



**LES OLSON**  
C O M P A N Y

Setting up Sharp MX MFPs to scan to network folder (SMB)  
For newer web-style interface MFPs

**MX-2300, MX-2600, MX-2700, MX-3100, MX-3501, MX-4501, MX-5500, MX-6200, MX-6201, MX-7000, MX-7001, MX-M850, MX-M950, MX-M1100**

# Configuring The MX Color Imager For Scanning To Network Folder

Log in to the Sharp Imager's web interface home page by typing the IP address of **your** imager using a web browser such as Internet Explorer.

**Note:** The IP address shown below is a common example only. Yours may be different.

Type the IP address and hit enter

The screenshot shows the web interface of a Sharp MX-4501N imager. The browser's address bar is set to **10.0.1.0**. The page title is "Top Page - MX-4501N". The interface includes a navigation menu on the left with "Address Book" highlighted. The main content area displays device information: Unit Serial Number: 6503427300, Name: Sharp MX-4501N, Model Name: MX-4501N, Machine Location: IT Room, and Current Status: Online. There are also settings for Display Language (American English) and Display Pattern (Pattern 1). The status bar at the bottom shows the URL <http://10.0.1.0/addressbook.html>.

Click the Address Book link

# Adding A Network Folder On An MX Color Imager

Address Book - MX-4501N - Microsoft Internet Explorer provided by Les Olson Company

http://10.0.1.0/addressentry\_email.html?profid=40

File Edit View Favorites Tools Help

Google G Go Bookmarks 0 blocked Check AutoLink AutoFill Settings

Address Book - MX-4501N

**SHARP**  
**MX-4501N**

Address Book

Login(P) Help(I)

Update(R)

Index: User 2

Display Items: 10

Address Name ▲ ▼	Type ▲ ▼	Address ▲ ▼	No. ▲ ▼
<input type="checkbox"/> Bob	E-mail	bob@xyzcorp.com	34
<input type="checkbox"/> Charles	E-mail	charles@xyzcorp.com	36
<input type="checkbox"/> Jackie	E-mail	jackie@xyzcorp.com	39
<input type="checkbox"/> John	E-mail	john@xyzcorp.com	35
<input type="checkbox"/> Nick	E-mail	nick@xyzcorp.com	41
<input type="checkbox"/> Scott	E-mail	scott@xyzcorp.com	38
<input type="checkbox"/> Tammy	E-mail	tammy@xyzcorp.com	37
<input type="checkbox"/> Timothy	E-mail	timothy@xyzcorp.com	40

Total Address: 8

Previous(M) 1 / 1 Next(N)

Select All(S) Clear Checked(Z)

Delete(D) Add(Y)

Click the Add button

Internet 100%

# Setting Up A Network Folder On An MX Color Imager

1. Choose Network Folder from the Address Type drop menu

2. Enter the Address Name. Note: This will be the display name

3. Enter the Folder Path (IP address or Computer Name) of the computer where the Network Folder resides and Directory. Example: \\ipaddress\folder

