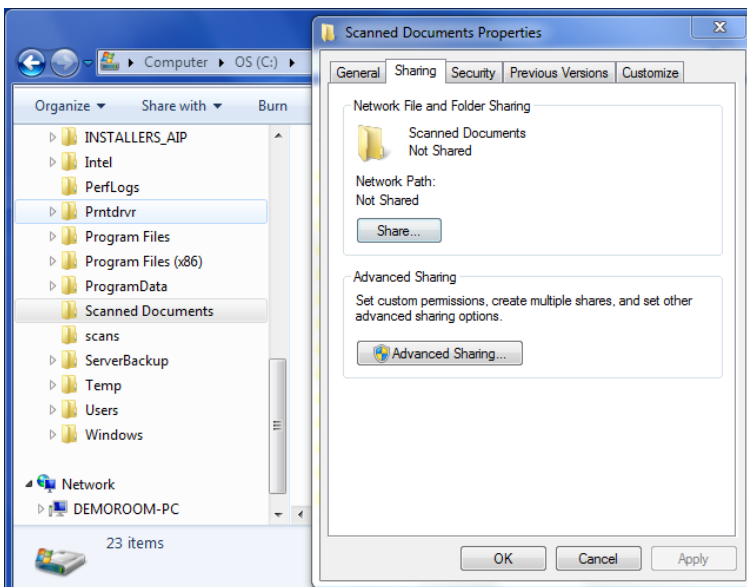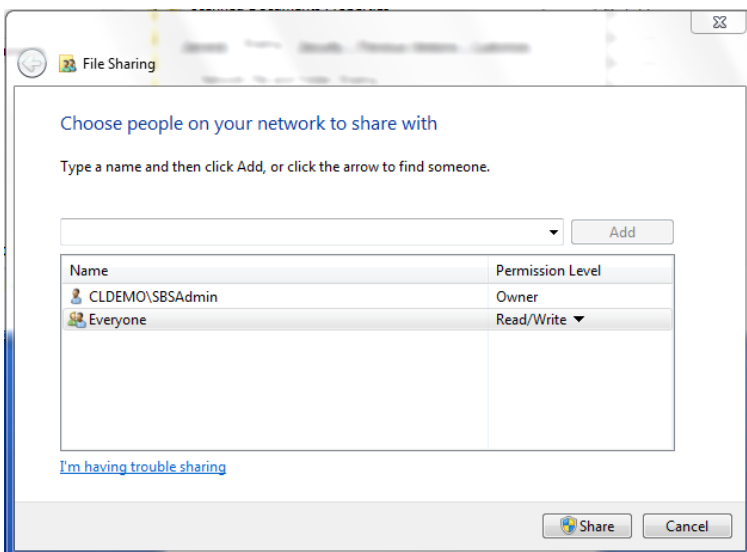# Setting Up a **Scan To Network Folder** for a
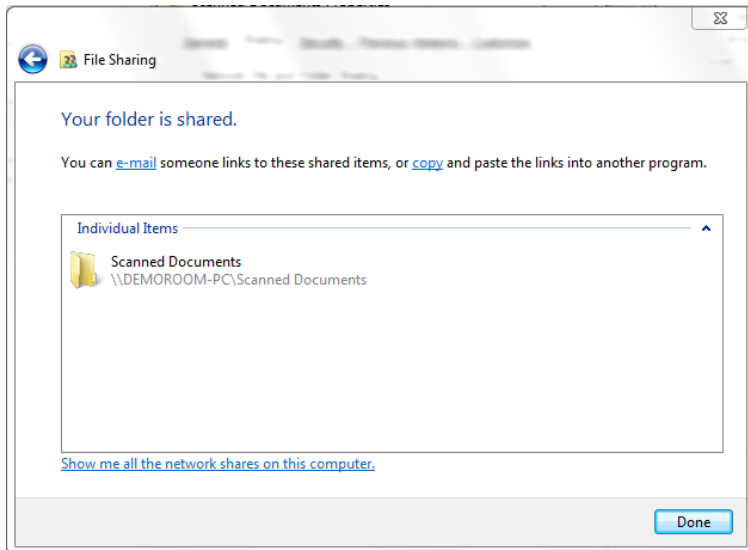
# Sharp Multi-Function Printer



