

# How to Setup Scan to Folder Xerox Versalink

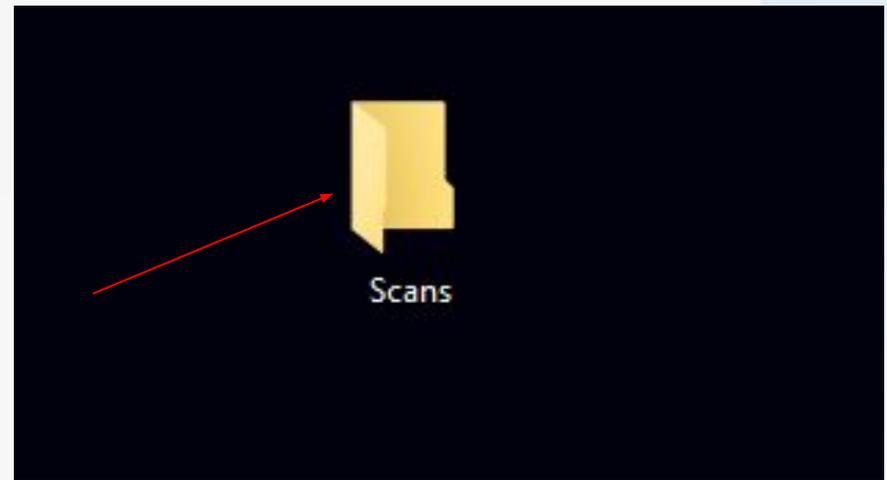


*Solutions for document management.*

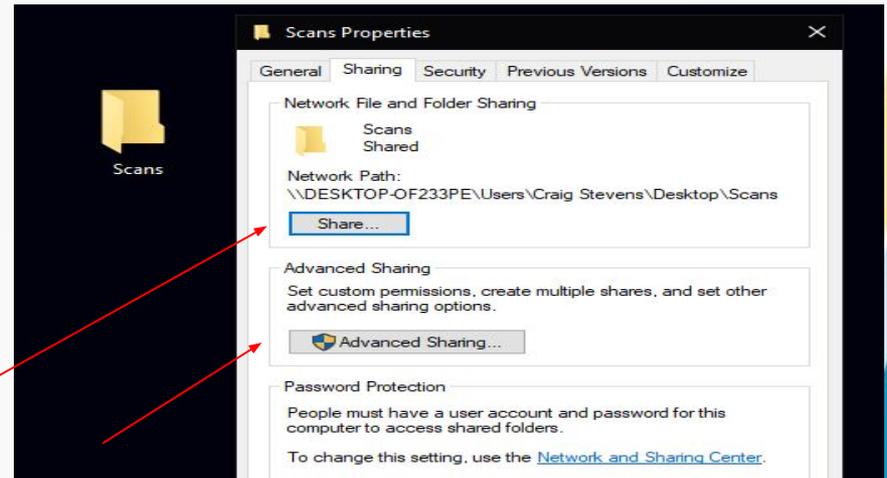


Create the **Scans** Folder, or find the one that you would like to use.

Once the folder is made, we need to give it the rights to be used for scanning purposes. For this we will need a **Username** and **Password** for someone on the network/computer. This User's Credentials will authenticate the Scanning, allowing the copier to move the Job from the Machine to the Computer.