**Note: This is case sensitive**

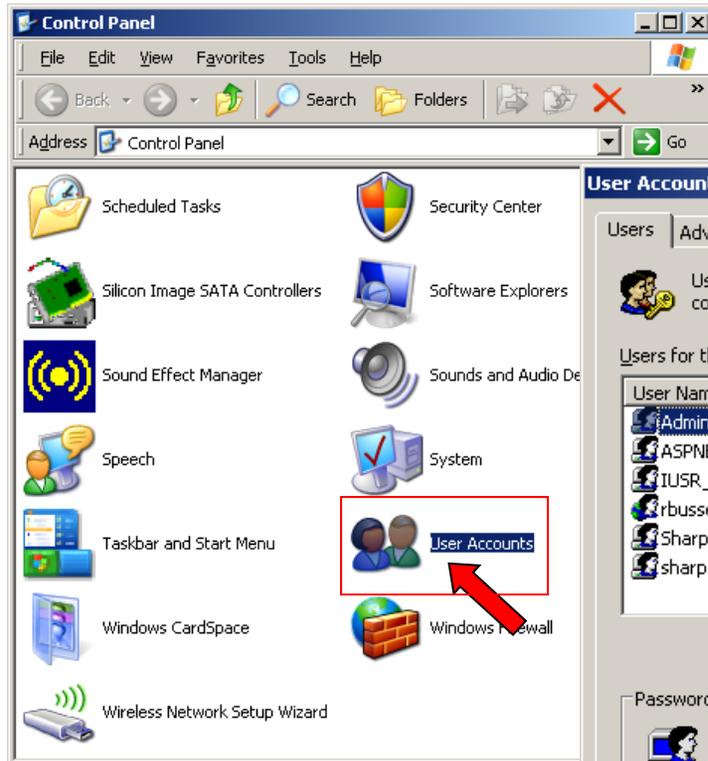
4. User Name: This must be a Windows Local User (NOT Group). Be sure to give it full Security and Sharing rights.

