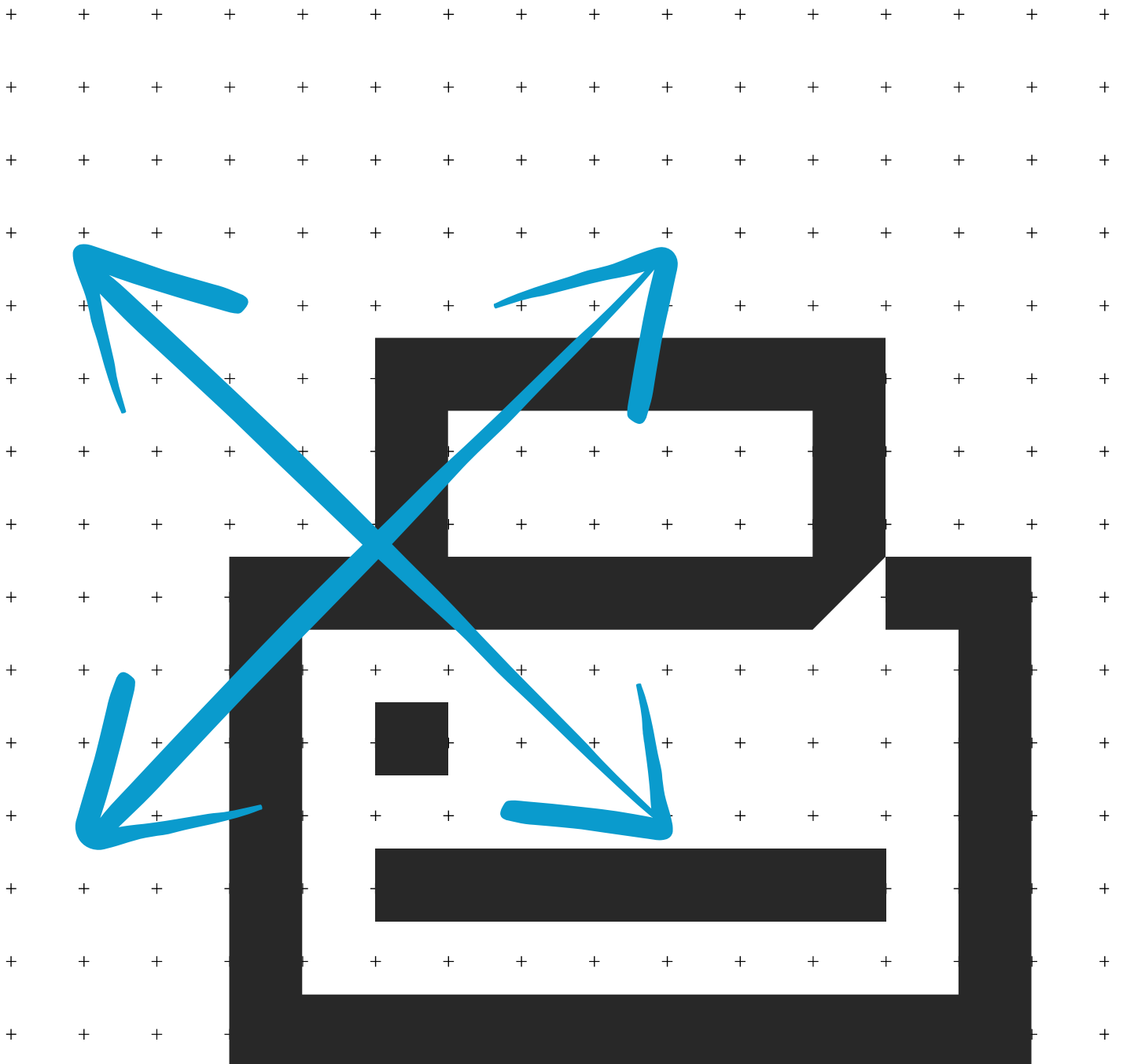


SCAN TO FOLDER SMB SETUP USING THE SOFTWARE SETUP TOOL



Revision History

Document	Date Released	Updated Information
Scan to SMB Setup	08/31/23	Initial

Overview

The Scan to Folder Setup Tool for SMB simplifies the setup process for sending scanned images to a folder via the SMB protocol.