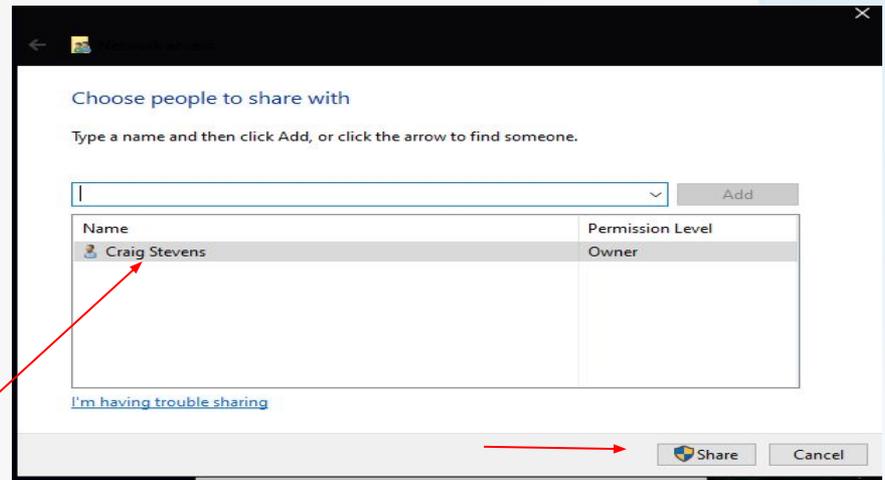
Right Click the Folder and Choose **“Properties”**.



In Properties we need to Adjust 2 of the Tabs. [Sharing](#) and [Security](#).

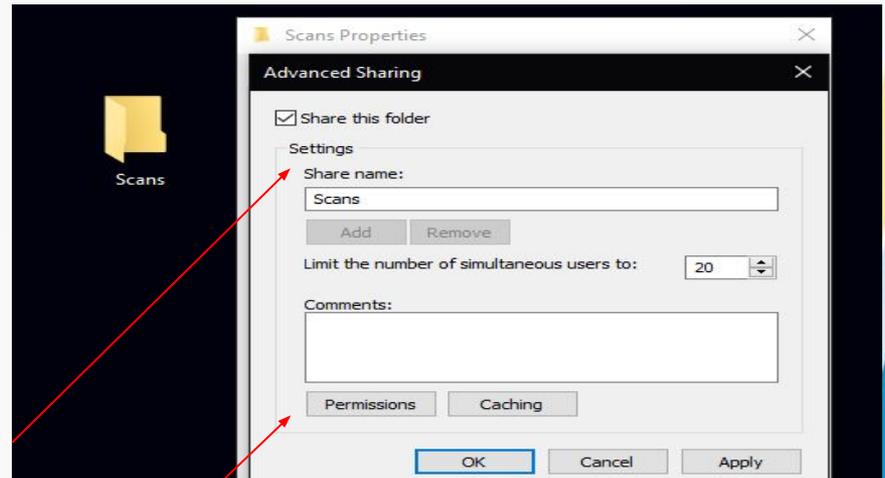
Navigate to the Sharing Tab and choose [Share....](#)

Most of the time it will need administrator rights to share this folder out, Choose Share at the bottom of the Screen. This will share out the Folder as well as tell you the Exact File Path on how to get to the folder.



Next go to [Advanced Sharing](#).

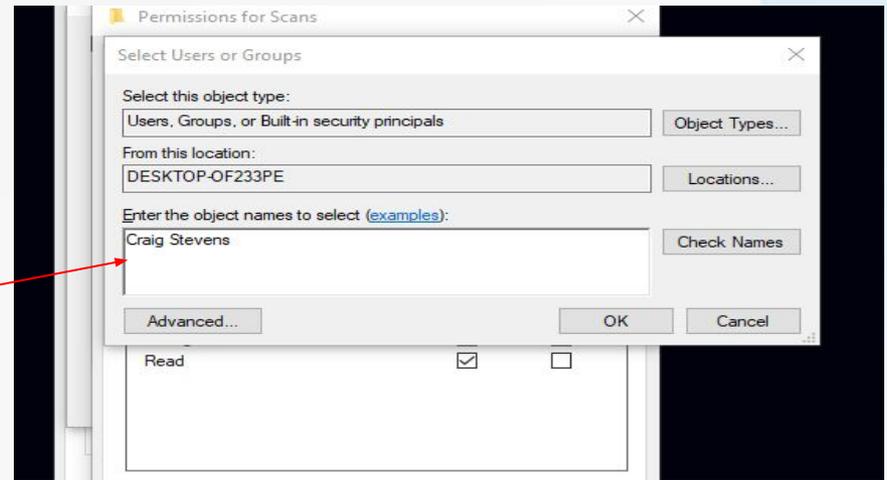
Choose the [Checkbox](#) for “Share this Folder” and Assign a [Share Name](#), Write it down.



