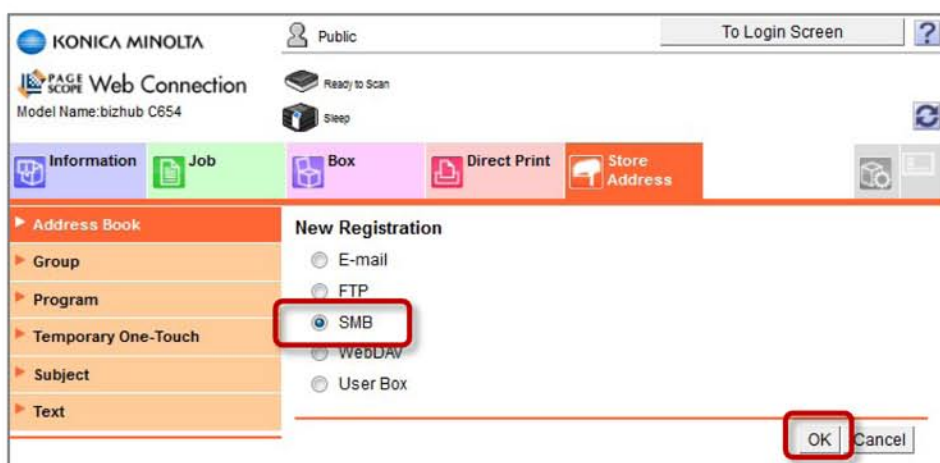
3 At the PageScope Web Connection, login as **Public User** by clicking on **[Login]**



4 Click on the **Store Address** tab



5 Click on **[New Registration]**



6 Select **SMB** then click on **[OK]**

KONICA MINOLTA Public To Login Screen ?

PAGE SCOPE Web Connection Ready to Scan Set Up Warning

Model Name: bizhub C654

Information Job Box Direct Print Store Address

**Address Book**

- Group
- Program
- Temporary One-Touch
- Subject
- Text

**Address Book (SMB)**

No.

Use opening number **13**

Direct Input

Name **14** J.Smith

Index

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

**15** PQRS   
 Main

---

Destination Information

Host Address **16**  Please check to enter host name.

File Path **17**

User ID

Password **18**

---

Limiting Access to Destinations

7 Leave **Use opening number** selected.

**NOTE** This will take the next available slot in the Address Book. Alternatively you can select **Direct Input** and use your own number as long as the number has not been used previously.

8 Type in a **Name**.

**NOTE** This will only be the name used for the button on the MFD panel.

9 Select the correct letter for the **address search** and make sure you tick the **Main** box as this will put the button on the Scan/Fax home screen on the MFD.

10 **Host Address:** This is the IP address or host name of the computer or server that you are scanning to – not the IP address of the MFD.

The setting for **Host Address** will depend on the type of machine you are scanning to:

- **End users computer**

Most end users computers are configured with DHCP meaning they could receive different IP address every day. In such cases you should use the computers host name and remember to tick the box **Please check to enter host name**.

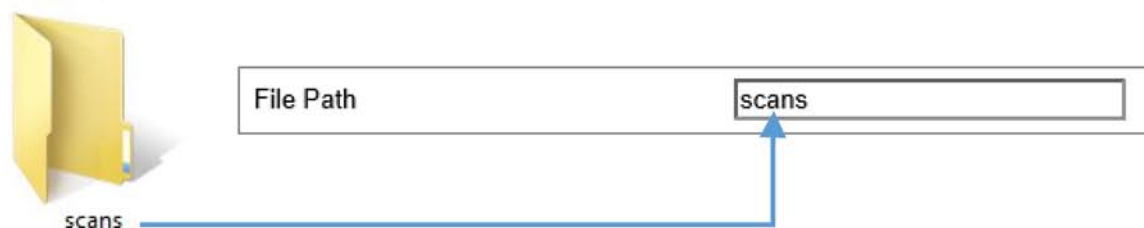
**NOTE** You can find the host name with the `ipconfig/all` command.

- **Server**

Most network servers are configured with static IP addresses in which case the servers IP address can be entered.

