
STEP 1: Creating a Shared Folder

Create a shared folder to receive data in the destination computer.

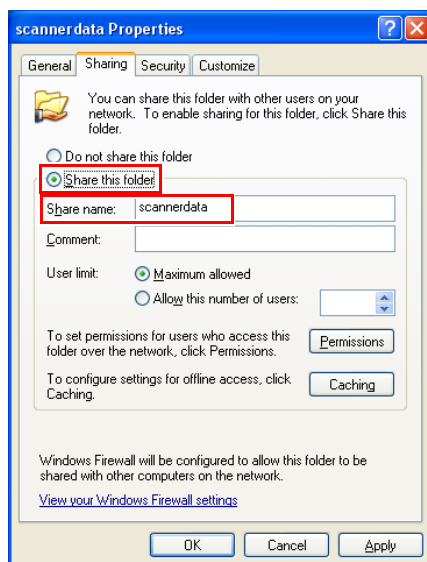
Share the folder by enabling folder sharing on a normal folder.

The following example explains how to create a folder named “scannerdata” on drive C.

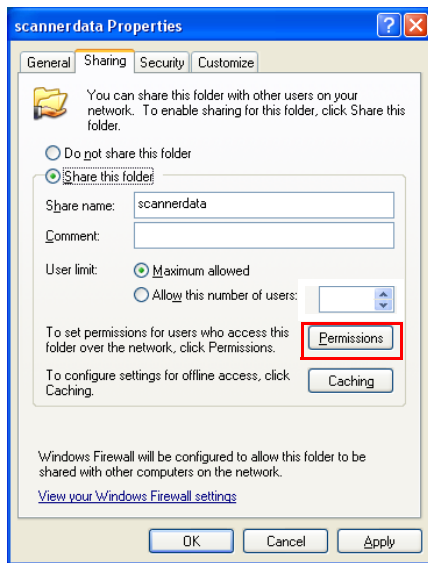
NOTE: The following description is one example of screenshots of Windows XP. The details differ depending on the type of operating system.

IMPORTANT: Log on to Windows with administrator privileges.

- 1 Create a folder named “scannerdata” on drive C.
- 2 Right-click the “scannerdata” folder and select **Sharing and Security**...
The **scannerdata Properties** dialog box appears.
- 3 Select **Share this folder**.



NOTE: You can change the **Share name**.

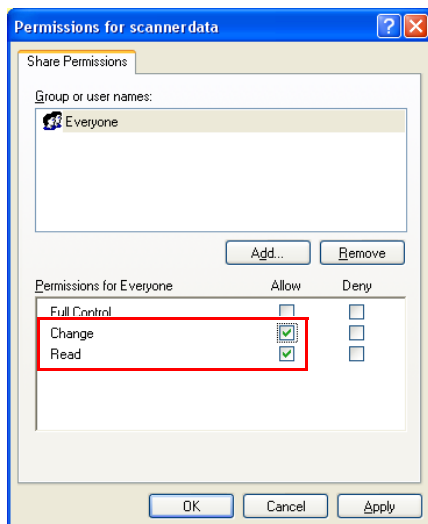


- 4 Click the **Permissions** button. The **Permissions for scannerdata** dialog box appears.

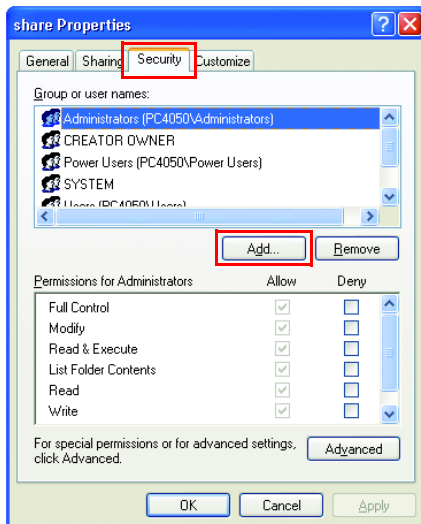
- 5 Select the group or user to whom you want to grant permissions for the shared folder.

NOTE: The following example explains how to grant permissions for **Everyone**. **Everyone** is the setting that allows any users to share the folder over the network.

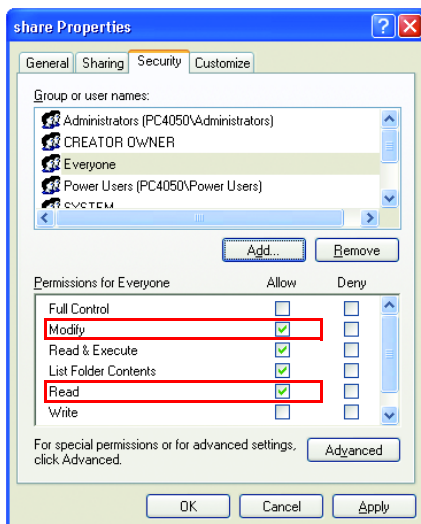
NOTE: Click the **Add** button to add groups or users that are selectable from the **Group or user names**. Use this setting if you want to limit the access to the shared folder to specific users or groups. For further details, refer to *Adding Users Who can Access to the Shared Folder on page 17*.



- 6 Click the checkbox under **Allow** for **Change** and **Read**, then click the **OK** button of the **Permissions** dialog box.



- 7 Click the **Security** tab, then click the **Add** button.
- 8 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.
- 9 Enter the user name added as a local user into the text box and click the **OK** button.



- 10 Select the added user, click the checkbox under **Allow** for **Modify** and **Read**, then click the **OK** button.
- 11 Click the **OK** button to close the **Properties** dialog box.