



SMB Scanning Configuration

SMB scanning is a process where the copier 'logs in' to your workstation or a server like a user on the network and writes the PDF file directly into the designated folder.

Pros: No software (Scanner File Utility) to be installed and running. No conflicts with Windows Firewall or 3rd party security software (such as Norton).

Cons: Requires a greater computer aptitude. A change in login and password settings can cause scanning to fail.

[**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 –creating new users, setting permissions – you should seek assistance. Not every mouse-click is specified in these instructions, since settings locations and nomenclature vary from system to system.]

1. Create or identify the login and password for the copier to use.

- A. If your computer requires you to enter a password when you start up, you may want to use that login and password.
- B. If you chose to create a new login & p/w:
 - 1. XP: Start, R-click on Computer, Manage, Local Users and Groups, create new user.
 - 2. Vista/Win7: Start, type 'user', select User Accounts, create new user.
- C. Note the login and p/w on Worksheet included in this document (these are case-sensitive, of course)

2. 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).

3. 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 folder called '**Scans**' right in the root directory of C:.

B. Create a desktop shortcut to this new folder: R-click on folder, Send-to, Desktop

4. Share the folder

A. R-click on folder, Properties, Sharing tab, add copier's 'login' with full permissions.

1. These settings vary considerably between XP, Vista, and Win7 and often between different versions of each. The objectives are to add the copier as a local user which has full authority to write, modify, etc. to the folder.

B. If there is a Security tab in the properties window, then go there and make sure the copier's 'login' is listed here too and has full permissions.

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 SMB section there are 4 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 the '**share name**' of the new folder you created (e.g. Scans). Type it with a backslash in front: "**\\Scans**".
 - c. '**Login User Name**' is the the login the copier will use to access your computer. Should be noted on the worksheet.
 - d. '**Password**' is the related password for login above.
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 scan appears in the folder, give yourself a Gold Star. It seldom works perfectly on the first attempt. Now 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 login or p/w.

c. 1103 or 2103 is a problem finding or writing to the folder.

SMB 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: _____

Login (for copier to use): _____ (e.g. 'scanner')

Password (for copier): _____ (e.g. 'scanner')

Folder 'Share Name': _____ (e.g. 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**.]