



# FTP Scanning Configuration

FTP scanning is a process where the copier communicates to a small program (Scanner File Utility – **SFU**) on your workstation. The Utility 'catches' the incoming file and saves it to the specified folder.

**Pros:** Installation is somewhat simpler than SMB scanning. Changes in user settings or passwords don't affect ability to scan.

**Cons:** SFU software must be installed and running in order to scan. The SFU must be listed as an exception in the Windows Firewall or 3<sup>rd</sup> party security software (such as Norton).

[**Note:** You will need to have 'administrative rights' on your computer to accomplish many of the tasks outlined. If you are not comfortable making technical changes to your computer –changing firewall settings, etc. – you should seek assistance. Not every mouse-click is specified in these instructions, since settings locations and nomenclature vary from system to system.]

## 1. Gather network data for your computer.

- A. Open a command prompt window.
  1. XP: Start, run, type '**cmd**', OK
  2. Vista/Win7: Start, type '**cmd**', <Enter>
- B. In the black command prompt window type '**ipconfig /all**' <Enter>
- C. Use displayed information to fill in the first section on the Worksheet (you will need to scroll back to the top to find some of it).

## 2. Create folder for Scans

- A. Decide where this folder should be located (must be on a local hard drive on the machine you're working on, not a 'mapped' network location –i.e. not the Z: drive or similar.) We often keep it simple, creating a new folder called '**Scans**' in the root directory of C:
- B. Create a desktop shortcut for new folder: **R-click** on folder, **Send-to, Desktop**

## 3. Install the Scanner File Utility (SFU)

- A. If you haven't yet downloaded the SFU, it can be found at: <http://www.advanceddocumentconcepts.com/downloads.php> . Make a note of where it 'unzipped' to, so you can find it.
- B. Run '**Setup**'.
  1. We advise that you don't change any of the defaults. Click "Next" or "Yes" to everything. Then "Finish" at the end.
- C. Start and Configure the SFU
  1. Go to **Start, Programs, Scanner User Software, Scanner File Utility** (this will start the SFU. A new icon will be in the 'System Tray' at lower right corner of screen.)

2. This icon resembles a flatbed scanner, but should have a purplish-pink circle and slash around it, indicating that the program is currently 'stopped'.
3. Right-click on the icon, and choose **“Configuration”**.
4. Chose **Setup**.
5. Check the **“Reception Notice”** box.
6. Change the **“Hard Disk Warning”** from 80% to **95%**.
7. Select **“New”** to create a destination.
  - A. In the **“No.”** field, type **001**.
  - B. In **“Folder”** click the **“...”** button and browse to select the **'Scans'** folders you created in Step 2.
  - C. In **“System Connection Program”** choose **“PDF Keyword Embedder”**.
  - D. Click **OK**.
  - E. [Note: if you want more than one destination/folder for scans on your computer (e.g. 'Clients A-M', 'Clients N-Z', 'Bookkeeping') create more desitinations: **002, 003**, etc. Each pointing to a different folder.]
8. Click **OK** to close the Setup window.
9. Click **OK** to close the SFU window.
10. Right-click on the SFU tray icon and select **START**. The circle and slash should go away.

#### 4. Make the SFU an 'exception' in the firewall.

- A. You need to know if your computer is using Windows Firewall or a 3<sup>rd</sup> party firewall or no firewall. If no firewall is enabled, go to Step 5.
- B. Windows Firewall:
  1. XP: go to the Control Panel and either click on **“Windows Firewall”** or go to the Security Center and find it there. Go to Exceptions and add the SFU.
  2. Vista/Win7: Press Start, type **“Windows Firewall”**, look above and select **“Windows Firewall”** (not **“Windows Firewall with Advanced Security”**). Allow a program through the firewall . . . add the SFU.
- C. For 3<sup>rd</sup> party software consult the instructions or help feature of that program. When you attempt to use the SFU, some security software provides an automatic pop-up, asking if it should allow either **“Scanner File Utility”** or **“NsCatCom.exe”** to access the internet. If this happens, choose **“Allow”**.