Now we assign the permissions to use the folder, Click “Permissions” in the Advanced Sharing Tab.

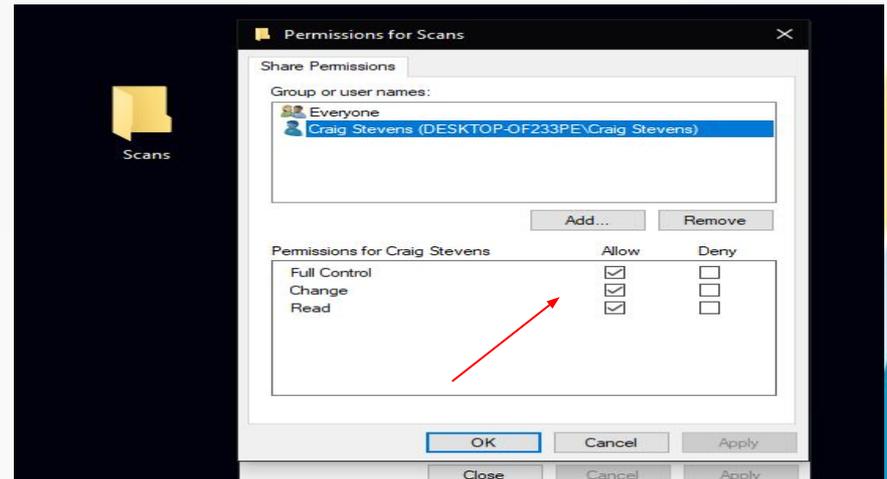
We need to give the person that we are using for the scanning authentication **Full Control over the folder**.

The most reliable way is to add your specific user instead of the “Everyone” option.



Click “Add” and type in your computer username you would like to use. Once you add the user they will now be available to grant additional rights to.

Check all of the boxes available and Click “Apply”.



Navigate over to the [Security](#) Tab.

Since we added the permissions already you should see your [Username](#), and all of your allowed permissions here. If they are correct then you can click close.

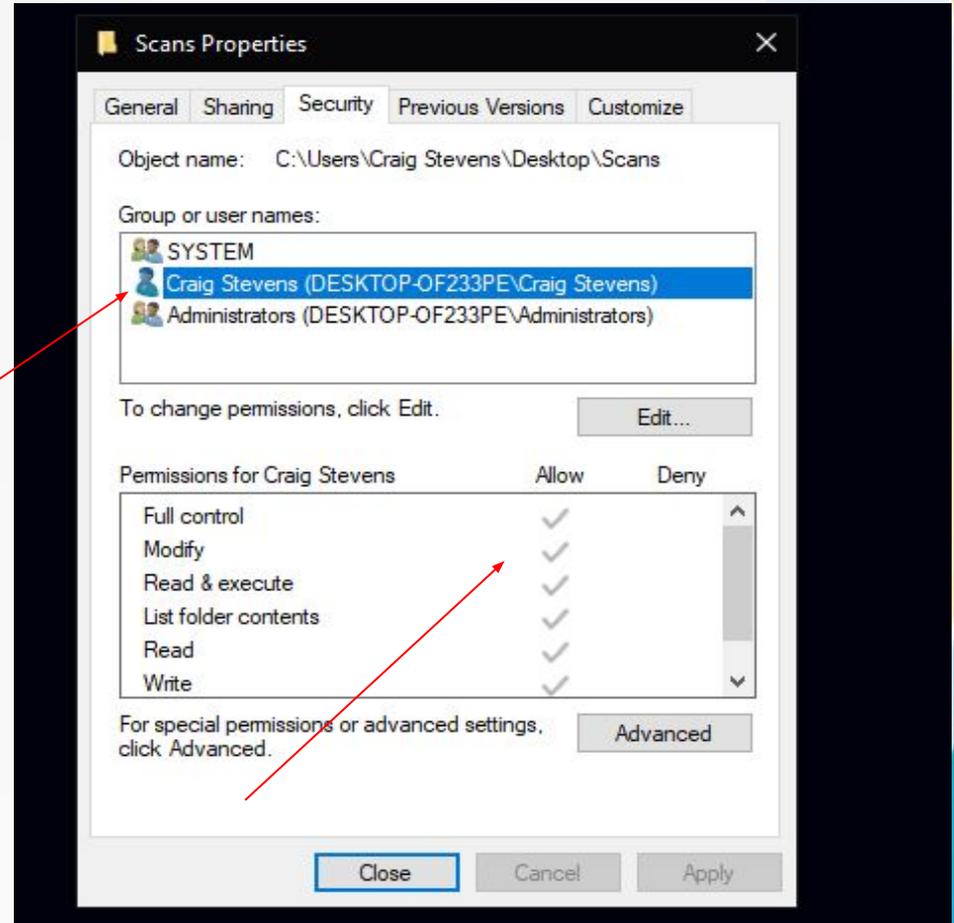
If they are not there click [“Edit”](#) and Add your User and the permission Levels here again. (Check All Options)

