

# MC361MFP MC561MFP – Scan to shared folder using CIFS

Either the MFP Configuration Tool or the integrated Web Server may be used to create the scan profile. This document covers the Configuration Tool method.

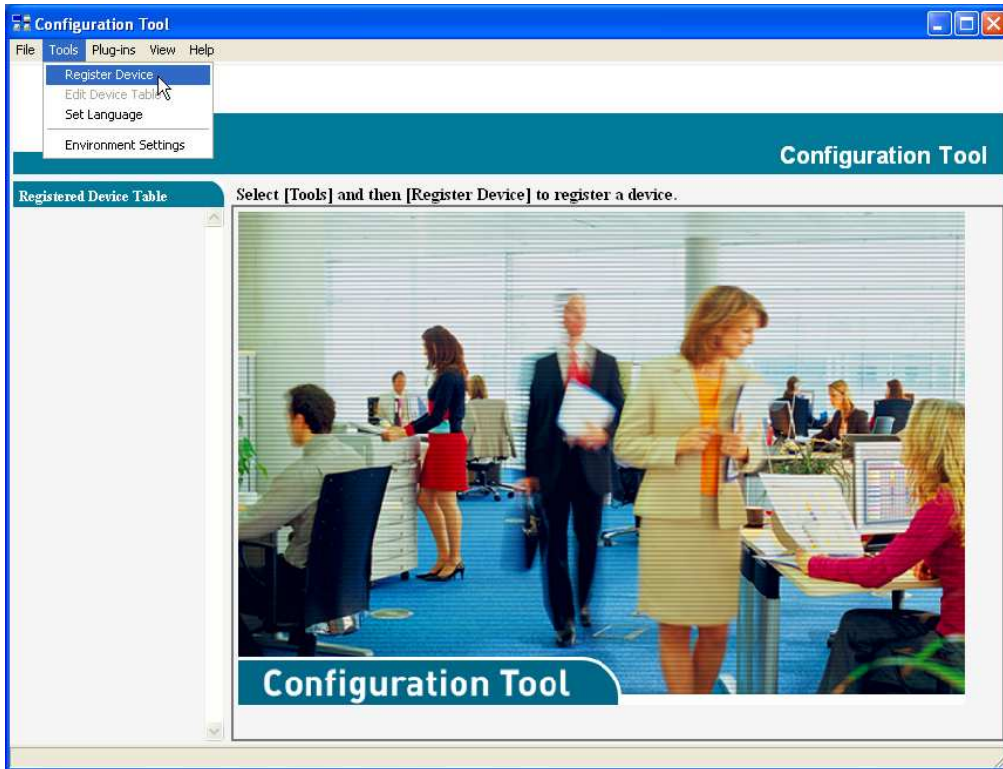
***This document assumes that a shared folder has been configured and tested using the same authentication information that will be used on the scan profile.***

To create a scan profile using the MFP Configuration Tool:

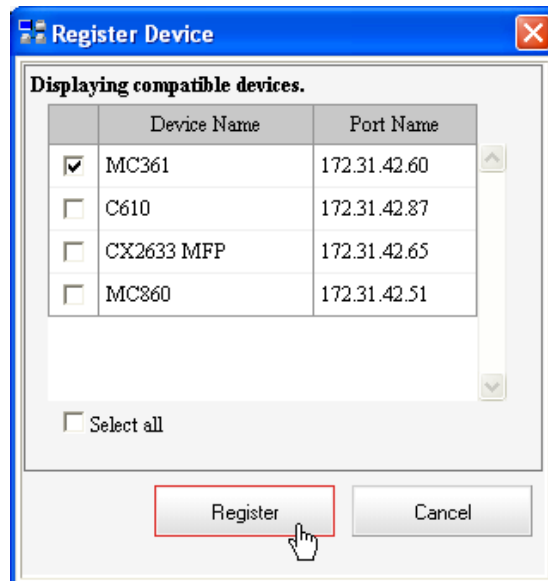
1. Open the MFP Configuration Tool by navigating to **Start > All Programs > Okidata > Configuration Tool** and click on the shortcut.



