Scan to Network Folder

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1: Basic overview

Effortlessly convert your paper based documents into electronic format for immediate archival or sharing. Brother's scan to network folder enables you to automatically upload your scanned documents to any internal folder on your network. It does not require any external software or even the intervention of a PC. All you have to do is select the appropriate network folder from the control panel and start scanning. It's that simple.

Scan to network folder is also commonly known to as 'Scan to SMB' and 'Scan to CIFS'.

2: Benefits

We live in a world where information is communicated in many different ways, ranging from hand written letters to computerised e-mails. They can be grouped into two main categories:

- Electronic, which is basically anything sent or stored on a computer
- Paper based, which is anything physical like a letter

Both communication methods are different, yet in many cases we use them to share the same kinds of information. For example, a company may send a purchase order to their supplier electronically yet receive their final invoice on paper. As you can see, both pieces of information are linked, yet communicated differently.

Maintaining this link when it comes to storing both kinds of information can be a challenge for many companies since they have to be stored in two separate locations. Therefore, one solution could be to create some kind of cross reference, where an electronic document has some description of where to find any paper based documents that are linked to it and vice versa. This of course means that you must keep every paper based document, which over time could take up a large amount of physical space. There is also the time consuming problem of creating and maintaining this link and then finding both documents once it has been done.

Another solution could be to store both types of documents electronically, by scanning anything which is paper based. However, this can also be a time consuming process because each document must be scanned to a computer then manually uploaded to a file server.

The alternative and most efficient solution would be to do it the Brother way. Selected colour and mono Brother Multifunction Devices now have the ability to automatically upload documents to a file server just after they have been scanned. This not only saves you from having to keep all your paper based documents, but it speeds up the process of archiving them too.

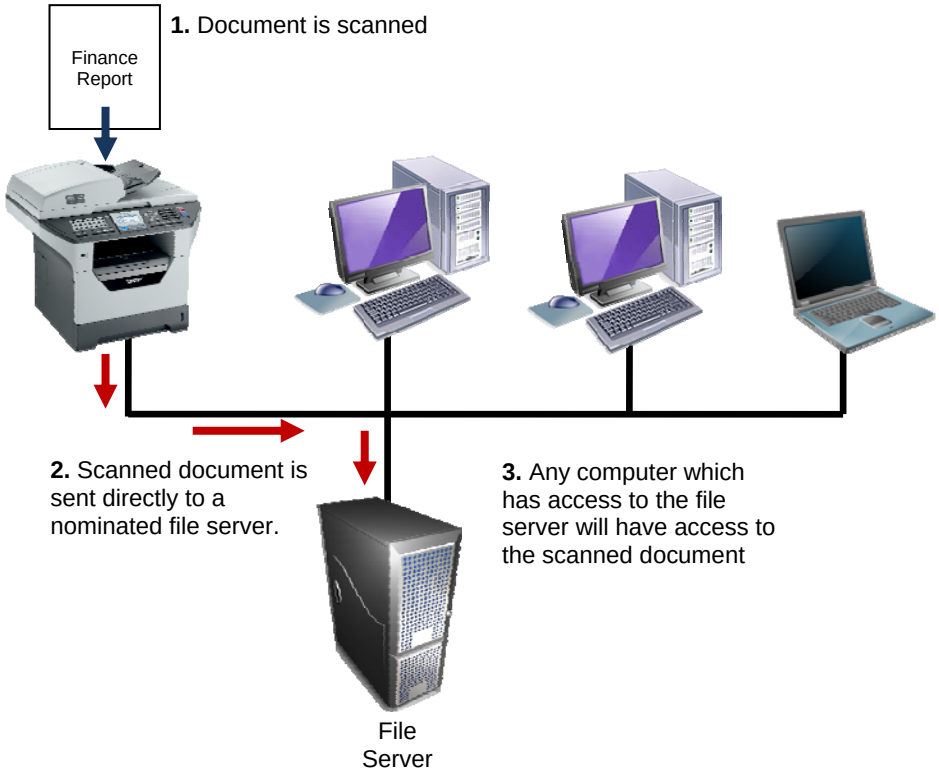
It is the ideal way of managing your paper based documents and getting them to work in harmony with your electronic ones.

3: Customer Scenario

Like most departments, the accounts team for a large industrial organisation receives information in both electronic and paper based formats. As you would expect, it includes things like bills, purchase orders and invoices all of which must be dealt with then archived.

Due to the volume of documents they receive, the accounts department cannot spend too much time archiving them yet need to be able to find them very quickly.

Thanks to Brother's scan to network folder this process is much quicker and the requirement for a PC has been eliminated. After every document has been processed it is scanned directly to a secured network folder where it can be accessed by other users within the accounts department.



4: Using scan to network folder

Step 1: Place your document on either the Automatic Document Feeder (ADF) or flatbed scanner, then press the **'Scan'** function key.

Step 2: Using the **'Up'** and **'Down'** arrow keys select **'Scan to Network'**.

Step 3: If the machine supports double sided (duplex) scanning you can use this feature here too. You can choose from:

- 1 sided *(standard 1 sided scanning)*
- 2 sided (L)edge *(if you want your double-sided documents to be scanned in a booklet format)*
- 2 sided (S)edge *(if you want your double-sided documents to be scanned in a flipchart style format)*

Step 4: Select which scan to network profile you want to use (you can select up to 10).

Step 5: If your network drive is protected by a 4 digit PIN, enter it now.

