# How to Setup Scan to File on a Canon Image Runner

What you'll need:

- A computer or server to drop files to
- A shared folder (Please refer to the guide on setting up a shared folder)
- Sufficient rights on the computer /server
- A account to use for authentication
- To enable traffic between the MFP and the computer/server, if there is a firewall present (examples: McAfee, Norton, AVG, Windows Firewall....etc.)

Setting Up Scan To File Using the Web Interface

1. First log into the MFP's remote user interface, by typing the IP Address of the copier into a internet

1.1
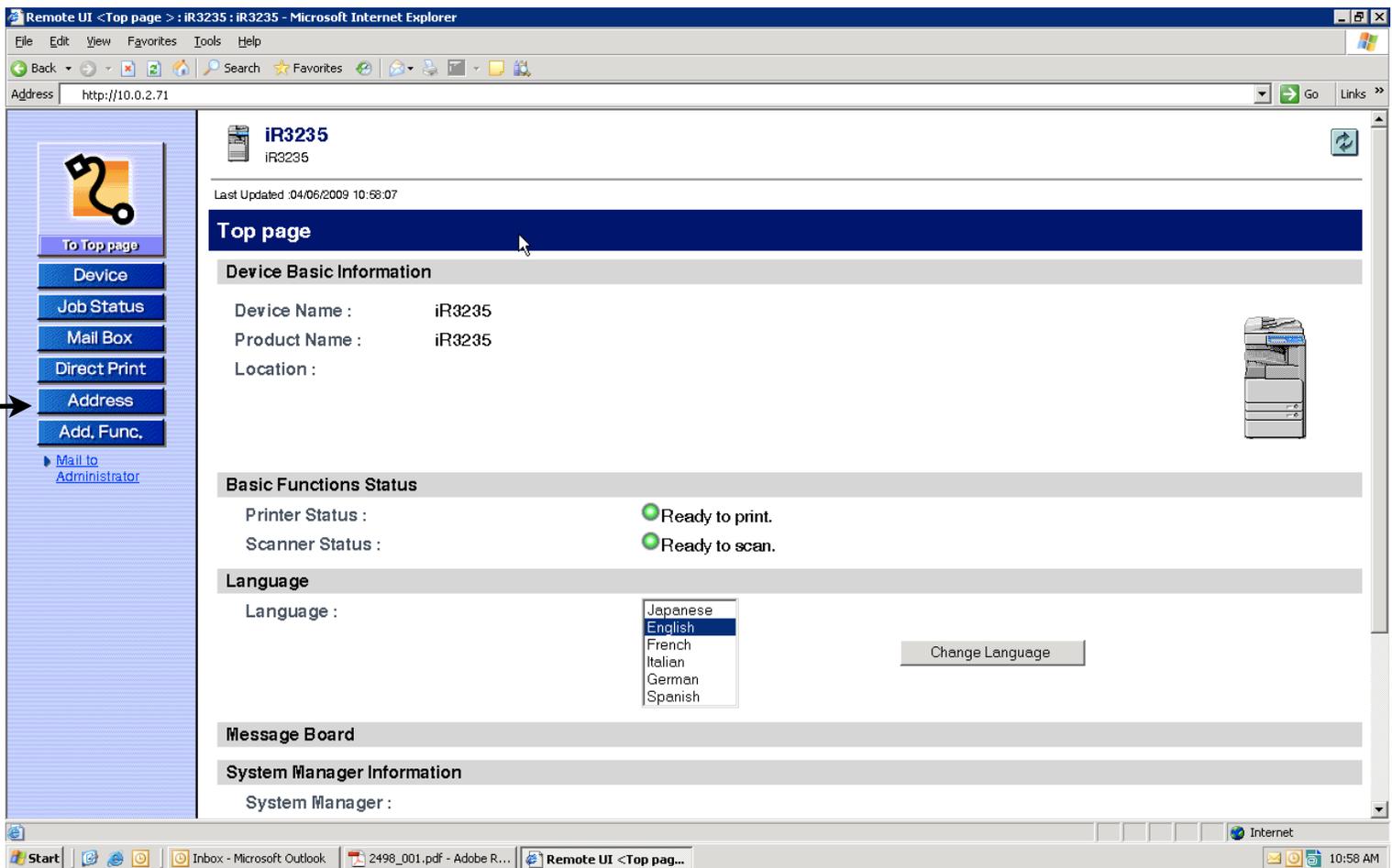


web browser, and you will get the following page (examples: Internet Explorer, Firefox, Safari)
2. Next click on "Address" as shown in image 1.1, to get the address book settings
3. Once in the "Address" section chose an address book that you would like to use; as shown in image 2.2 *(note: the "once touch" address book will also add the addressed to the one touch button section of the MFP as well)*

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2.2



4. Once you've chosen the address book that you want to use click on it, and choose "Register New Address"
5. On that screen you'll have the option to create a new destination. By default it's set to make a email destination; to change this we are going to choose "File" under type, and choose "Switch Type" as shown in image 3.3
6. Once the type has change you're options will as well. In the address field type in the name that you would like to appear in the address book you're using. (note: if you are using the "one touch" address book you will also see the option for a "one touch name". This is where you name the one touch button that will appear in the one touch button section on the MFP)