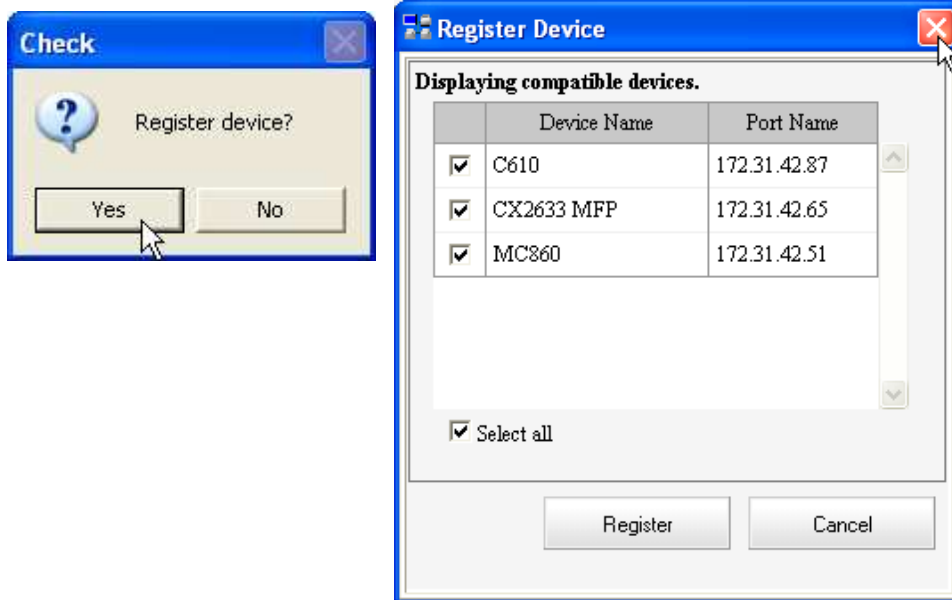
2. If this is the first time using the Configuration Tool, click **Tools, Register Device**.



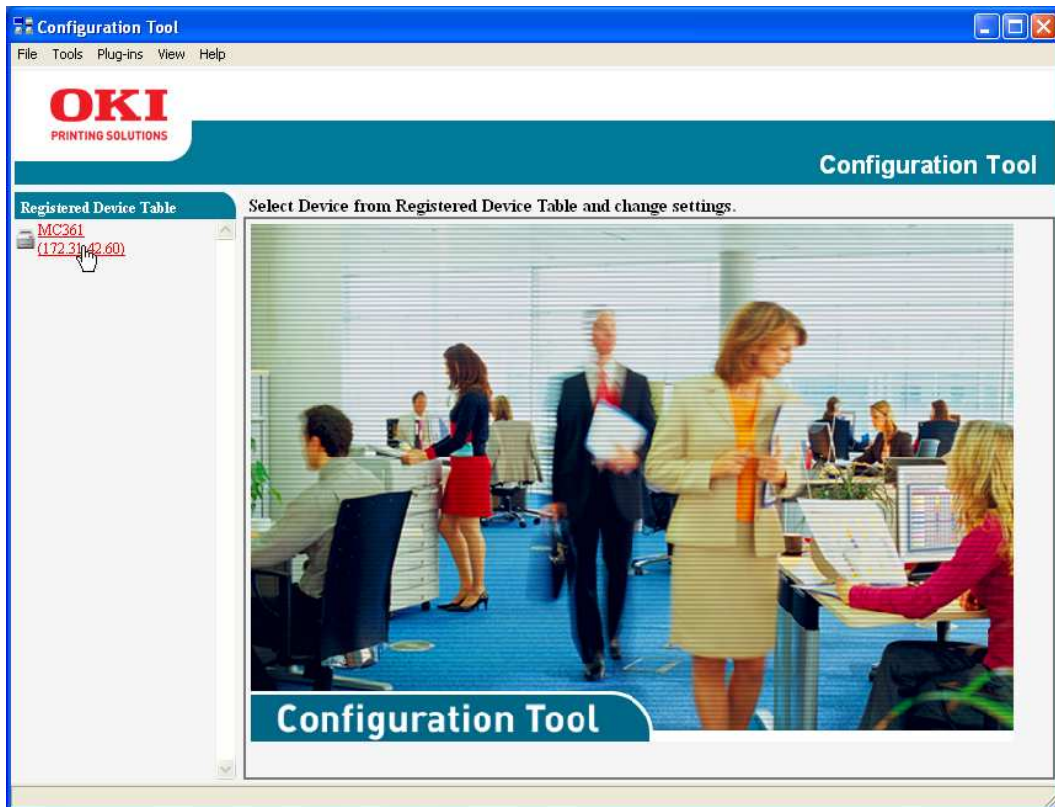
3. After the network search completes and displays a list of compatible printers, place a check in the box to the left of the printer name. Deselect any other printers. Click **Register**.



