

## Setting Up Sending to a Shared Folder in the Canon iR1023/iR1025 Series

Where you see a folder or computer name in brackets, <Host Name>, you will need to put your own names and folder names there.

### TIPS & HELPS:

Check your network settings & obtain your Host Name: Win XP: START, RUN, enter CMD – at the prompt type ipconfig/all and hit the enter key. Win Vista, 7: Type CMD in the search window and it will come up – click on it. Type ipconfig/all and hit the enter key.

To obtain the network settings for your copier, print out a User Data List: ADDITIONAL FUNCTIONS>REPORT SETTINGS>LIST PRINT>USER DATA LIST

### Windows XP:

Set up a new folder in your Shared Documents Folder.

Right-click on the folder and select “Sharing and Security”.

Under NETWORK SHARING AND SECURITY, check the box that says “Share this folder on the network”.

Check the box that says “Allow network users to change my files”.

APPLY

OK

Go to the Remote User Interface of your copier by typing the IP Address of your device in to a web browser (I.E. Internet Explorer or Mozilla Firefox)

Sign in as an Administrator (default is no password)

Go to the address book and proceed to set up a new address:

If you use one of the four FAVORITES buttons, you can also specify a file format & scan resolution. If you use one of the one-touch or coded speed dial buttons, you won't be able to enter a file format to be saved, but you can select it as you are sending/scanning.

Name: Enter Name of Button as you would like it to appear on your copier

Protocol: Set to SMB

Host Name: \\<HostName>\Shared Documents

File Path: \<Shared Folder>

User Name: Enter the User Name of the Computer where the shared folder resides

Password: Enter the password that is associated with the above user name.

OK and exit.

NOTE: Shared files can be set up anywhere on your computer; I selected the Shared Documents folder because it is already shared and the rest of your computer files can then remain secure.

### Windows Vista:

In the Network and Sharing Center, make sure that Public Folder Sharing is enabled. Under Sharing and Discovery, make sure that everything is turned on except Password-Protected Sharing. Under Public Folder Sharing, make sure that the option is checked that allows “anyone with network access to open, change, and create files”. Then right-click on the Public Folder and set it up for “Everyone” to have full access.

Set up a new folder in your Public Folder.

Go to the Remote User Interface of your copier by typing the IP Address of your device in to a web browser.

Sign in as an Administrator (default is no password)

Go to the address book and proceed to set up a new address:

If you use one of the four FAVORITES buttons, you can also specify a file format & scan resolution. If you use one of the one-touch or coded speed dial buttons, you won't be able to enter a file format to be saved, but it will still work.

Name: Enter Name of Button as you would like it to appear on your copier

Protocol: Set to SMB

Host Name: \\<HostName>\Public\

File Path: <Shared Folder>

User Name: Enter the User Name of the Computer where the shared folder resides

Password: Enter the password that is associated with the above user name.

OK and exit.

We have found that the shared folder needs to be set up in the Public Folder on Windows Vista because of the additional security in the operating system.

### *Create a Desktop Shortcut for your Scan Folder:*

Right-click on your Scan Folder and select CREATE SHORTCUT. Your computer will either place the shortcut right on your Desktop, or it will place it right in front of you in the folder. If this occurs, you can just drag and drop it onto the Desktop.

**DISCLAIMER: THESE INSTRUCTIONS ARE INFORMATIONAL ONLY. RESULTS CAN VARY DEPENDING UPON YOUR COMPUTER AND COMPUTER NETWORK. ALPHACOPY SYSTEMS, INC. IS NOT RESPONSIBLE FOR ANY PROBLEMS THAT MAY OCCUR WHILE SETTING FOLDERS AND PATHS UP ON YOUR COMPUTER NETWORK.**

To Send/Scan a Document: Place your originals in the document feeder. Select SEND. Select the Favorite, One-Touch, or Coded-Dial Number where your address/file path is located, then press the START button. As long as the processing light is flashing, it's on it's way to the folder. Color processes slower than Black & White because the files are larger.

## Setting Up Sending to Email in the Canon iR1023/iR1025 Series

Where you see a folder or computer name in brackets, <Host Name>, you will need to put your own names and folder names there.

### What you will need to send email from the Canon imageRUNNER 1023/1025 Series:

Settings for an email account that will be programmed into the copier for sending of email:

- Email address
- SMTP Server (if you are using a Microsoft Exchange Server, the IP address of the Exchange Server)
- POP Server
- User Name
- Password
- If your email account requires SMTP authentication, the settings for this.

Note: if your email account requires SSL authentication, you will not be able to use the send-to-email feature on this machine. We recommend sending to a shared folder, then attaching it to an email message and sending it.

Set up the email account in the copier. This can be done through the panel of the copier; however, it's easier to do it through the Remote User Interface on your computer. To bring up the Remote User Interface, enter the IP address of the copier into a web browser like Internet Explorer or Mozilla Firefox. Sign in as Administrator (default password is blank).

Under DEVICE, click NETWORK

Under TCP/IP, Click CHANGE on the right side of the screen

Scroll down to Email/IFax Settings

The following settings assume that you will be sending email from the machine but not receiving it.

SMTP Receive – OFF

POP – OFF

#### Authentication/Encryption Settings:

POP Authentication before Send – OFF

SMTP Authentication – if you don't use it, - OFF

If you DO use it, enter the user name and password where indicated

Enter the SMTP Server, Email Address, POP Server, POP Address, POP Password. Leave POP Interval at "0".

Enter your destination addresses in the address book. Addresses can be entered from the copier panel, but there's no keyboard – just the number panel, kind of like texting.

Your copier is ready to send email.