5. Password: Enter the password assigned to the user. This is case sensitive

**NOTE: To add a Windows User and setup a Windows Network Folder, see the next pages.**

# Creating A Windows User Account

Step 1. Go to the Control Panel > Double-Click User Accounts



Step 2. Click the Advanced tab

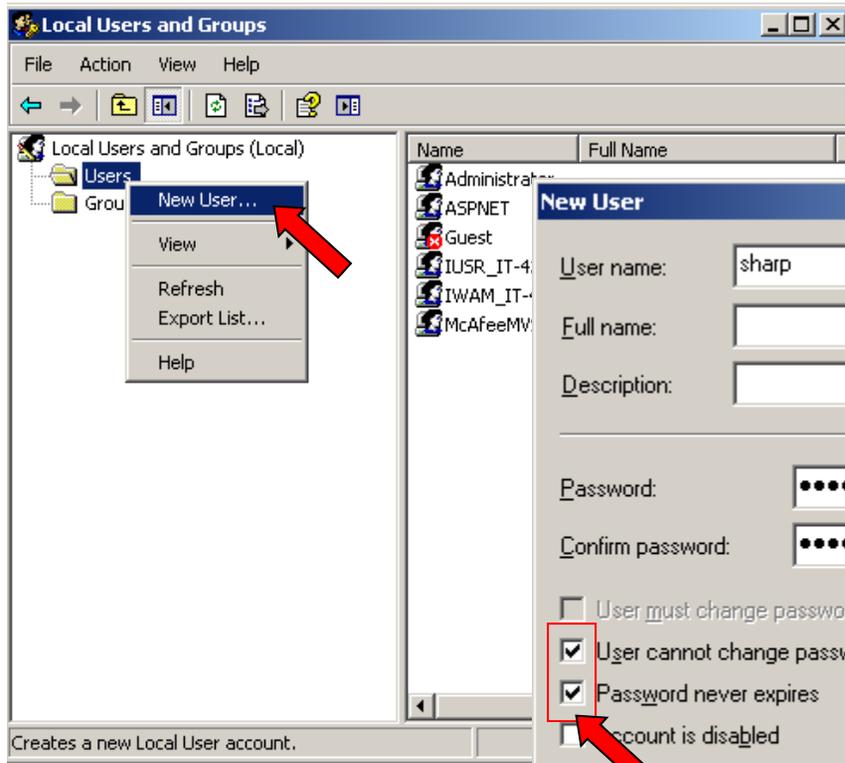


Step 3. Click the Advanced button

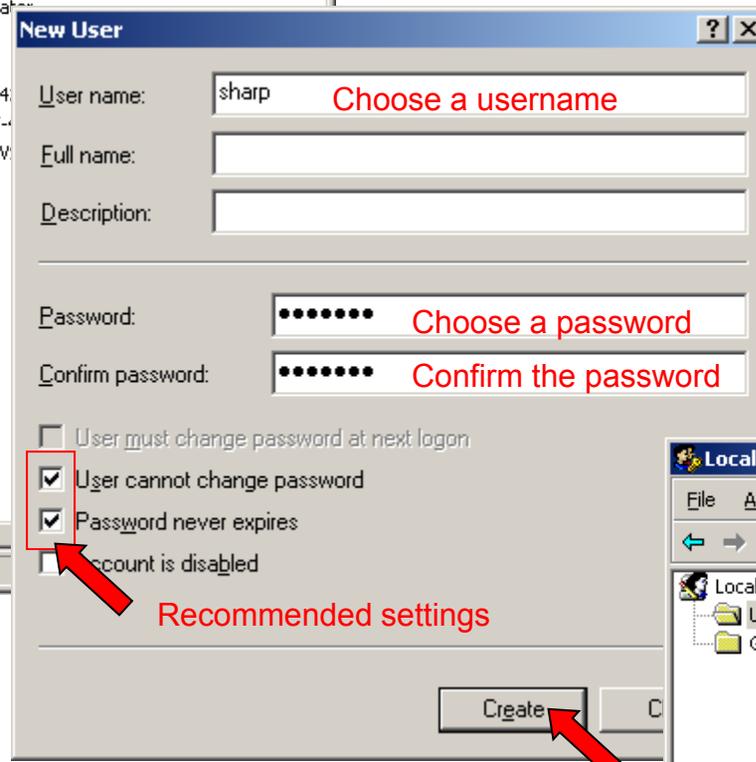


# Creating A Windows User Account

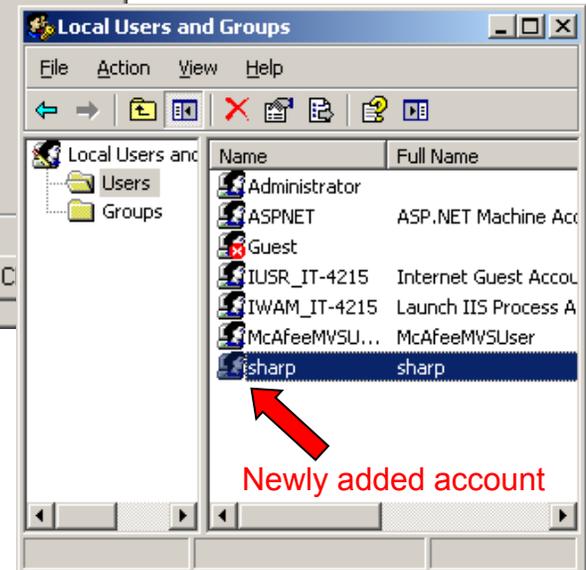
Step 4. Right-Click Users > Select New User...