**NOTE** The server host name can also be used if required.

11 For **File Path**, the name must be **exactly** the same as the shared foldername.



12 For **User ID** and **Password**, these are the credentials used to log into the computer or server.

13 Scroll to the bottom of the page and click on the **[OK]** button to save the configuration details.

**No.: 1** Address Book registration is complete.

Return

Continue Registration

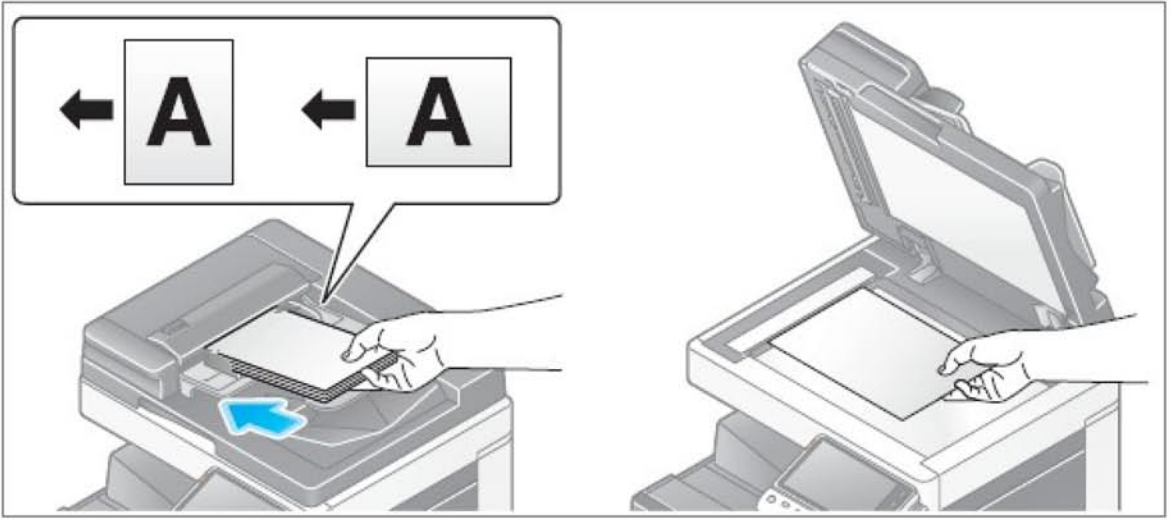
If you need to enter additional address book accounts click on **[Continue Registration]** otherwise click on **[Return]**

The screenshot shows the Konica Minolta Web Connection interface. At the top, there is a navigation bar with 'KONICA MINOLTA', 'Public', and 'To Login Screen'. Below this, there are status indicators: 'PAGE SCOPE Web Connection', 'Model Name: bizhub C654', 'Ready to Scan', and a yellow 'Set Up Warning' banner. A main menu includes 'Information', 'Job', 'Box', 'Direct Print', and 'Store Address'. The 'Address Book' section is expanded, showing a list of registered parties. The 'Address Book List' section contains a 'New Registration' button and search options. A table lists the registered parties, with 'Edit' and 'Delete' buttons highlighted in red for the first entry.

No.	Function	Name	S/MIME	Edit	Delete
1	SMB	J.Smith		Edit	Delete

The user has successfully been added to the address book. If you need to make any changes to the account details click on **[Edit]** or to delete the account click on **[Delete]**

# Step 3: How to send



1 Load the original(s)



2 Tap [Scan/Fax]



3 Select the one touch button.



**NOTE** The button function (SMB, E-mail, and FTP) is shown at the top of the button

FOR DETAILED INFORMATION ON OPTION SETTINGS SUCH AS RESOLUTION, FILE TYPE, ETC  
- PLEASE REFER TO THE MACHINES USER MANUAL.



Tap **[Start]** button to initiate the scan.

**Notes:**

Scan to SMB may require Firewall settings to be changed to allow Inbound connections from the MFD through SMB ports on the Destination computer or Server .

The ports that can be used by SMB are:

Directly over TCP, port 445

On UDP ports 137, 138 & TCP ports 137, 139 (NetBIOS over TCP/IP)

If scanning fails the first thing to check is that these ports are open.