Multi-Functional Printer Scan-to-PC (SMB)

Office of the Chief Information Officer (OCIO) The Education University of Hong Kong

Direct Scan-to-PC for MFP

- Prepare Local Account for authentication
- Setup Share Folder on PC
- Setup Address Book on MFP

Prepare Local Account for Auth.

- Right Click "My Computer"
- Choose "Manage"



Prepare Local Account for Auth.

- From the left panel, select "Users"
- From the menu bar, choose "Action"
 "New User..."



Prepare Local Account for Auth.

- Enter a user name (e.g. MFPScan)
- Enter password
 - The password must have 8 to 10 alphanumeric characters with at least one alphabet (a-z, A-Z) and one numeric digit (0-9).
- Uncheck "User must change password at next logon"
- Check "Password never expires"

| New User |
|---|
| User name: MFPScan |
| Eull name: |
| Description: |
| |
| Password: |
| Confirm password: |
| User must change password at next logon |
| User cannot change password |
| Password never expires |
| Account is disa <u>b</u> led |
| |
| |
| Help Create Close |
| |

- Make sure your system is not using simple sharing option
 - Double click "Computer"
 - From the menu bar, click "Organize" > "Folder and search options"
 - On the "View" tab, make sure "Use Sharing Wizard (Recommended)" is unchecked



- Create a new folder (e.g. on your D: drive)
- Right click the folder and choose "Properties"
- On the "Sharing" tab, click the "Advanced Sharing..." button

| MFPScan Properties | | |
|--|--|--|
| General Sharing Security Previous Versions Custo | | |
| Network File and Folder Sharing | | |
| MFPScan Not Shared | | |
| <u>N</u> etwork Path: Not Shared | | |
| <u>S</u> hare | | |
| Advanced Sharing Set custom permissions, create multiple shares, and s advanced sharing options. | | |
| Advanced Sharing | | |
| | | |
| | | |
| | | |
| | | |
| OK Cancel | | |

- Tick "Share this folder"
- The Share name will be entered automatically using the folder name. You can change to any name you desire.
 - You are not recommend to use any name with 'space' or symbols
- Then click permissions

| Advanced Sharing |
|---|
| Share this folder |
| Settings |
| S <u>h</u> are name: |
| MFPScan |
| Add Remove |
| Limit the number of simultaneous users to: 20 |
| Comments: |
| |
| Permissions Caching |
| OK Cancel Apply |

- Remove the "Everyone" group
- Click "Add"
- Click "Locations..." and select the Local computer
 - Normally it is the first item
- Enter the name of local account "MFPScan"
- Then click "Check Names" and press "OK"

p.s. If you want to use AD accounts, enter the HKIEd account name and click "Check Names". Users are reminded to update the MFP every time you have changed your HKIEd password.

| Select Users or Groups | 8 × |
|--|--------------|
| <u>S</u> elect this object type: | |
| Users, Groups, or Built-in security principals | Object Types |
| Erom this location: | |
| FC4D · W7 | Locations |
| Enter the object names to select (examples): | |
| MFPScan | Check Names |
| | |
| | |
| Advanced OK | Cancel |



- Highlight the account just added
- Make sure the "Change" permission is granted



- Return to the folder properties window
- On the "Security" tab, click the "Edit" button

| MFPScan Properties | × |
|--|-----|
| General Sharing Security Previous Versions Customize | |
| Object name: D:\MFPScan | |
| <u>G</u> roup or user names: | |
| Authenticated Users | |
| SYSTEM . | |
| Administrators (FC4Di W7\Administrators) | |
| & Users (FC4D W7\Users) | |
| To change permissions, click Edit. | |
| | |
| Users Allow Deny | |
| Full control | * |
| Modify 🗸 | |
| Read & execute | = |
| List folder contents 🗸 | |
| Read 🗸 | |
| Write 🗸 | - |
| For special permissions or advanced settings, Advanced click Advanced. | d |
| Leam about access control and permissions | |
| Close Cancel Ar | ply |