The Tool lets users perform the following functions:

- Create a shared folder on a PC to receive images from a MFP.
The created folder is automatically set as a shared folder. Administrator privileges on the PC are required.
- On the MFP, the destination is setup in the address book and, optionally, as a One Touch Key. The Setup tool registers the address book entry and the associated PC in the MFP address book.
 1. Admin privileges are required for the selected PC.
 2. If the MFP has user authentication enabled, admin privileges for the MFP are also required.
- [Before setting up Scan to Folder, your device must be connected to a wired or wireless Network.](#)

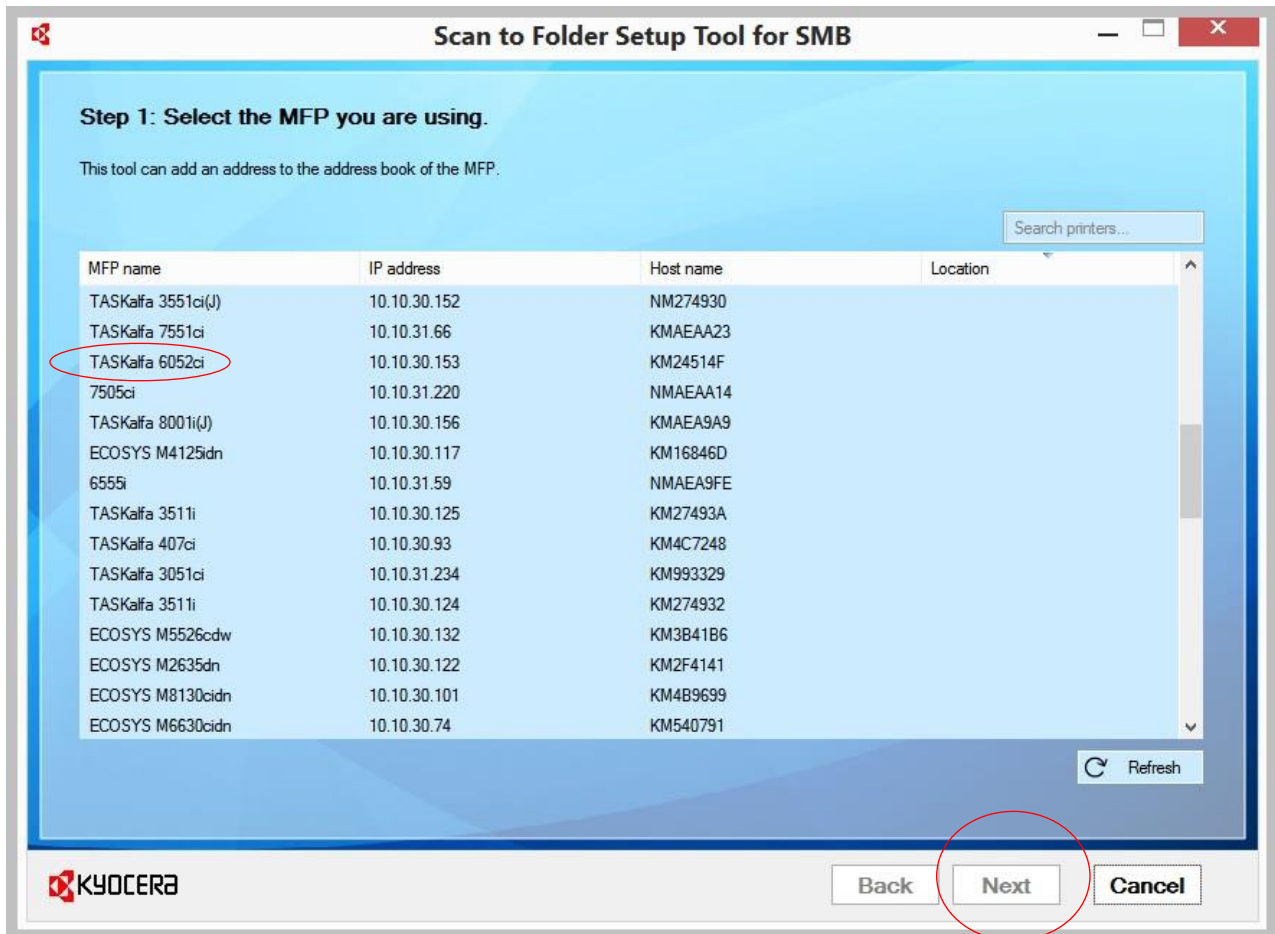
Setup procedure

Download the Scan to SMB Setup tool. Double click and the file will be extracted to Program files/Kyocera/ScantoSMB/KMSMB.exe.

Device Discovery

When the Scan to Folder Setup Tool for SMB is launched, the tool discovers all MFPs connected to the same network. In the initial screen, select an MFP. You can search for a device in the list by using the Search text box.

1. Click [Refresh] to update the list of discovered devices with the latest information.



2. Select the MFP and click Next.

