PageScope Web Connection

# *CREATING ADDRESS BOOK*

SCANNING DESTINATIONS

KONICA MINOLTA

Before proceeding, please be aware of the following:

1) *Confirm the current time & date on the display for all scanning types.*
2) *For "SMB", "FTP", or "WebDAV", a shared folder with read/write access must be created.*
3) *For "Fax", this option is available when an optional fax kit is installed on the copier.*
4) *Some options may require steps which are to be performed by an Network Administrator.*
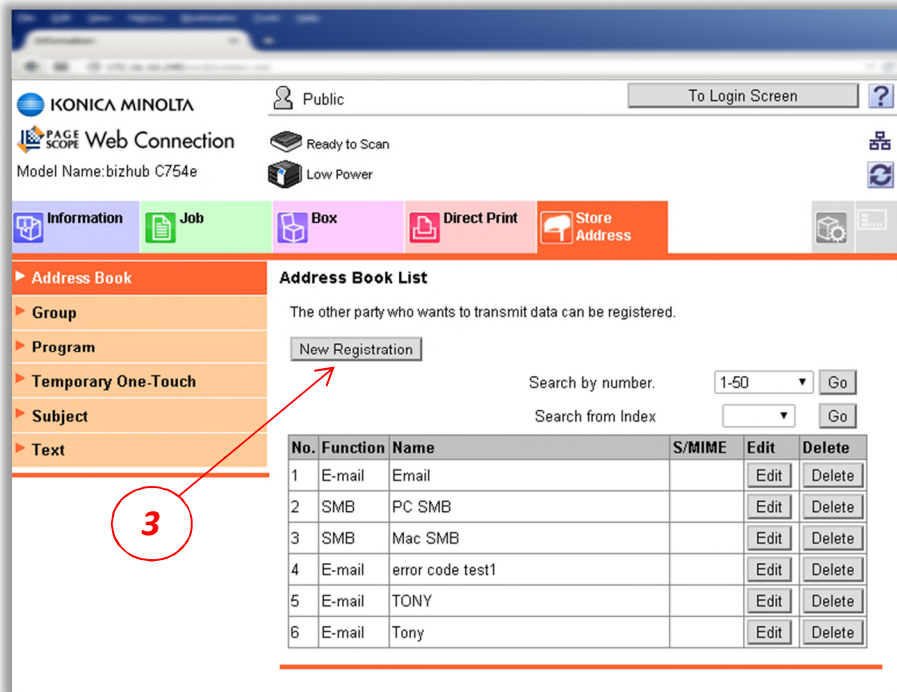
Caltronics Business Systems