We are done with Folder Configurations now.

**\*\*Navigate to the Copiers Webpage to Finishing Programming.**

Access the Webpage by typing the IP Address into the URL bar of any Internet Browser.

If you do not know how to complete this please reference [“How to Find my IP Address Xerox Versalink/Altalink”](#) on our [Problem Resolution Section](#).



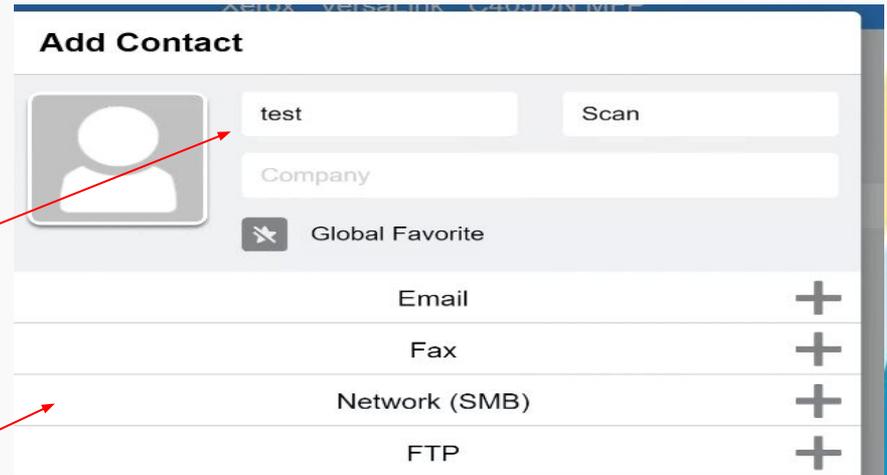
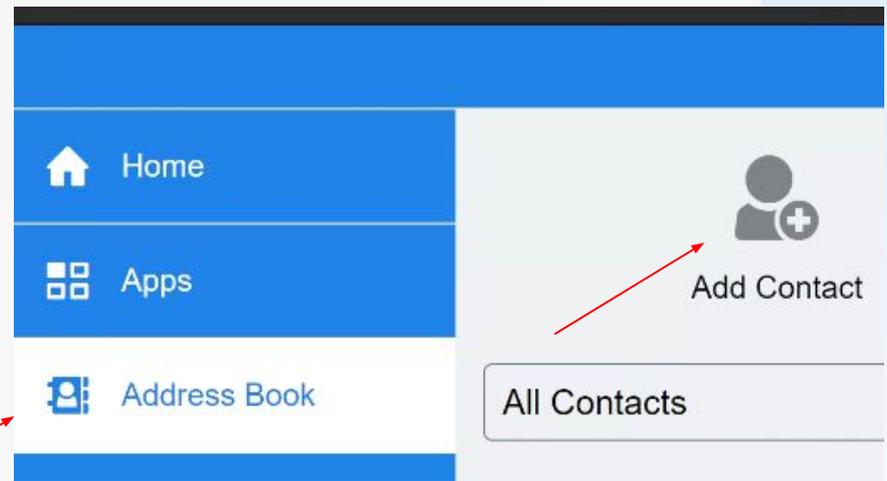
On the Left Hand side choose "Address Book".