If the selected MFP has user authentication feature enabled, accessing the MFP for the first time launches a login authentication screen. With Admin privileges, a user can successfully enter a **user name and password**.

Device Login

Enter login user name and password.

User name:

Password:

OK Cancel

Add a New Address

In Step 2, the address book list of the selected MFP’s is displayed. The page will be blank if no addresses are added. A user can click [Add] to add a new address to the MFP address book list. Click [Refresh] to display the most up-to-date information for MFP address book list. The user can also search the existing address book list. If the Show fax-capable check box is clear, you can hide the addresses which include fax address in the MFP address book list.

Selected MFP: TASKalfa 6052ci
IP address: 10.10.30.153

Show fax-capable Search address...

No.	Name	PC name
0005	半角力ナ	BW-1064-7050
0006	test123	test123
0007	aaaa	BW-1064-7050
0008	shar8	SHA-FC64J-9010
0009	Scanfolder	BW-1064-7050
0010	1234	SHA-FC64-9010
0011	カカカカ	BW-1064-7050
0012	test2	SHA-FC64-9010
0013	mayg1	
0014	mayg1	
0015	Test	HIRO-7-LBS
0016	Test	HIRO-7-LBS
0017	TEST2	HIRO-7-LBS
0018	TEST2	HIRO-7-LBS