Step 5. Click Create



Recommended settings

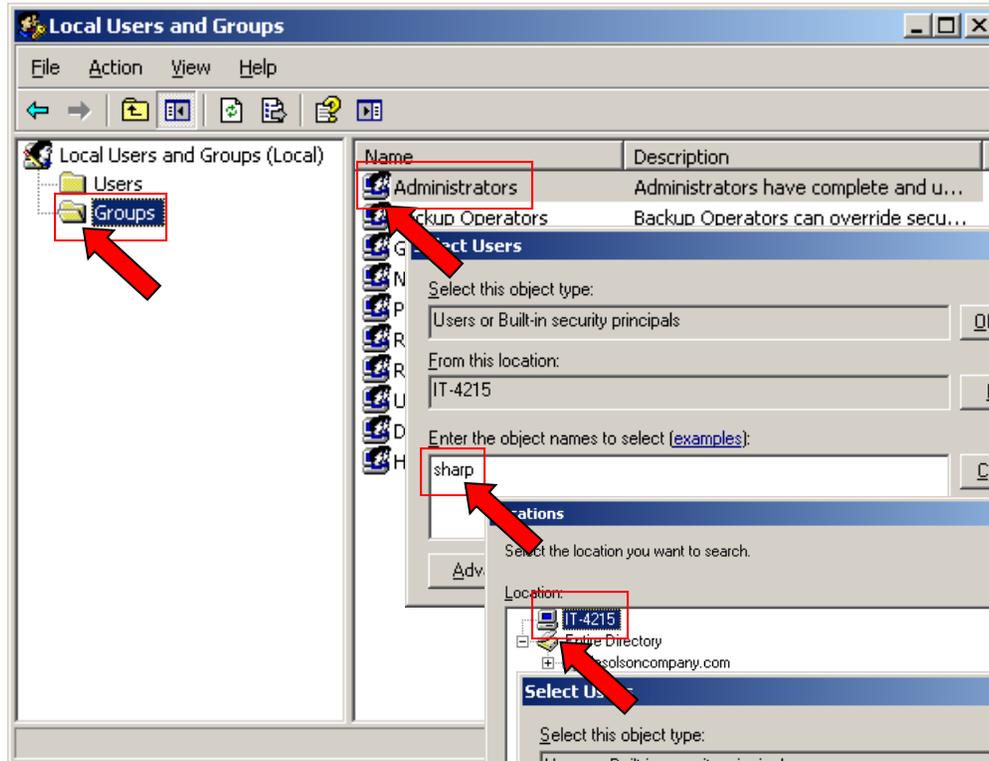


Newly added account

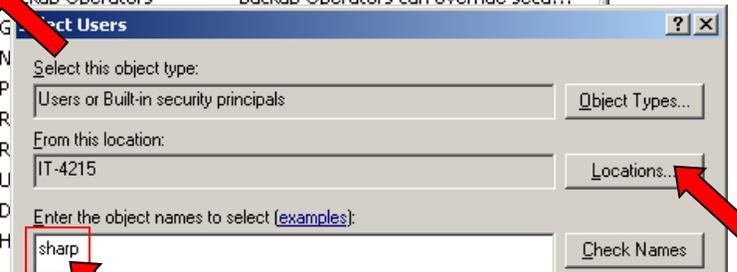
# Promoting A Windows User Account To Administrator