Click "Add Contact".

Type in the **Display name** you would like to see on the MFP Operation Panel.

Scroll Down until you see "Network (SMB)".

This is where we will fill out all of our information about the desktop/scan folder we are sending the Files to.



Fill out the SMB Tab with all of the information that we have gathered.

**Nickname** for the Scanning Name.

**IP Address** of the Computer/Server the File Resides on.

**Port:** 139 is the default SMB port.

**Share\*:** Share Name we Assigned to the folder.

**Document Path:** Usually the Share name is sufficient, but since we know it, input this as well.

**Login Name:** Computer Username.

**Password:** Password for the User.

SMB	
Nickname	Desktop Scan
Type	IPv4
IP Address : Port*	10.0.0.109 : 139
Share*	Scans
Document Path	\\DESKTOP-123563PE\\Use
Login Name	Craig Stevens
Password	.....
Retype Password	.....
* Required	
Cancel OK	

You should now see the address Book Entry.

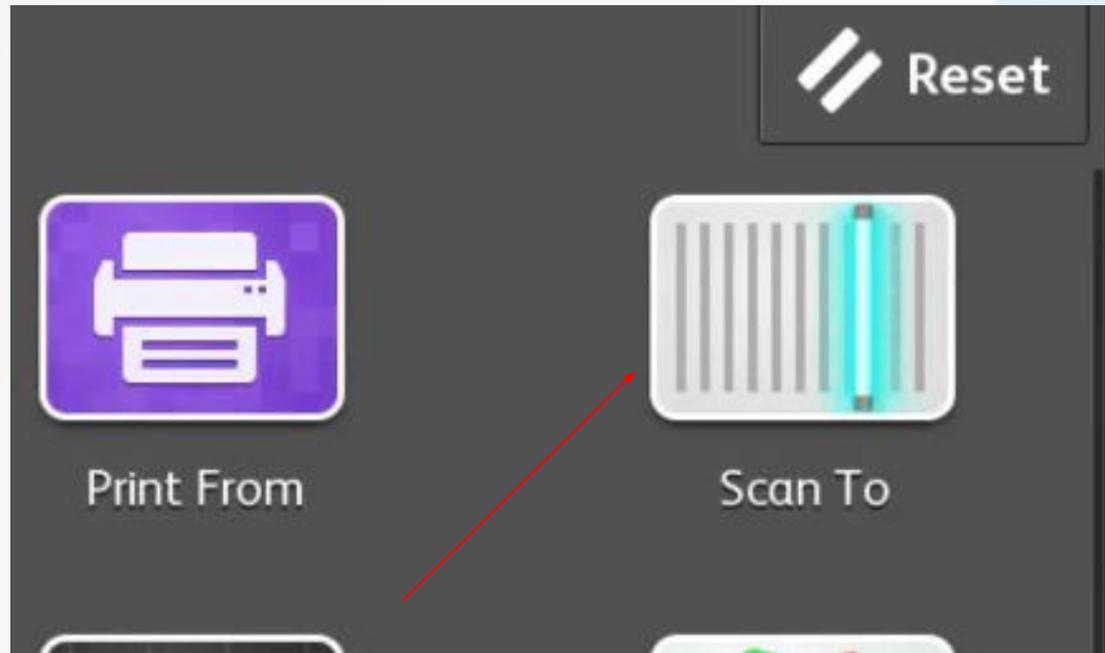
Go Over to the copier and try to send a Test Scan.

“Scan to” will be an available app on your front Operation Panel.

Your New Scanning Address will be Listed in the “Contacts”.

Attempt the scan, if for some reason the Scan Fails it will output a page will a Failure Error and a Brief Description.

For Further Assistance Please Contact Reliable Office Technologies.



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