- Click "Add"
- Click "Locations..." and select the Local computer
 Normally is the first item
- Enter the name of local account "MFPScan"
- Then click "Check Names" and press "OK"
- Highlight the account just added
- Make sure the "Modify" permission is granted



- Return to the "Sharing" tab
- Drop down the "Network Path"
 - You need this information for setting up the address book on the MFP
 - The format is "\\Computer Name\ShareFolder Name"

| NFPScan Properties | | | | | | |
|--|---------|----------|-------------------|-----------|--|--|
| General | Sharing | Security | Previous Versions | Customize | | |
| Network File and Folder Sharing | | | | | | |
| MFPScan Shared | | | | | | |
| Network Path: \FC4D: 10000270W7\MFPScan | | | | | | |
| Share | | | | | | |
| | | | | | | |

Setup Address Book on MFP

- Firstly, you need to know the host name of the MFP.
 - Launch "Network Printers Mapping Tools" from "Network Application"
 - Locate the first column of the network printer name you want to setup the scan-to-PC

| HKIEd Network Printers Mapping Tool | | | The Local | | |
|-------------------------------------|----------------------|-------------|-------------------------|------|--------------------------------|
| | Network Printer Name | Location | Model No. | Туре | Comment |
| ¥ | isomp1 | B2-LP-02 | KONICA MINOLTA C360 | н | Color\$0.6/p;duplexer;fax;scan |
| | isop4 | B2-LP-17 | HP LaserJet 4250 Series | Н | |
| | isop1 | B2-LP-17 | HP LaserJet 5000 Series | Н | |
| | itsp2 | B2-LP-25 | HP LaserJet 4015 | Н | |
| $\overline{\ }$ | itsp1 | B2-LP-25 | Lexmark E450dn | Н | |
| Ad | d Printer as Default | Add Printer | | | Help Exit |

Setup Address Book on MFP

- Open "Internet Explorer"
- Enter the network printer name in the address bar and press enter

Setup Address Book on MFP (Konica)

- Click the "Address Book" icon
- Click "New Registration"



Setup Address Book on MFP (Konica)

Choose "SMB" and click "OK"

| | | To Login Scre |
|---------------------------|------------------|---------------|
| Less Scope Web Connection | Ready to Scan | |
| Model Name:bizhub C360 | Low Paper | |
| | | |
| ▼ Address Book | New Registration | |
| Store Address | ⊖ E-mail | |
| ► Icon | O FTP | |
| ► Group | © SMB | |
| Program | O User Box | |
| Temporary One-Touch | ⊖ Fax | |
| Subject | | |
| ► Text | | ок |
| | - | |

Setup Address Book on MFP (Konica)

- Enter your display Name on MFP
- For the Destination Information:
 - Tick "Please check to enter host name"
 - Enter your computer name as the "Host Address"
 - Enter the Share Folder Name in "File Path"
 - Enter the Local / AD accounts name in the "User ID"
 - Enter password of the Local /AD account

ork File and Folder Sha MFPScan Shared Network Path: Address Book (SMB) VECAD W7\MFPScan No. Share .. Use opening number Θ Direct Input С Name You name here Index Specify a keyword for address search and display by registered name. MNO Ŧ Main Destination Information Host Address Please check to enter host name. ComputerName File Path MFPScan MFPScan User ID Password Limiting Access to Destinations

Display

OK

Can

Click "Login" from the upper right

 Please contact your Departmental Computer Coordinator (DCC) for the administrator password

- Choose "Address Book" from the left panel.
- Click "Add User"

| <u>F</u> ile <u>E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp |
|--|
| 🚱 🕞 🗢 度 http:// itsmp2 /web/entry/en/websys/webArch/mainFrame.cgi |
| 🖕 Favorites 🛛 😑 🖌 🎉 RNPC41C06 - Web Ima 🗙 🎉 Login |
| RICOH Aficio MP 5500 Web image monitor |
| Address List |
| Back |
| Change Add User Add Group Delete Maintenan |
| View: All Search for: Registration No. |
| (1/3 ▶ ▶ Page : Go Display Items : 10 ▼ Numt |
| Registration No. Name |