1) Enter the IP address of the copier into a web browser 's address field & press **Enter/Return**.
(Firefox works best with the Bizhubs web interface)
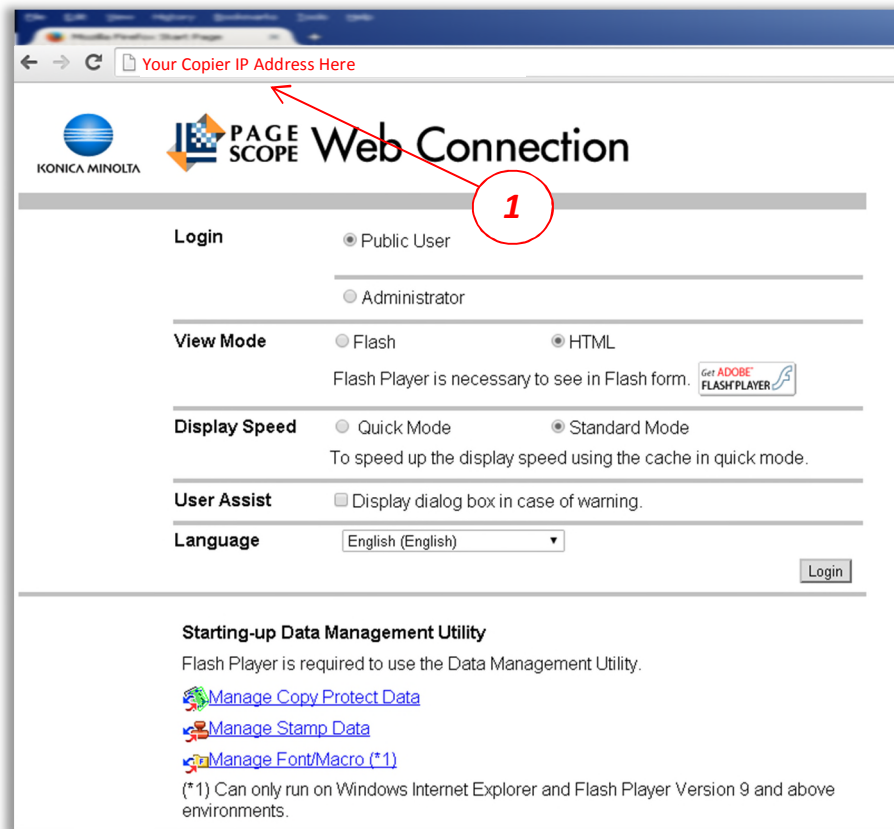
2) From the Konica PageScope "Public" web interface, select "Store Address" Tab
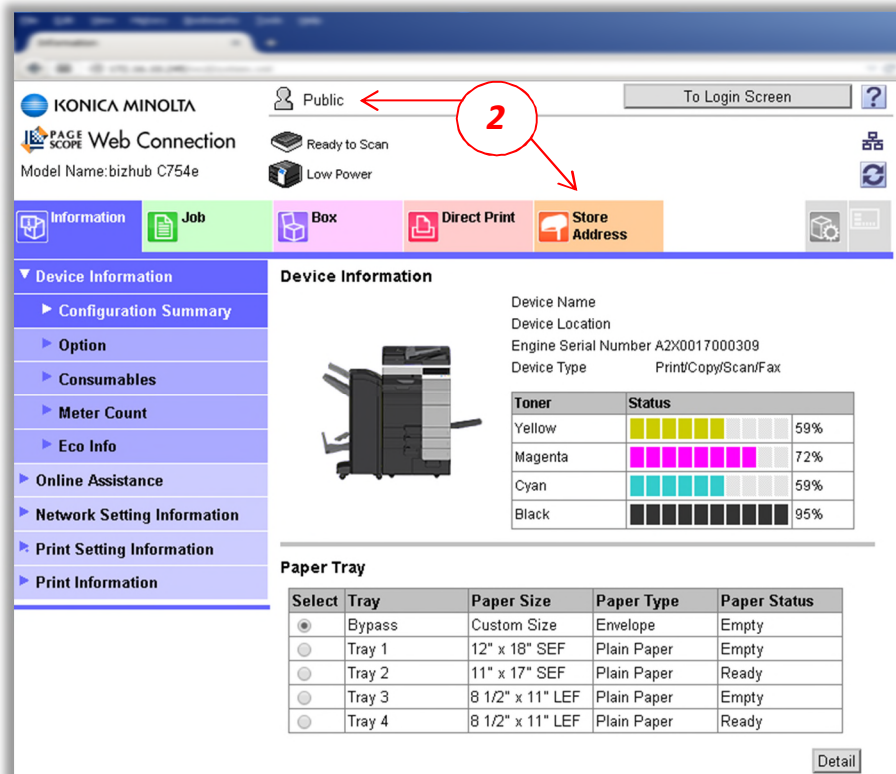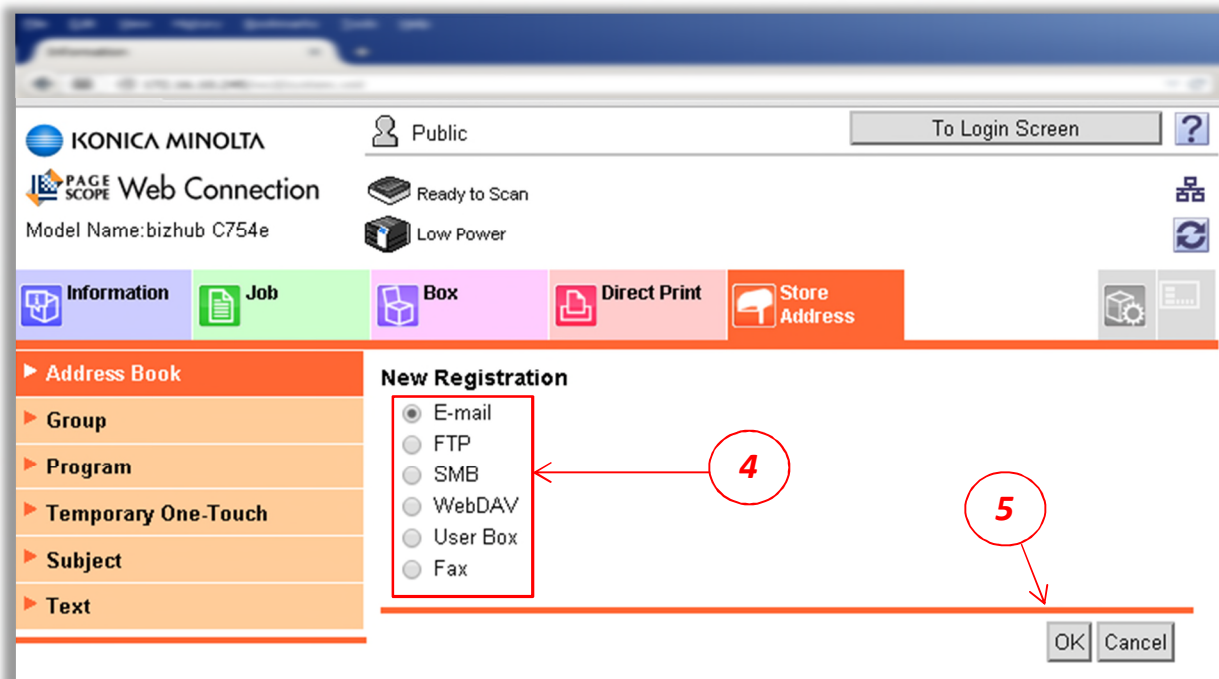
3) Click "New Registration"