Add Edit Delete Refresh

KYOCERA Back Finish Cancel

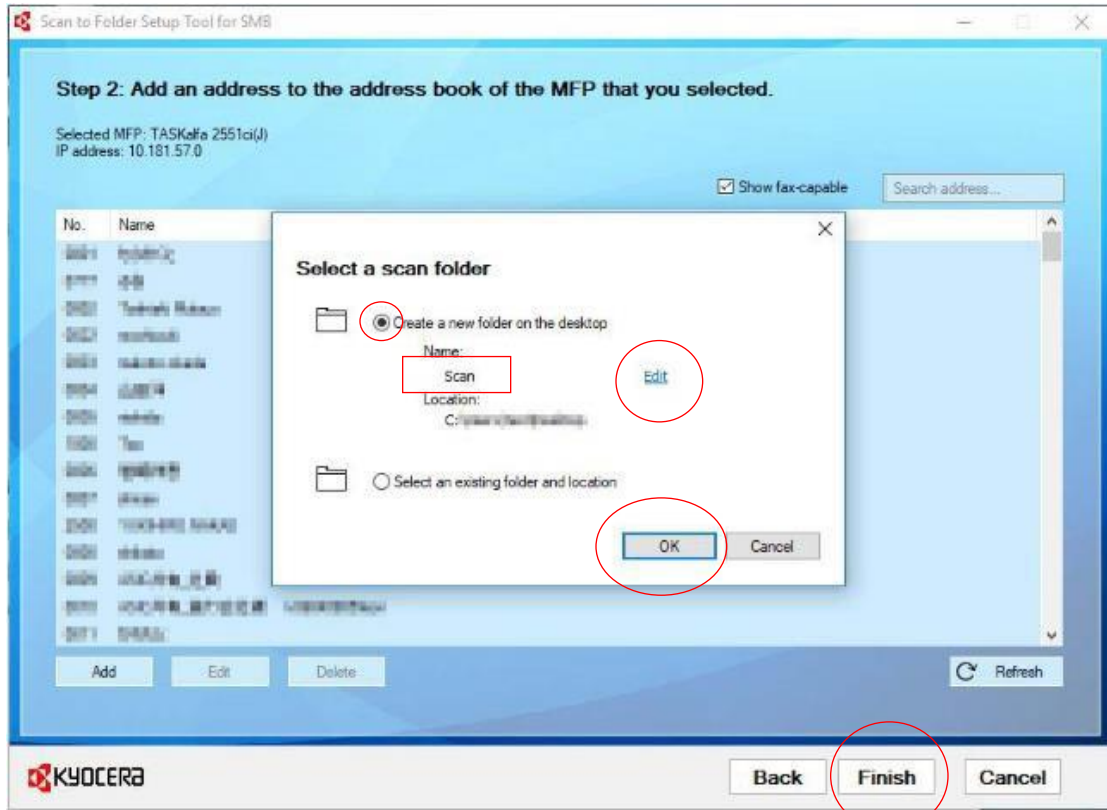
Create a New Folder on the Desktop

A user can create a new folder on the desktop (or use an existing folder) so scan files can be transferred to it from the MFP. The default name is Scan.

Click [Edit] to customize the desktop folder name. (Example: John’s Scans).

Click OK, and Finish.

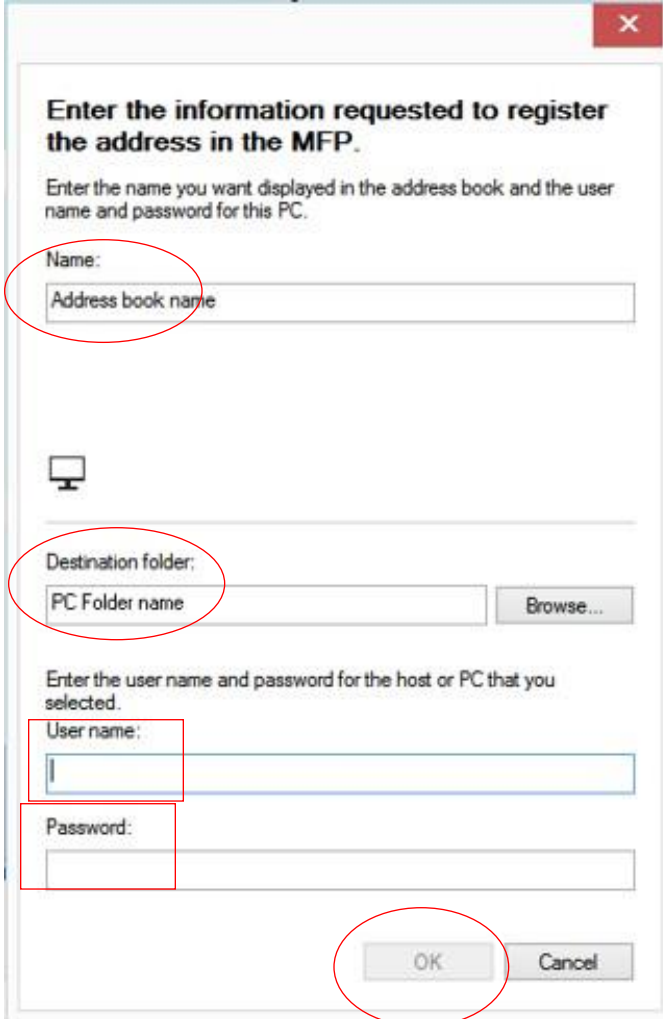
- When a new folder is created, a new address entry associated with the folder is also added to the MFP’s address book.



Enter PC information

In the “Enter the information requested to register the address” window, a user is prompted to enter information for the new address book entry, the destination folder name, and PC credentials. The added or edited entry is registered in the MFP’s address book.