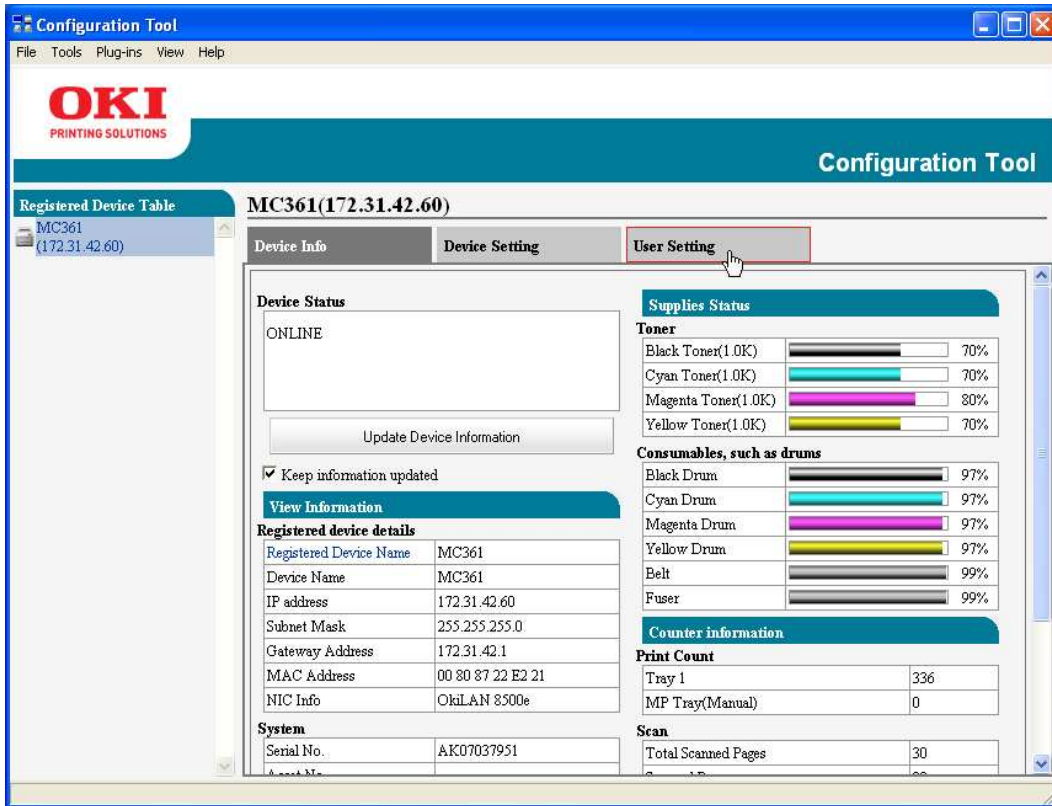
4. Click **Yes** to the confirmation dialogue. Close the Register Device window.



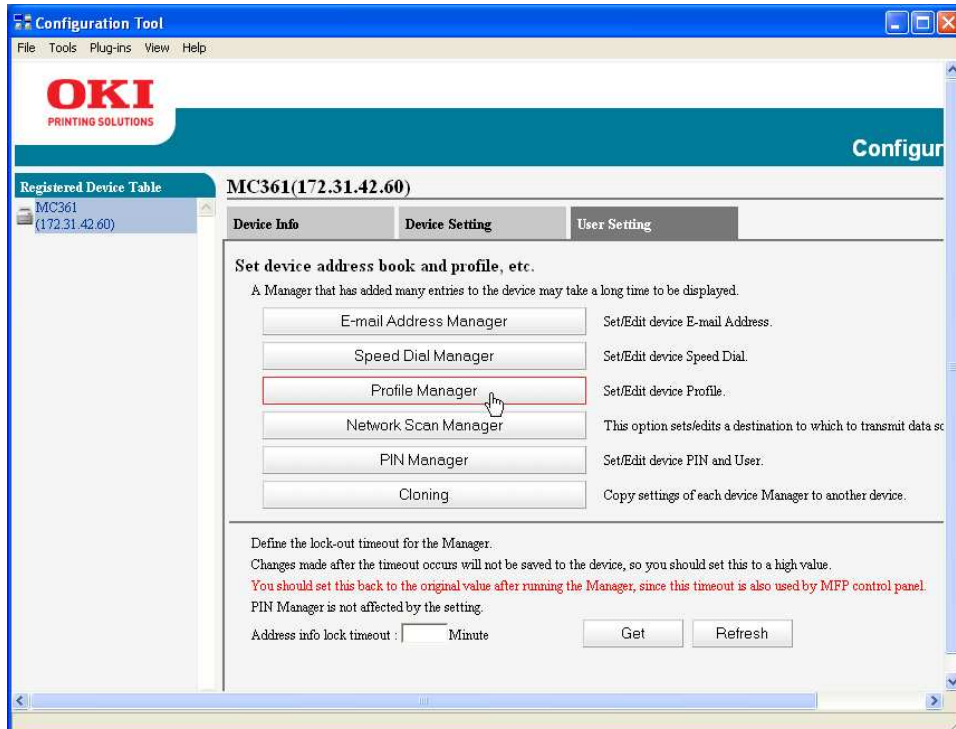
5. On the left panel, Click on the newly added device name.