3.3
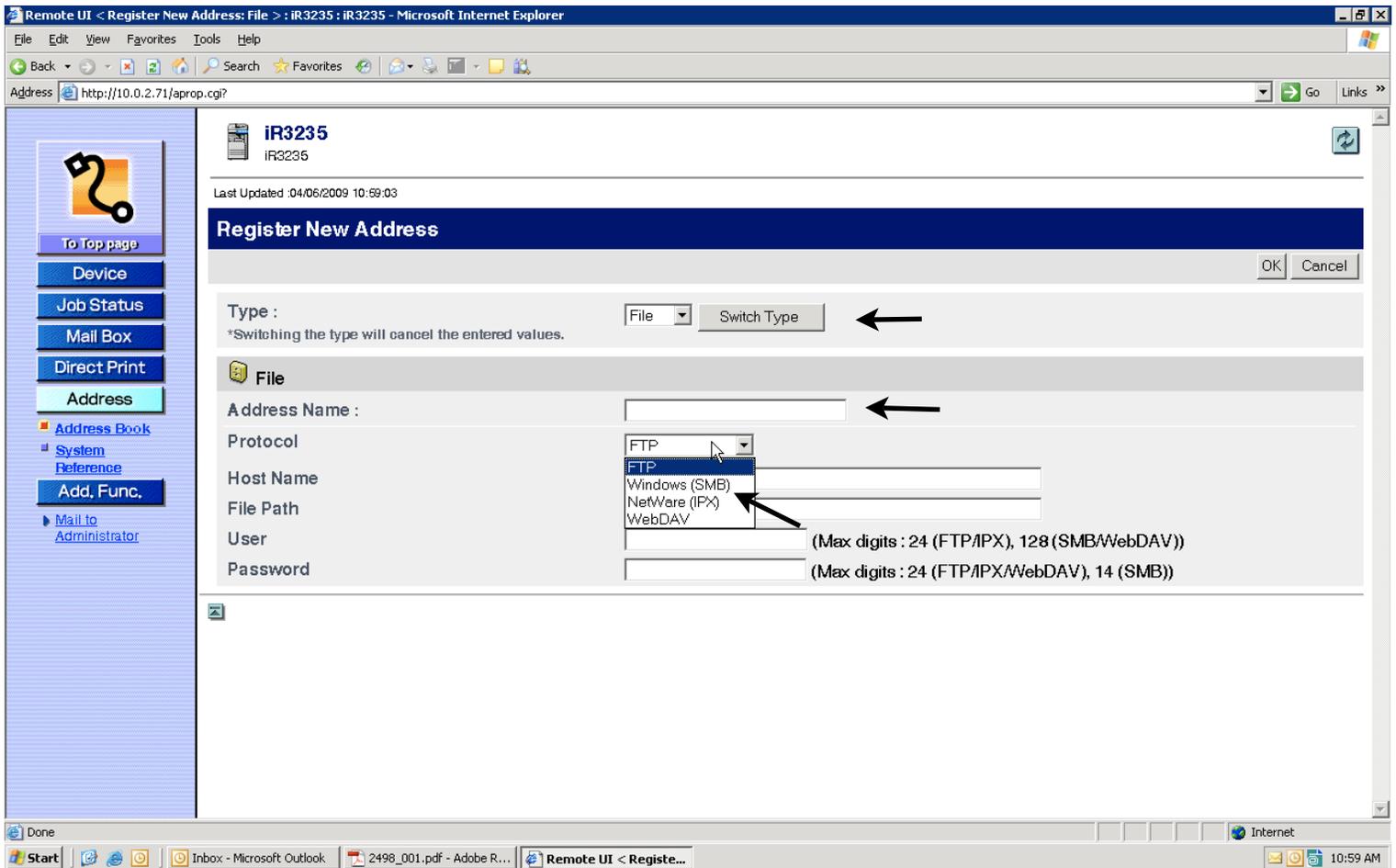


7. Next you want to change the protocol from "FTP" to "Windows SMB" as shown in image 3.3
8. Next you will enter the "Host Name" (example: \\computer name\shared folder name)
9. If the folder you want to scan to is in another shared folder you will need to complete the path in the "File Path" section as followed: (example: \folder\etc.........)
10. Lastly you will need to add the account information for the user that the MFP will use to scan into the computer. (note: the password for this account can not expire. If it does the scanning function will stop working until the password is updated in the machine)
11. Follow these steps for additional scan destinations and if entered correctly you will have working scan to file destinations

## Setting Up Scan To File at the MFP

1. At the MFP choose "additional functions"
2. Once in "additional functions" choose "address book settings"
3. In "address book settings" choose "register address"
4. Next choose "Register New Address"
5. On the next screen choose "Files"
6. Next change the protocol to "Windows SMB"
7. Once on Windows SMB, name your scan destination in the "Name" field
8. Next choose the "Browse" button, where you'll see either your domain or workgroup
9. Choose your domain/workgroup and hit down. Proceed to browse to your computer on the MFP
10. Once at your computer you will be prompted for a username/password. Put in either your computer username and password, or one that either you or your IT person created for use with the Canon MFP

11. Once entered you will see shared folders on your computer. Continue to browse to the folder that you would like your scans to go to and hit "ok". After this you can hit "done" and you will have a working scan to file destination if all the information was entered correctly.