1. **Name:** Add the Name of the address key you created.
2. **Destination Folder:** Add the file name exactly as you created (John’s Scans).
3. **User Name:** Enter the Name of your computer or laptop (Example John b).
4. **Password:** Enter the password of your computer or laptop.



Enter the information requested to register the address in the MFP.

Enter the name you want displayed in the address book and the user name and password for this PC.

Name:
Address book name

Destination folder:
PC Folder name

Enter the user name and password for the host or PC that you selected.

User name:
Password:

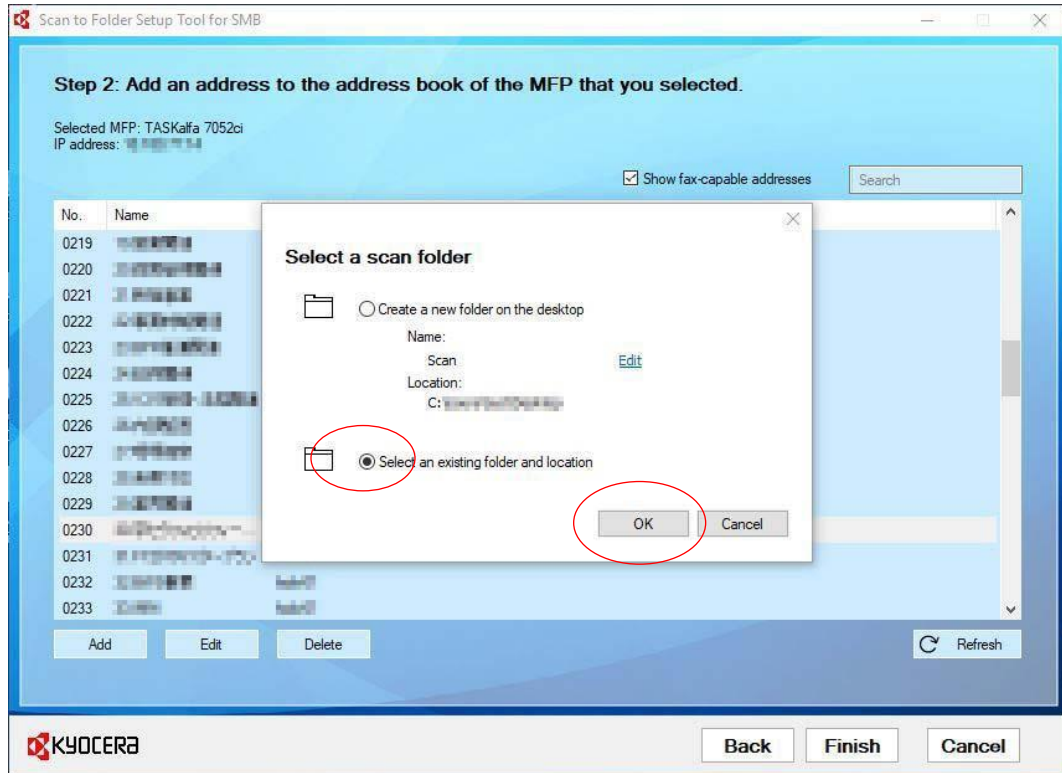
Click OK.

You are now setup to Scan to the folder. Go to the MFP, place the originals in the feeder or on the glass. Press the panel address Key button, select your key name you created and press the start button.