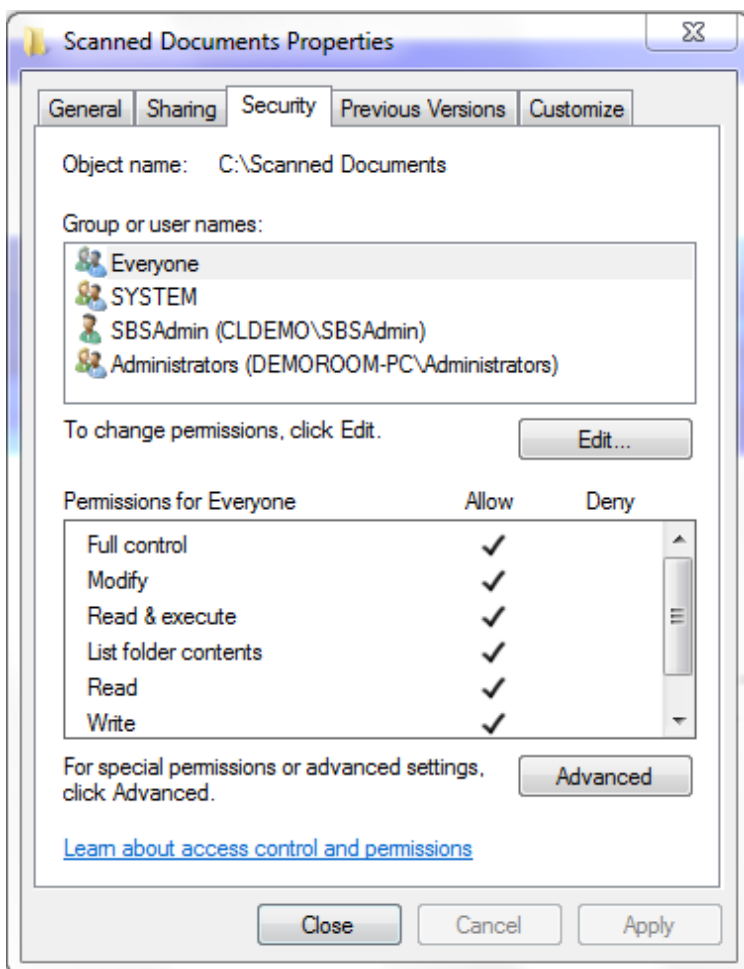Create a Folder on the C: drive that you'd like to scan to.

Right click on it, go to the Sharing tab and click Share.



Add "Everyone" to the Shared users, change Permission Level to Read/Write, and click Share.
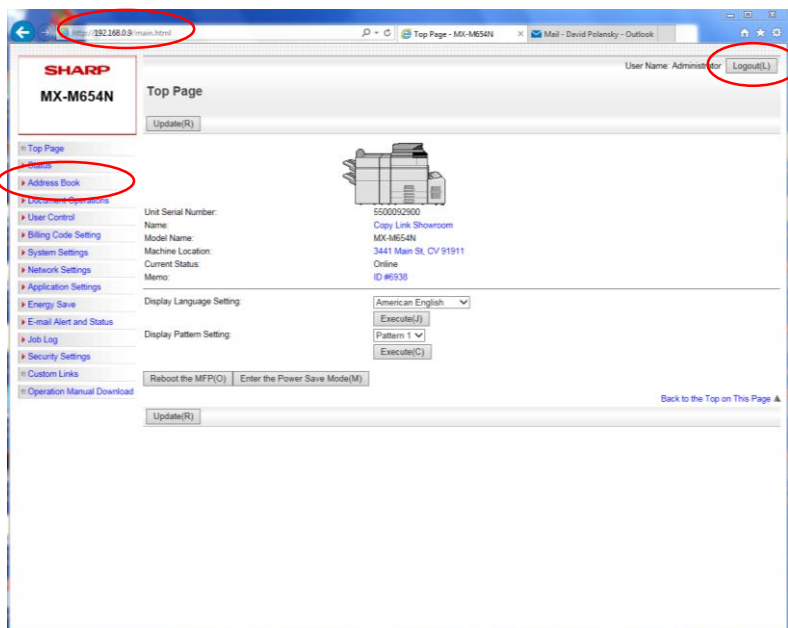
Write down the folder path, or right click on it and copy the path.



