

# Sending

## Specifying Destination

### Specifying a New PC Folder

Specify either the desired shared folder on a computer or an FTP server as the destination.

#### **1 In the basic screen for sending, select [Folder].**

#### **2 Select the folder type.**

If you selected [FTP], go to step 4.

#### **3 Select the folder specification method.**

To search for a folder on a PC on the network, select [Search Folder from Network] or [Search Folder by Host Name].

If you selected [Search Folder from Network], you can search all PCs on the network for a destination.

If you selected [Search Folder by Host Name], you can enter the "Domain/Workgroup", and "Host Name" to search PCs on the network for the destination.

Up to 500 addresses can be displayed. Select the host name (PC name) that you want to specify in the screen that appears, and select [Next]. The login user name and login password entry screen appears.

After you enter the login user name and login password name of the destination PC, the shared folders appear. Select the folder that you want to specify and select [Next]. The address of the selected shared folder is set.

Select the folder from the Search Results list.

If you selected [Enter Folder Path], go to step 4.

#### **4 Enter the destination information.**

Enter the next information. Once you have entered one item, select [Next] to advance to the next item.

### For send to folder (SMB)

Item	Detail	Max. characters
Host Name	Computer name	Up to 64 characters
Path	Share name For example: scannerdata If saving in a folder in the shared folder: share name\folder name in shared folder	Up to 128 characters
Login User Name	If the computer name and domain name are the same: User Name For example: james.smith If the computer name and domain name are different: Domain name\User name For example: abcdnet\james.smith	Up to 64 characters
Login Password	Windows logon password <b>(Case sensitive.)</b>	Up to 64 characters

### For send to folder (FTP)

Item	Data to be entered	Max. characters
Host Name	Host name or IP address of FTP server	Up to 64 characters
Path <sup>*1</sup>	Path to the receiving folder For example: User\ScanData Otherwise the data will be saved in the home directory.	Up to 128 characters
Login User Name	FTP server login user name	Up to 64 characters
Login Password	FTP server login password <b>(Case sensitive.)</b>	Up to 64 characters

\*1 When the FTP server is based on Linux/UNIX, the path including the sub-folder is combined by the slash "/" not using the back-slash.

## **5 Check the status.**

### **1** Check the information.

Change the delay as required.

### **2** Check the connection.

**[Menu]** > **[Connection Test]**

"Connected." appears when connection to the destination is correctly established. If "Cannot connect." appears, review the entry.

To enter multiple destinations, select **[Next Destination]** and enter the next destination.

You can register the entered information in the Address Book by selecting **[Add to Address Book]**.

## **6 Select [OK].**

Destinations can be changed later.