Select an Existing Folder

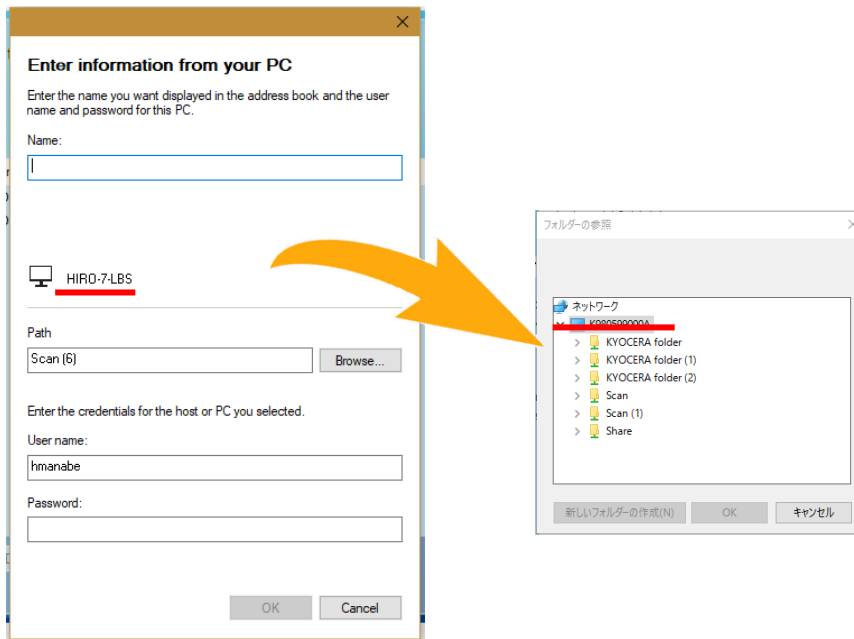
A user can select an existing shared folder on the PC, instead of creating a new folder on the desktop.

1. Select an Existing Folder.
2. Click OK.



Enter PC information

A user can select a PC connected to the same network segment by clicking [Browse] where a shared folder can be specified.

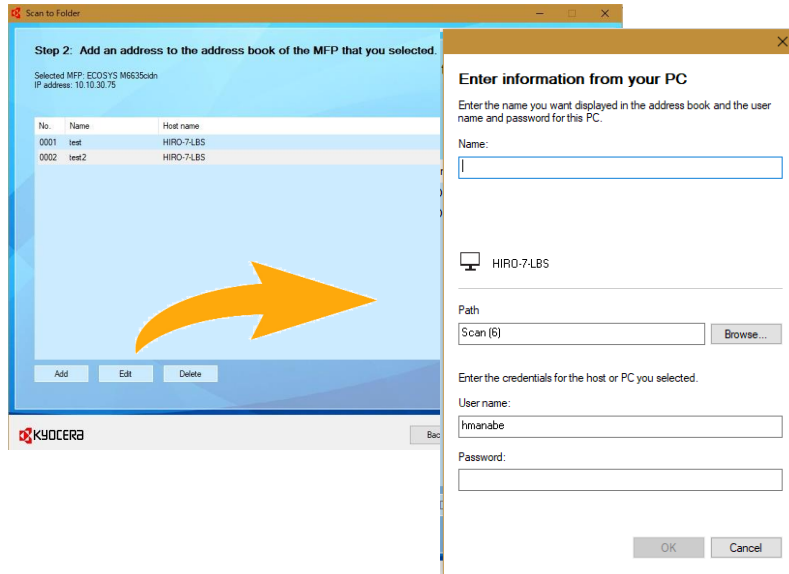


Editing Existing Addresses

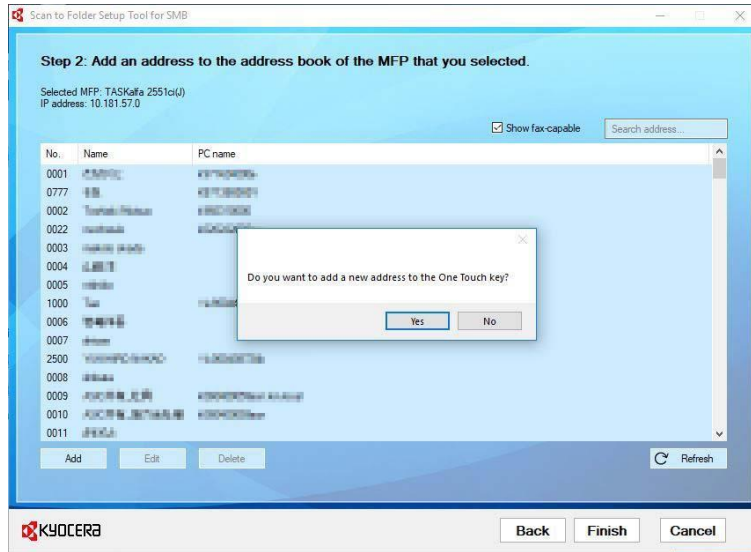
A user can also edit an existing address listed in the MFP's address book. To make changes, click [Edit].