Step 6. Click Groups

Step 7. Double-click Administrators

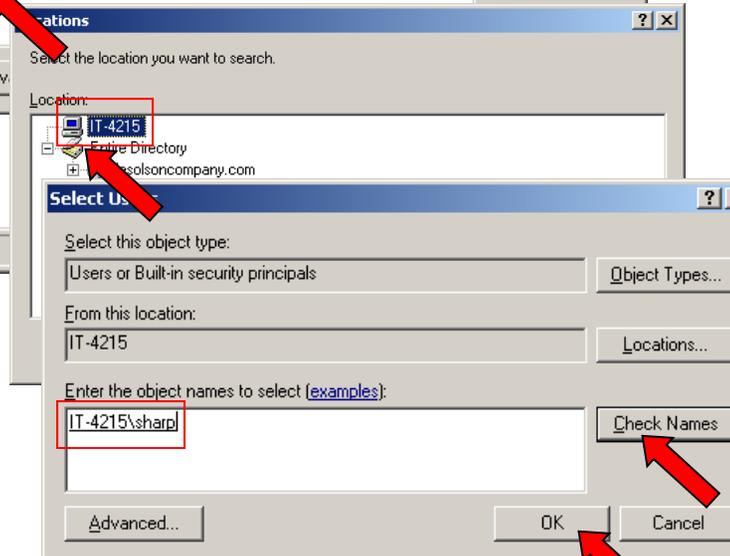


Step 8. Type the newly created user

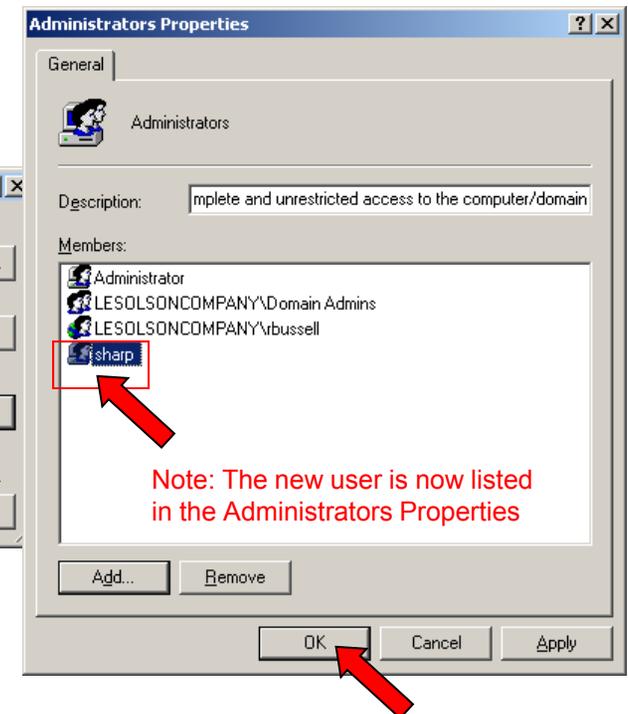


Step 9. Click Locations

Step 10. Select the local computer

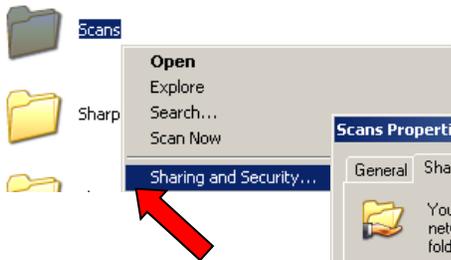


Step 11. Click Check Names. Note: It should underline the user. Click OK when finished

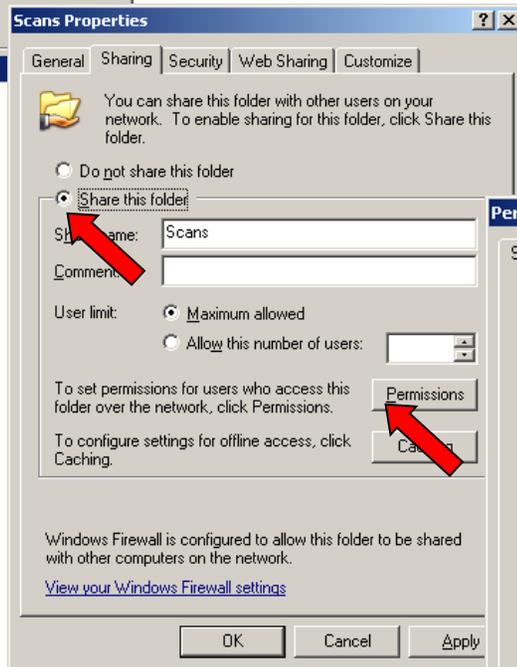


# Sharing A Windows Folder And Assigning Permissions

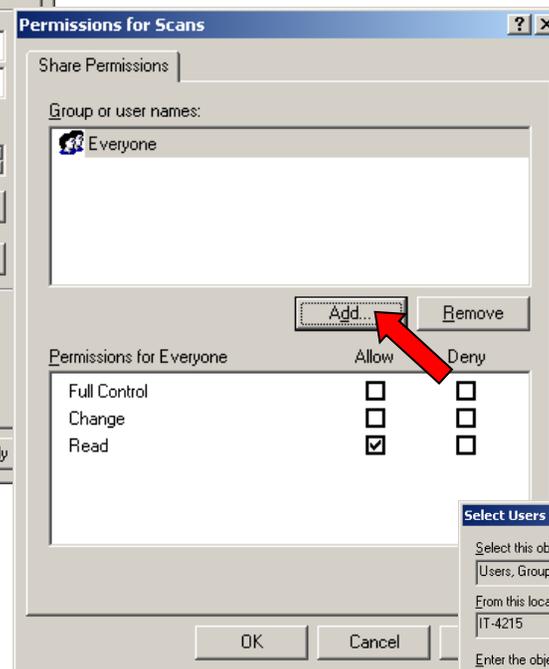
1. Create a folder. Right-click and choose "Sharing and Security..."