4) Choose the scanning option you wish to setup
5) Click **"OK"**

- ➢ **Email**
- ➢ **FTP**
- ➢ **SMB**

- ➢ **WebDAV**
- ➢ **User Box**
- ➢ **Fax**

Creating Bizhub *scan links* via *"E-Mail"*

Note: Correct "E-Mail TX" settings must be enabled & set before Scan to Email will function. Contact your Network Administrator if necessary.

A. In the *"Name"* field, enter the button name to appear on the copier panel.
B. Under the *"Index"* choose the search & display index option.
C. Select *"Main"* if the link button is to appear on the *"Favorites"* screen of the copier
D. In the *"E-Mail Address"* field, enter the E-Mail destination desired.
E. Click *"OK"* –then "OK" again when the Adderss Book registration is complete message appears.

Creating Bizhub *scan links* via *"FTP"*

Note: "FTP" settings must be enabled & known before "Scan to FTP" will function. Contact your Network Administrator if necessary.

A. In the *"Name"* field, enter the button name to appear on the copier panel.
B. Under the *"Index"* choose the search & display index option.
C. Select *"Main"* if the link button is to appear on the *"Favorites"* screen of the copier
D. If the PC is to be accessed by via **"Host Name"**, then Check this option
E. Enter the *"Host Address"* or **"IP Address"** of the destination desired.
F. Enter the *"File Path"* of the scan folder destination.
G. Enter the *"FTP"* login requirements for the receiving PC.
H. Click *"OK"* –then "OK" again when the Adderss Book registration is complete message appears.

Creating Bizhub *scan links* via *"SMB"*

Note: Destination & Login settings must be known before "Scan to SMB" will function. Contact your Network Administrator if necessary.

A. In the *"Name"* field, enter the button name to appear on the copier panel.
B. Under the *"Index"* choose the search & display index option.
C. Select *"Main"* if the link button is to appear on the *"Favorites"* screen of the copier
D. If the PC is to be accessed by via *"Host Name"*, then Check this option
E. Enter the *"Host Address"* or **"IP Address"** of the destination desired.
F. Enter the *"File Path"* of the scan folder destination.   *(Note: Begin with shared folder name)*
G. Enter *"User & Password"* for the destination PC.   *(Password is required for Windows 7 & up)*
H. Click *"OK"* –then "OK" again when the Adderss Book registration is complete message appears.

Creating Bizhub *scan links* via *"User Box"*

Note: Creating of a "User Box" should be made before "Scan to Box" will function. Contact your Network Administrator if necessary.

A. In the **"Name"** field, enter the button name to appear on the copier panel.
B. Under the **"Index"** choose the search & display index option.
C. Select **"Main"** if the link button is to appear on the **"Favorites"** screen of the copier
D. Click the **"Search from List"** button and choose the **"User Box"** to link.
E. Click **"OK"** –then "OK" again when the Adderss Book registration is complete message appears.

Creating Bizhub *scan links* via *"WebDAV"*

Note: Creating of a "User Box" should be made before "Scan to Box" will function. Contact your Network Administrator if necessary.

A. In the *"Name"* field, enter the button name to appear on the copier panel.
B. Under the *"Index"* choose the search & display index option.
C. Select *"Main"* if the link button is to appear on the *"Favorites"* screen of the copier
D. If the PC is to be accessed by a *"Host Name"*, then Check this option
E. Enter the *"Host Address"* or *"IP Address"* of the destination desired.
F. Enter the *"File Path"* of the scan folder destination. *(Note: Begin with shared folder name)*
G. Enter *"User & Password"* login values for the destination PC. *(Password is required for Windows 7)*
H. Enter additional "*WebDAV Proxy*" settings *(If applicable)*
F. Click *"OK"* –then "OK" again when the Adderss Book registration is complete message appears.

Creating Bizhub *scan links* via *"Fax"*

A. In the *"Name"* field, enter the button name to appear on the copier panel.
B. Under the *"Index"* choose the search & display index option.
C. Select *"Main"* if the link button is to appear on the *"Favorites"* screen of the copier
D. In the "Destination" field, enter the fax number.
   (Note: Include any 'dial out #', 'area code' or pauses as necessary)
E. Click *"OK"* –then "OK" again when the Adderss Book registration is complete message appears.