Assign an Address to a One Touch Key

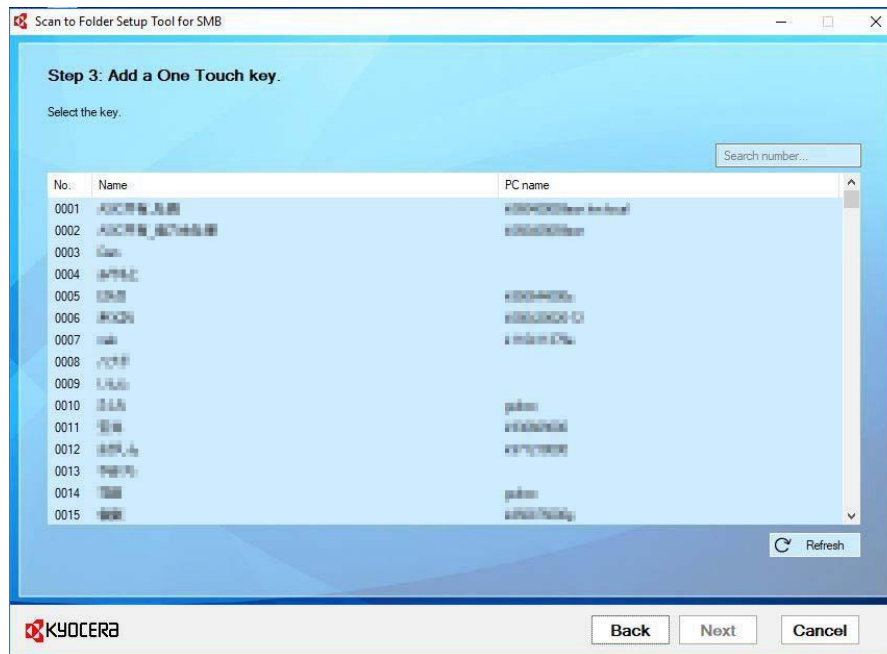
This feature is available only for the models which supports Address book edit restriction.



After adding a new address to the MFP's address book or editing an existing address, a user can assign the address to a One Touch Key. Click [Yes] to assign a key and then click Next. Click [No] to be redirected to the MFP's address book list.



You can also assign an address to the One Touch key by selecting a empty key and then clicking the [Next] button in the Add a One Touch key screen.



Some Legacy models do not support this function.

1. Supported Models

Most models that support SMB capability.



About KYOCERA Document Solutions America, Inc.

Kyocera Document Solutions America, Inc.

(<https://usa.kyoceradocumentsolutions.com>)

is a group company of Kyocera Document Solutions Inc., a global leading provider of total document solutions based in Osaka, Japan. The company's portfolio includes reliable and eco-friendly MFPs and printers, as well as business applications and consultative services which enable customers to optimize and manage their document workflow, reaching new heights of efficiency. With professional expertise and a culture of empathetic partnership, the objective of the company is to help organizations put knowledge to work to drive change.

Kyocera Document Solutions Inc. is a group company of Kyocera Corporation (Kyocera), a leading supplier of semiconductor packages, industrial and automotive components, semiconductor packages, electronic devices, smart energy systems, printers, copiers, and mobile phones. During the year ended March 31, 2022, the Kyocera Group's consolidated sales revenue totaled 1.8 trillion yen (approx. US\$15.1 billion). Kyocera is ranked #603 on Forbes magazine's 2021 "Global 2000" list of the world's largest publicly traded companies, and has been named by The Wall Street Journal among "The World's 100 Most Sustainably Managed Companies."

[For MF communications, please consult with your internal risk or legal teams as to what additional language is appropriate.]