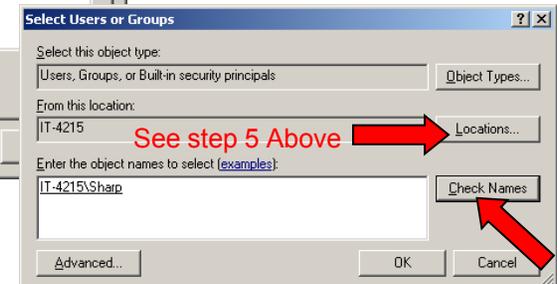
2. Choose "Share this folder" and click the Permissions button.



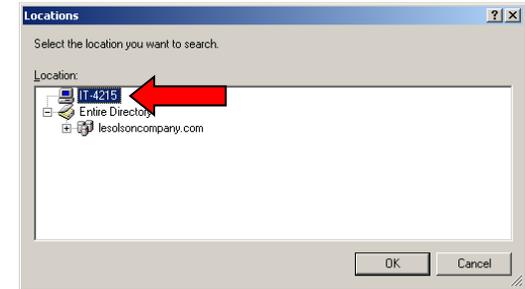
3. Click the "Add..." button



4. Type the name of the "local" user and click the Check Name button

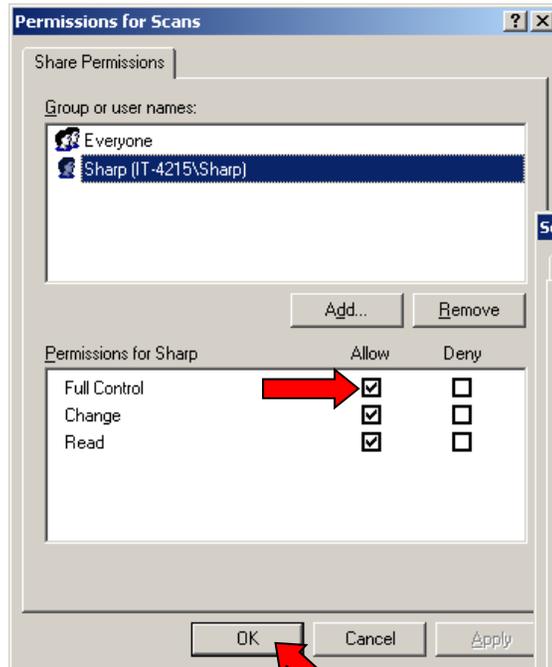


5. Note: You may need to click the "Location" button and select the local computer. See step 4.

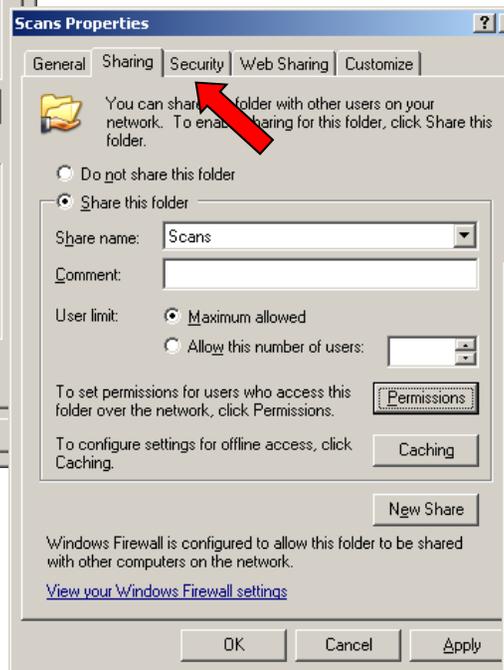


# Assigning An User Full Permissions

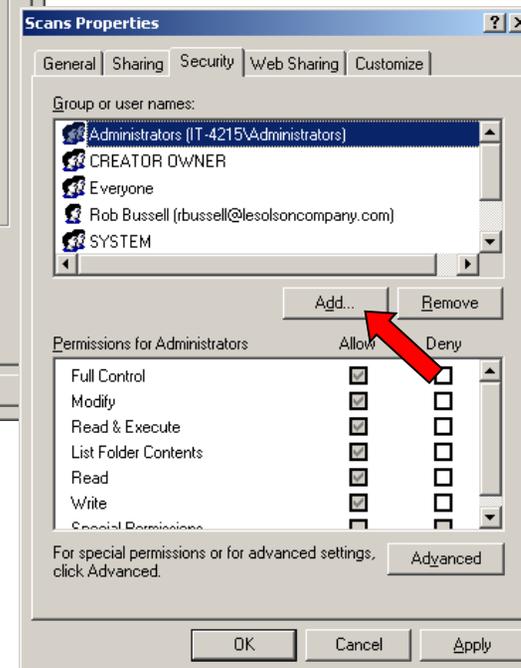
6. Select the newly added user, select "Full Control" and click OK