#### 5. Identify the copier IP address.

- A. Go to the copier, press the **'Counter'** button, **Print Status Page, Yes**.
- B. The IP Address is found in the left column in the **'Network'** section under IPv4.
- C. Note it on the worksheet. (might be a number like 192.168.1.210)

#### 6. Go to the 'Kyocera Command Center' (the web interface).

- A. Open a browser, like you want to surf the net (e.g. IE, Firefox, Chrome)
- B. At the top address bar, where you would type **'www.google.com'**, erase everything and type the copier IP address, <Enter>.
  1. If you see a **'Basic'** tab along the upper portion of the screen, no password is required.
  2. If there is only a **'Start'** tab, but no **'Basic'**, **'Printer'**, **'Scanner'**, etc., then click on **'Login'**. The Password on most machines is **'admin00'**. The newest machines have a login of **Admin** and p/w of **Admin**.

## 7. Add a new Contact in Address Book.

A. If there is a '**Settings**' option in the left column, choose it. Then select **Basic** tab, **Address Book, Contacts, Add Contact**.

1. At the very top enter the name for the user (e.g. George, Judy, Accounting, Server)
2. In the FTP section there are 2 fields that need to be filled in (don't change port number)
  - a. 'Host Name' can be filled in either with your computer's **Host Name** or the **IP Address**. If DHCP is enabled on your computer, you may want to try the Host Name first (IP address might change, but the Host Name does not). But for some computers on some networks, the Host Name will inexplicably fail to resolve.
  - b. The 'Path' is "**001**" as entered in Step 3-C-7 above. (If you made more than one scan destination/folder, create a new 'Contact' for each one.)
  - c. 'Login User Name' or 'Password' do not need to be changed.
3. At the bottom click on **Submit**.

## 8. Confirm network settings in copy machine.

A. While still in the Kyocera Command Center go to the **Advanced** tab, **TCP/IP, General**.

B. Confirm that 3 values match the information on the Worksheet: Default Gateway, DNS Server Primary, DNS Server Secondary (if applicable). If not, change them to match the numbers on the worksheet.

C. If you made changes, go to bottom of page: Submit, OK.

D. Go to copy machine. Turn off at power button on panel, then flip main power switch on side of machine. Wait 10 seconds. Turn back on.

## 9. Create One-Touch key.

A. [Note: The One-Touch keys that show up in the bottom of the first screen in Send mode don't contain any information themselves, they only provide a short cut to contacts already input in Address book.]

B. Go to copy machine. Press '**Send**' key, on touch panel select '**Address Book**', '**Register/Edit Address Book**', '**One Touch Key**'

C. Press to highlight the **key** (button) you want to assign, '**Register/Edit**', select name to assign to that key, **OK, Close, Close, OK**.

## 10. Perform a test scan.

A. Place a document in the feeder.

B. Select the **One-Touch** key you just created.

C. Press the green '**Start**' button.

1. If the 'new image' notification pops up on your screen, give yourself a Gold Star. It seldom works perfectly on the first attempt. You are done.
2. If there is an error, look on the touch panel and note the 4-digit error code. (It won't appear on the printed error page.)
  - a. 1101 or 2101 is a problem with Host Name or IP address.
  - b. 1102 or 2102 is a problem with the SFU or firewall.
  - c. 1103 or 2103 is a problem finding or writing to the folder settings.

# FTP Scanning Worksheet

Using this worksheet is, of course, optional. Experienced eggheads will likely be able to juggle this information without writing any of it down. Other normal humans may find it helpful to have it organized neatly in one place.

## My Computer (or Server)

Host Name: \_\_\_\_\_

Dhcp enabled      Yes / No      (circle one)

IP Address: \_\_\_\_\_

Subnet Mask: \_\_\_\_\_

Default Gateway: \_\_\_\_\_

DNS Server Primary: \_\_\_\_\_

DNS Server Secondary: \_\_\_\_\_

Folder for Scans: \_\_\_\_\_ (e.g. C:\Scans )

## Copier

IP Address: \_\_\_\_\_

(find on counter status page)

[Note: The Password on most machines is **admin00**. The newest machines have a login of **Admin** and p/w of **Admin**.]