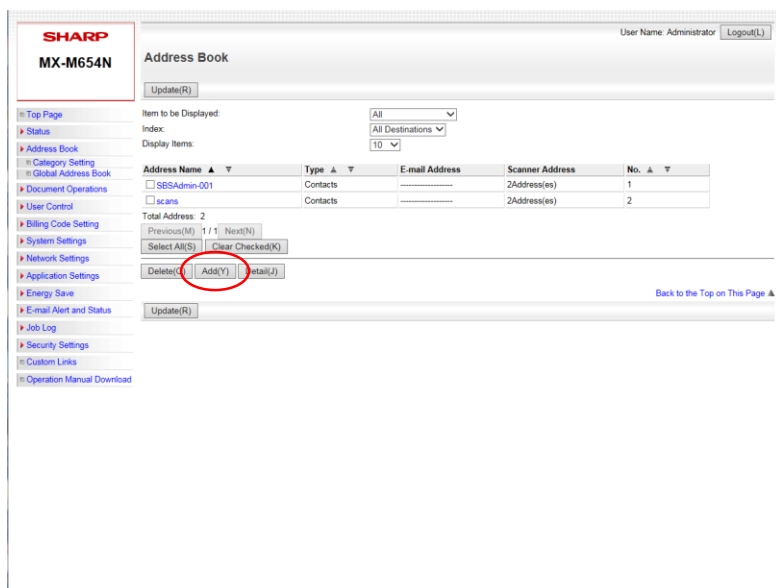Make sure Everyone has full control on the Security tab.

Create a shortcut to this new folder on the desktop by right clicking it > Send to > Desktop (create shortcut)
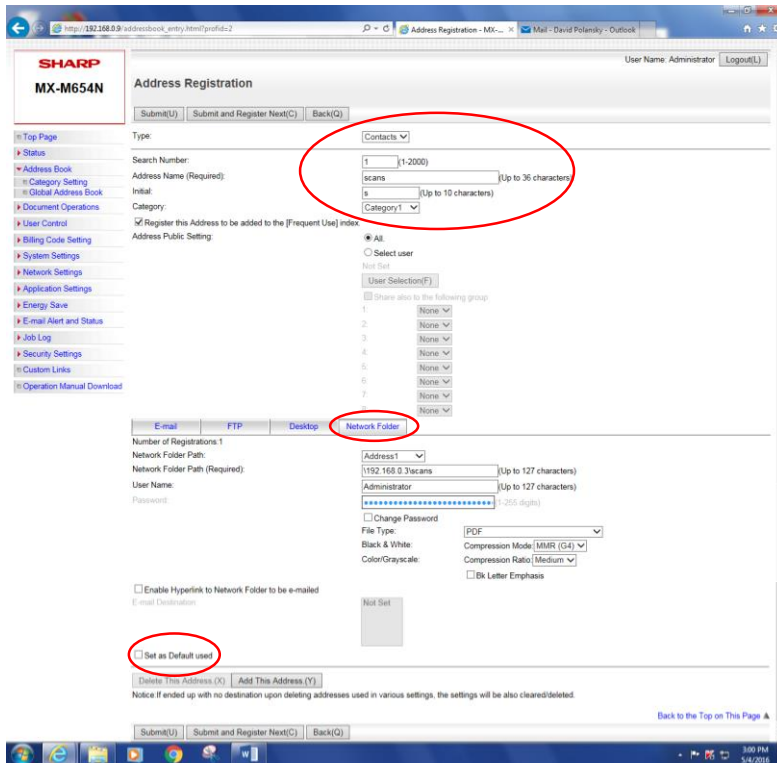
Log in to Device Webpage by typing the Printers IP address into your browser.

Login as an administrator. (PW: admin)

Select **Address Book** in the menu on the left of your screen



Select **Add**

Enter the Contact information at the top of the screen. This includes:

Address Name (e.g. "Scans")
Initial (e.g. "S")
Category (by default, this will be Category 1)

Please select **Register this address to be added to the (Frequent Use) index.**

Select the **Network Folder** Tab in the middle of the screen.

Enter (or paste) the network folder path (IP address or Computer Name) of the computer where the Network Folder resides.
Example: \\ipaddress\folder

Enter a **User Name** and **Password** that has rights to the folder that you created.

Check **the Set as Default Used** box, and then click submit.

At this point you will be able to scan to the folder you created. Repeat this process for as many folders as you'd like to setup. The address book on the new Sharp multi-function printers will as many as you need. If it does not work at this point double check that you made all of the permission changes. Your computer's firewall may block SMB traffic in which case you'll need to open ports 139 and 445.