

Destination Information Sheet

You may find it useful to fill out this form with the required information before creating a shared folder.

Important

- To prevent the leakage of personal information, destroy this sheet after creating the shared folder.

Items to Confirm	Setting Information
Computer name (Example: "AdminPC")	
Computer IP address (Example: "192.168.0.100")	
Login user name (Example: "User001")	
Login password (Example: "Administrator123")	

Use the following procedure to confirm each item, and fill in the sheet.

Confirming the computer name (Windows 7/8.1/10)

Important

- Depending on your environment, your computer may not be detected even if you enter the computer name when you register the destination folder. If this is the case, enter the computer IP address.

- Press [R] while holding down the [Windows] key.
The [Run] window appears.
- In the [Run] window, enter "sysdm.cpl", and then click [OK].
- In the [System Properties] window, select the [Computer Name] tab.
- See [Full Computer name] for the computer name.

Confirming the computer IP address and the login user name (Windows 7/8.1/10)

- Press [R] while pressing and holding the [Windows] key.
The [Run] window appears.
- In the [Run] window, enter "cmd", and then click [OK].
The [Command Prompt] window appears.
- In the [Command Prompt] window, enter the command "ipconfig", and then press the [Enter] key.
- See [IPv4 address] for the computer IP address.
- In the [Command Prompt] window, enter the command "set user", and then press the [Enter] key.
Be sure to leave a space between "set" and "user".
- See [USERNAME=] for the login user name.

Login password

The login password is the password you enter when starting up the computer.

Creating a shared folder (Windows 7/8.1/10)

Check there is a shared folder for storing scanned data on the destination computer. If not, create a shared folder using the following procedure.

1. **Create a folder in a location you choose on the computer.**
2. **Right-click the folder, and then click [Properties].**
3. **On the [Sharing] tab, click [Advanced Sharing...].**
4. **Click [Share this folder].**
5. **Click [Permissions].**
6. **In the [Group or user names:] list, select "Everyone", and then, in the [Allow:] columns of the permission list, select the [Read] and [Change] check boxes.**
7. **In the [Advanced Sharing] window, click [OK].**
8. **Click [Close].**