7. Click the "Security" tab

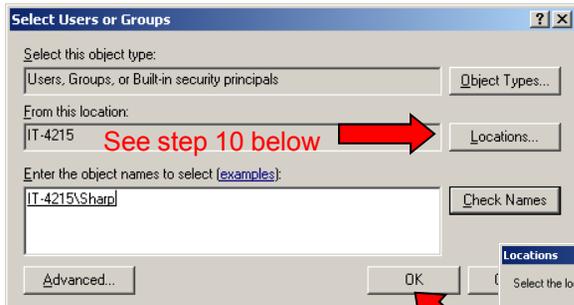


8. Click the "Add.." button

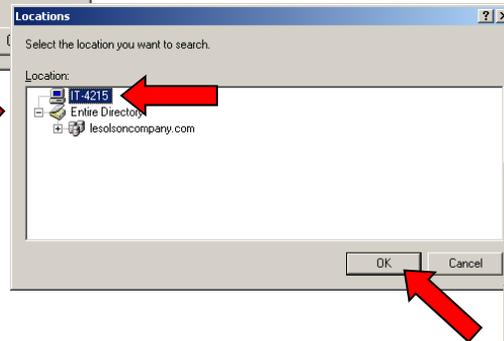


# Assigning An User Full Security Rights

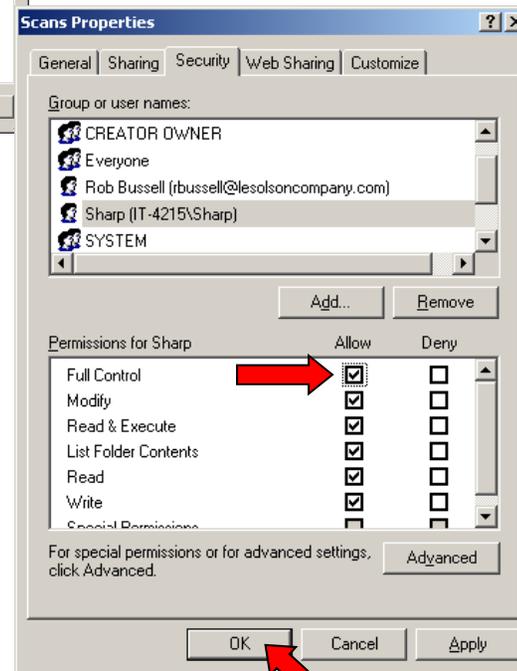
9. Type the name of the "local" user and click the Check Name button



10. Note: You may need to click the "Location" button and select the local computer. See step 9.



11. Select the newly added user, select "Full Control" and click OK



Once Shared, a hand will appear under the folder

