Setup Scan to Folder on Windows 8.1

At the Copier.



-Move your curser to the lower left hand side by the windows logo.



-Right click while curser is in lower left.

-Left mouse click file explorer.



-Double click Local Disk (C:)

≛ 🔒 📮 -	Drive Tools			Local Disk (C:)		-	□ ×
E Home Share	View Manage						~ e
	is PC & Local Disk (C1) &				ı e.	Search Local Disk (C)	0
					 0	Scaren Eocar Disk (ei)	~
🜟 Favorites	Name	Date modified	Туре	Size			
Desktop	SRecycle.Bin	9/13/2014 12:13 AM	File folder				
鷆 Downloads	\mu AVLog	11/22/2013 9:53 AM	File folder				
🔠 Recent places	Documents and Settings	8/22/2013 2:23 AM	File folder				
	🐌 E22C	1/8/2014 8:16 AM	File folder				
🝓 Homegroup	퉬 Intel	10/28/2013 9:04 AM	File folder				
	MSOCache	10/28/2013 9:08 AM	File folder				
🖳 This PC	퉬 New folder	2/23/2015 2:12 PM	File folder				
膧 Desktop	퉬 PerfLogs	8/22/2013 2:50 AM	File folder				
Documents	퉬 Program Files	4/21/2015 9:03 AM	File folder				
🚺 Downloads	퉬 ProgramData	4/21/2015 9:05 AM	File folder				
🎽 Music	System Volume Information	6/18/2015 3:56 AM	File folder				
Pictures	🍌 Users	10/28/2013 10:23	File folder				
Videos	🎳 Windows	5/22/2015 2:47 PM	File folder				
🚢 Local Disk (C:)	🚳 autoexec.bat	8/22/2013 3:16 AM	Windows Batch File	1 KB			
	🗟 bootmgr	8/22/2013 12:31 AM	System file	418 KB			
Network	BOOTNXT	6/18/2013 7:18 AM	System file	1 KB			
	config.sys	8/22/2013 3:16 AM	System file	1 KB			
	hiberfil.sys	6/10/2015 4:14 AM	System file	1,597,800 KB			
	pagefile.sys	6/10/2015 4:14 AM	System file	786,432 KB			
	🚳 swapfile.sys	6/10/2015 4:14 AM	System file	262,144 KB			
20 items							==

-Right click in area below the folders located in local disk (C:)

-Left click new, click on folder.

-Name the folder; Scans.



-Right click on Scans folder and select share with, specific people.



-Select the dropdown to the left of add, select everyone, click add.

				-		×
📀 🙁 File Sharin	g					
Choose peop	ole to share with					
Type a name an	d then click Add, or click the	arrow to find someone.				
			~	<u>A</u> dd		
Name			Permission	Level		
🥵 Everyone			Read 🔻			
🙎 Win8			Owner			
I'm having troub	le sharing					
				S <u>h</u> are	Can	cel

-Change the permission level from Read to Read/Write for everyone by clicking on the dropdown and then select Share.



-Write down the network path to the share, example: \\ATS-WIN8\Scans, then click done.

-Now we must create the destination on the copier.



-At the copier select User tools, Machine Features (if present).

🔷 User Tools / Coun	Exit	
System Settings	Copier / Document Server Features	Español
Address Book Mangmnt	Facsimile Features	i Inquiry
Tray Paper Settings	Printer Features	
Edit Home	Scanner Features	
	Extended Feature Settings	& Maintenance
		123 Counter

-System Settings, Note, if you have Address Book Management on this screen you may select.

🔹 System Settings			Exit
General Features Settings	Timer Interfa Settings Settin	ace File Administr gs Transfer Tools	ator
Program / Change / Delet	e User Text	Print Priority	Copier/Document Server
Panel Key Sound	Lowest	Function Reset Timer	3 second(s)
Warm-up Beeper	On	Output: Copier	Finisher Upper Tray
Copy Count Display	Up	Output: Document Server	Finisher Upper Tray
Function Priority	Copier	Output: Facsimile	Internal Tray 1
Function Key Allo	cation	Output: Printer	Finisher Upper Tray
Screen Color Setting	Blue-gray	Key Repeat	Normal
		1/2	V Next

-Administrator Tools

System Settings	Exit				
General Tray Paper Timer Interf Features Settings Settings Setti	face File Administrator Ings Transfer Tools				
Address Book Management					
Address Book: Program / Change / Delete Group	Auto Delete User in Address Book Off				
Address Book: Change Order	Delete All Data in Address Book				
Print Address Book: Destination List	Display / Print Counter				
Address Book: Edit Title	Display / Clear / Print Counter per User				
Address Book: Switch Title Title 1	Display / Clear Eco-friendly Counter				
Backup/Restore: User Custom Settings & Address Book	Display / Clear Eco-friendly Counter per User				
	1/5 Next				

-Address Book Management

Syster	n Settin	gs					
Address Book Ma	nagement						Exit
Press [New Program]	to add new or :	select from list	below to edit.	Selection can be	e made with the Num	ber keys.	
Program / Ch	ange	Delete				Programm	ned: 37/200
					Searc	h	New Program
All Users	User G	ode	Fax	E-mail	Folder		
Frequent A	AB CD	EF GH	IJK LMN	OPQ RST	UVW XYZ		Switch Title
Todd P	[00003] Mileage	(00004) Mike Remor	(00005) theo	(00006) Ge Yang	[00007] fax	1/2	
[00008] Gary	LOODI13 JODI	[00012] Portia	[00013] Joel K	(00015) Katie	Looone) Audrey	•	

-New Program

🔹 System Setting	S	Eat
Program / Change Address Book		Cancel OK
Names Auth. Info	Protection Fax Dest. E-mail	Folder Add to Group
►Name Sca	ns	
N/au Direlau	Change Registration M	00031
	Change	Change
► Display Priority	5	1/2
Tringit To. Low	Change	
		Vext_

-Enter a name of folder and key display, example; Scans

System	n Settings										
Program / Change	Address Book							Cano	el		ОК
Names	Auth. Info	Protection	Fax D)est.	E	-mail		Folde	x	Add to	Group
Select Title	Frequent	AR CD	EF	GH	IJĸ	LMN	OPO	RST	UVW	XYZ	
Title 2	Frequent	1 2	3	4	5	6	7	8	9	10	
Title 3	Frequent	1				2					-
										A Pre	vias
										Y	

-Go to page 2/2, and change title 1 to the letter category that includes the 1st letter of your name/key display, example Scans, letter S, RST.

System Settings			Ent
Program / Change Address Book		Cancel	ОК
Names Auth. Info Protection	Fax Dest. E-mail	Folder	Add to Group
► Folder Authentication	Specify Other Auth. Info	Do no	t Specify
Login User Name	Change		
Login Password Change			
►LDAP Authentication	Specify Other Auth. Info	Do not	Specify
			2/4
			A Previous
			▼ Next

-Select Auth. Info. Down arrow to page 2/4.

-Select Specify Other Auth Info.

-Enter your windows username by selecting change, then press ok.

-Enter your password by selecting change, enter your password click ok, enter password a second time then click ok.

System Settings		
Program / Change Address Book	Cancel	OK
Names Auth. Info Protection Fax Dest. E-mail	Folder	Add to Group
SMB FTP Path Press [Browse Network] to select shared folder, or press NATS-WIN8\Scans Browse Network	s [Change] to e	enter path. Change ection Test

-Select folder, change, and enter the network path you wrote down earlier example <u>\\ATS-WIN8\Scans</u>

-Click ok 2 times, and exit 3 times. Congratulations you have created a scan to folder destination!

