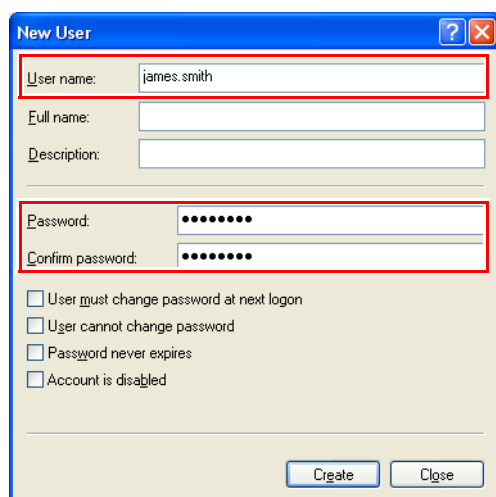

Adding Users Who can Access to the Shared Folder

You can add users or groups who can access to the shared folder.

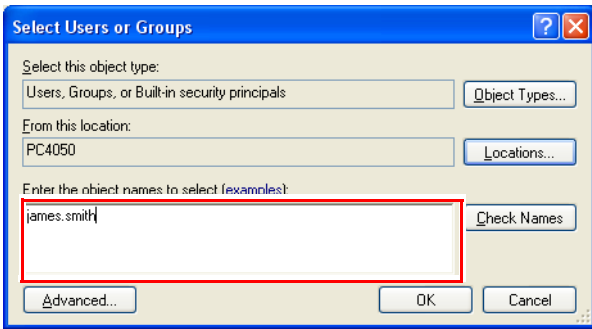
This section explains how to add a new user to the computer to which you created the shared folder and set permissions to access the shared folder.

- 1 Right-click **My Computer** and select **Manage**.
- 2 Add a new user.
Select **Local Users and Groups**, right-click **User** and then click **New User**.
- 3 Enter the user name and password.

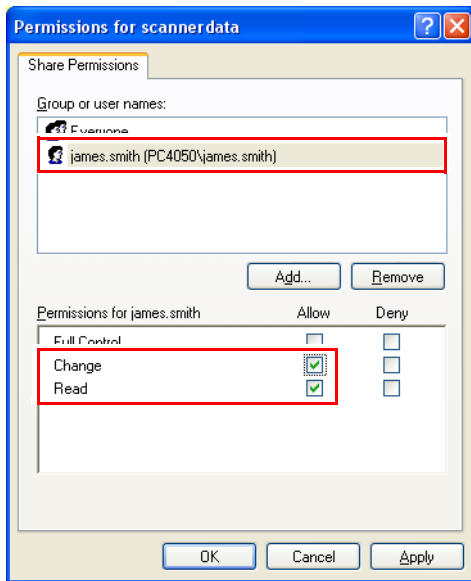


IMPORTANT: Be sure to enter the user name and password you set in the above steps through the operation panel when sending the relevant file.

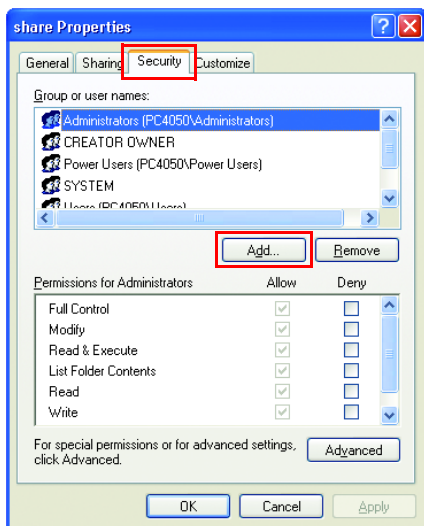
- 4 Click the **Create** button and then click the **Close** button to close the **New User** dialog box.
The new user is added to the list of the local users.
- 5 Click **×** (Close button) to close the **Manage** window.
- 6 Set permissions for the shared folder.
Right-click the folder to be shared, select **Sharing and Security...**, and click the **Permissions** button.
- 7 Add the user that will appear in the **Group or user names** box.
Click the **Add** button, **Location** button, name of computer to which the shared folder is created (PC4050), and then click the **OK** button.



8 Enter the user name that was locally added in the text box and click the **OK** button.



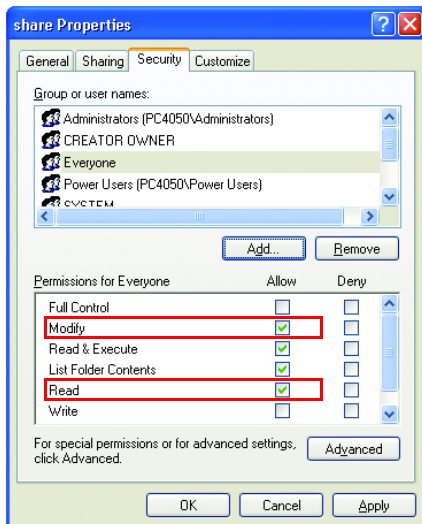
9 Select the added user, and click the checkbox under **Allow** for **Change** and **Read**, and then click the **OK** button.



10 Click the **Security** tab, then click the **Add** button.

11 Add the user name displayed in the **Group or user names**. Click the **Add** button, then click the **Locations** button. Select the computer to which the shared folder was created (Example: PC4050) and then click the **OK** button.

12 Enter the user name added as a local user into the text box and click the **OK** button.

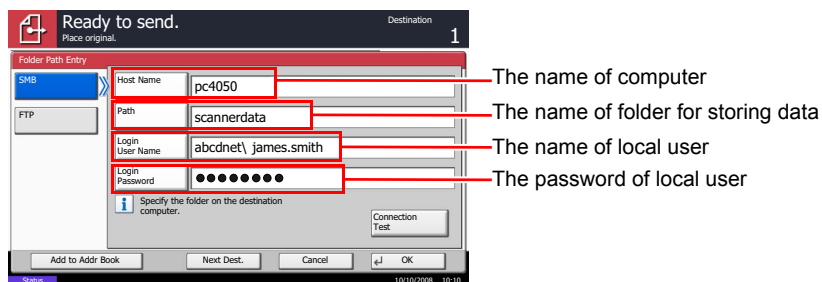


13 Select the added user, click the checkbox under **Allow** for **Modify** and **Read**, then click the **OK** button.

14 Click the **OK** button to close the **Permissions** dialog box.

15 Send the file.
For further details, refer to *STEP 3: Sending File on page 12*.

IMPORTANT: The details that are to be entered on the operation panel are as follows.



Item	Data to be entered	Reference Page
[Host Name]	Name of destination computer Example: pc4050	<i>page 8 of this Setup Guide</i>
[Path]	Name of folder for storing data Example: scannerdata	<i>page 10 of this Setup Guide</i>
[Login User Name]	Name of local user Example: james.smith	<i>page 17 of this Setup Guide</i>
[Login Password]	Password of local user	<i>page 17 of this Setup Guide</i>