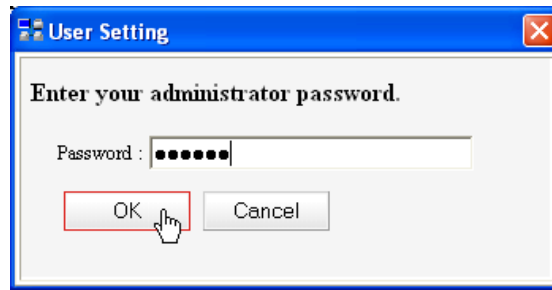
- Click on the **User Setting** tab.



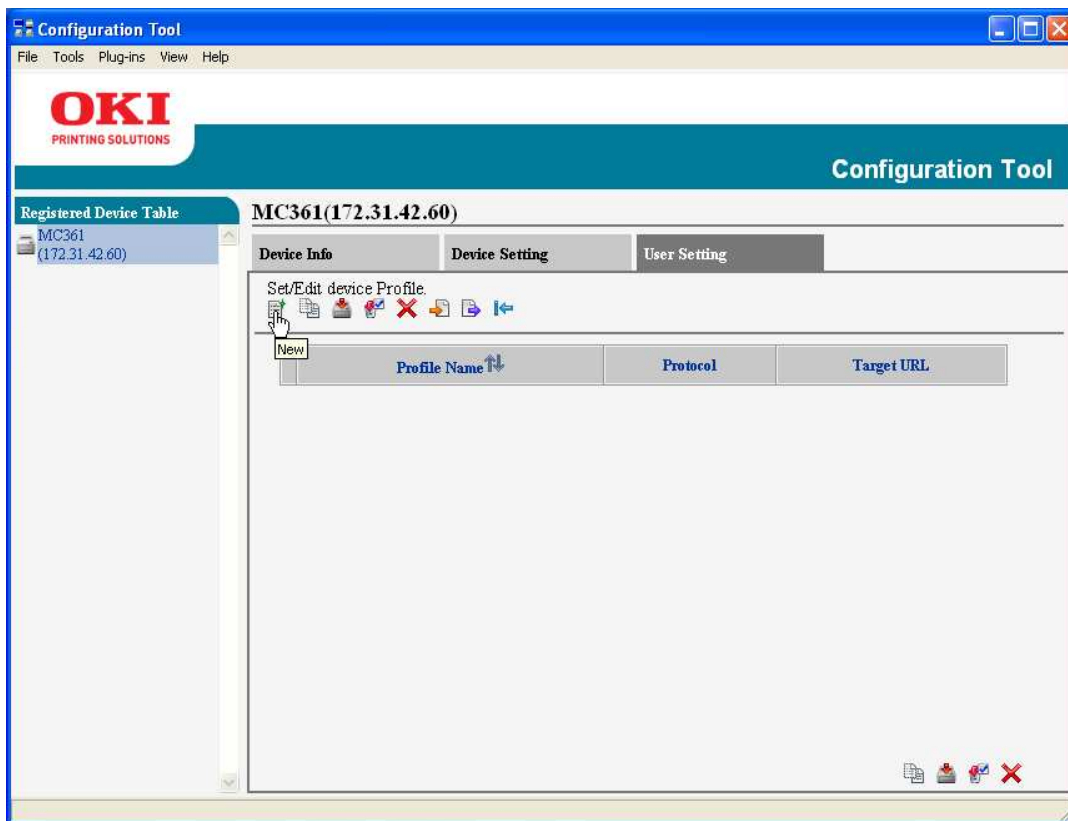
- Click **Profile Manager**.



8. Enter the Administrator password "aaaaaa" (6 lower case A's). Click **OK**.



9. Under Set/Edit device Profile, click **New**.



10. Enter the **Profile Name**, **Target URL**, **File Name**, **User Name** and **Password**, as shown below.

Note that using the *#n* switch in the file name will generate a sequential number which is appended to the file name. In the example below, the first file will be *scan00000.pdf*, the next scan will be *scan00001.pdf*, etc.

**User Setting**

**Edit Profile**

Profile Name (Up to:16Text) : Scan

Protocol : CIFS Port No. (1 - 65535) : 445

Encode Communication : None CIFS Character Set : UTF-16

Target URL (Up to:144Text) (file) : \\172.31.42.55\Scans File Name (Up to:64Text) : scan#n

Example: WTESTCOMPUTER\TEST

User Name (Up to:32Text) : administrator Password (Up to:32Text) : ●●●●●●●●  
(leave empty for no change)

OK Cancel Advanced Return to default

11. Click **OK**.

Setup is complete. To test the Profile on the scanner, perform the following steps:

1. Press the **Scan** button on the right side of the scanner.
2. Arrow down to **Network PC** and press **OK**.
3. Press **OK** on **Select Profile**.
4. Highlight the Profile and press **OK**.
5. Press the Green or Gray Start button to begin scanning.