- Enter your
 Display name in "Name"
- Under the "Folder Authentication"
 – Enter your Local /
 - AD account name and password

| OK | Save and Add Another | Cancel |
|--|----------------------|--|
| | | |
| Registration No. | | : 00008 |
| Name | | Your Name Here |
| Key Display | (| |
| | | |
| Title | | |
| Title 1 | | GH 🔻 |
| Title 2 | | None - |
| Title 3 | | None - |
| Add to Freq. | | : On Off |
| | | |
| Authentication In | formation | |
| User Code | | : |
| SMTP Authentica | ition | : O Specify Other Auth. Info below: O Do not Specify |
| | Login User Name | : |
| | Login Password | : Change |
| Folder Authentica | tion | Specify Other Auth Info below: O Do not Specify |
| | Login User Name | MFPScan |
| | Login Password | Change |
| I DAP Authentica | tion | |
| | Login Llog Nama | Specify Other Auth. Into below: Do not specify |
| | Login Oser Ivanie | Change |
| - Annilatia Grantian | Login Password | |
| Available function | s | Copier Facsimile Scanner |
| | | Document Serverrnnter |
| Protection | | |
| Use Name as | | : V Destination V Sender |
| Protect Destination | n | |
| | Protection Object | : Sender Eolder Destination |

- Under the "Folder" session
 - Choose "SMB" as the "Protocol"
 - Enter the network sharing path in "Path"
- Press "OK" to save

| | \\FC4D: *******W7\MFPScan |
|--------------------------------------|---------------------------|
| Folder | Share |
| Protocol | : SMB - |
| Port No. | : 21 |
| Connection Type | : NDS 🔻 |
| Server Name | : |
| Path | : \\ComputerName\MFPScan |
| Add to Group | |
| Details of Group | : Change |

and Folder

- For new models, click "Device Management" > "Address Book"
- Then click "Add User"



 Tick "Folder Destination" and click "Go to Next"

| RICOH Aficio MP 75 | 02 Web Image Monitor |
|------------------------------------|---|
| Home | |
| Address List (Display All I | tomel |
| Add User | |
| | |
| Select item(s) to register, then p | ress [Go to Next]. |
| User Information | |
| Basic Information | Basic information such as Registration No. or Name can be registered. |
| Destination | |
| E-mail Destination | E-mail destination can be registered. |
| Folder Destination | Information about network folder can be registered. |
| Authentication Management | |
| User Authentication | Information about user authentication can be registered. |

- Enter your Display name in "Name"
- Then click "Go to Next"

Step1.Basic Information

Enter items. The name entered in [Key Display] will be displayed on the destination key

| Registration No.(Required) | :00007 |
|----------------------------|---------------|
| ■Name(Required) | You name Here |
| Key Display | : |
| ■Title 1 | GH ▼ |
| Title 2 | : None 🔻 |
| ■Title 3 | : None 🔻 |
| Add to Freq. | : On Off |

- Choose "SMB" as the "Protocol"
- Enter the network sharing path in "Path"
- Enter the Local/AD account name in Login User name
- Enter Password
- Click "Go to Next"

| Step2.Folder Destination | | Network Path: \\FC4D ⁻ ************************************ |
|-------------------------------|--|---|
| | | Share |
| Enter the folder information. | | |
| Protocol | : SMB FTP | |
| ■Path(Required) | \\Computer Name (or IP Address)\Shared Folder Name | |
| | :\\ComputerName\MFPScan | |
| ■Login User Name | MFPScan | |
| ■Login Password | | |
| Confirm Login Password | | |

File and Folder Sn