Step 6: Select the colour and resolution for your scanned documents *(this may not appear depending on how the profile was configured).*

You can choose from:

- Colour 100dpi
- Colour 200dpi
- Colour 300dpi
- Colour 600dpi
- B&W 200dpi (Monochrome)
- B&W 200dpi
- B&W 200 x 100
- Gray 200dpi
- Gray 200dpi
- Gray 300dpi

Step 7: Select which file type you want your scanned documents to be in *(again this may have already been selected for you therefore this option may not appear).*

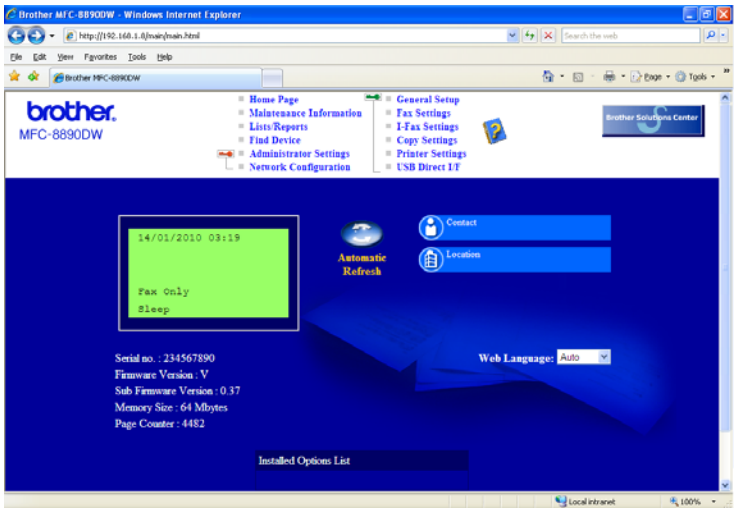
You can choose from:

- JPEG (only if you selected colour)
- XPS (only if you selected colour)
- TIFF (only if you selected mono)
- PDF (available to both mono or colour)
- Secure PDF (available to both mono or colour)

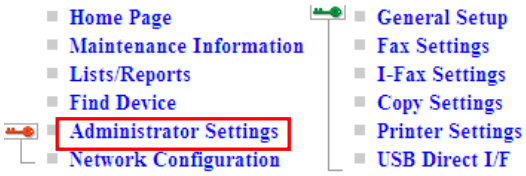
Step 8: Press **'Start'** to begin.

5: Configuring scan to network folder

Step 1: Open a web browser and type in the **'IP Address'** or **'Node Name'** of the Brother machine you want to configure scan to network folder to. The machines internal website (embedded web server) should load.

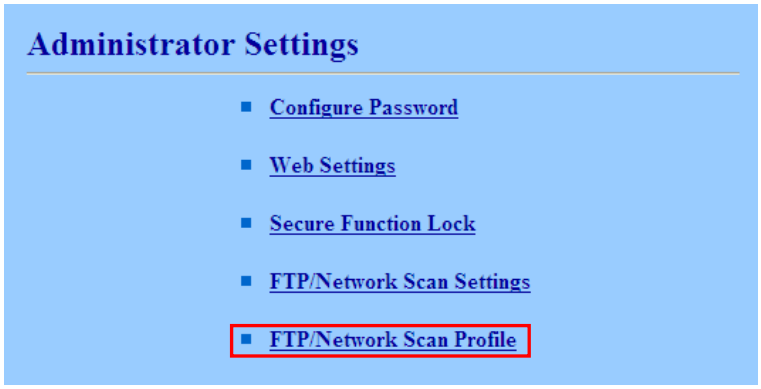


Step 2: Click **'Administrator Settings'** from the list of options at the top (menu items will differ slightly depending on model used).

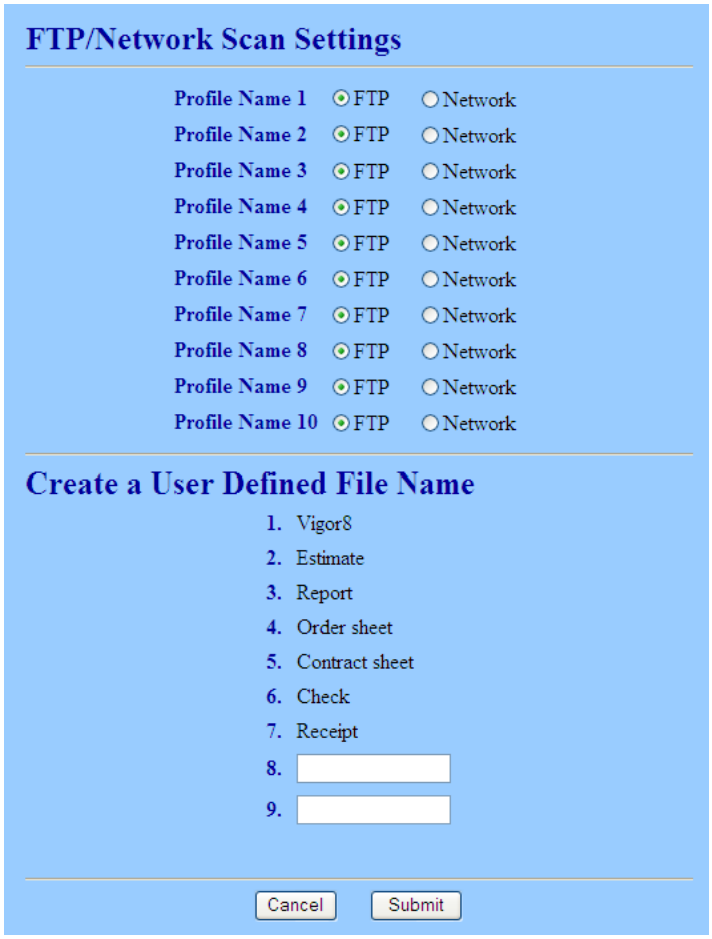


Step 3: Enter its user name and password if prompted to do so.

Step 4: Click **'FTP/Network Scan Profile'**.

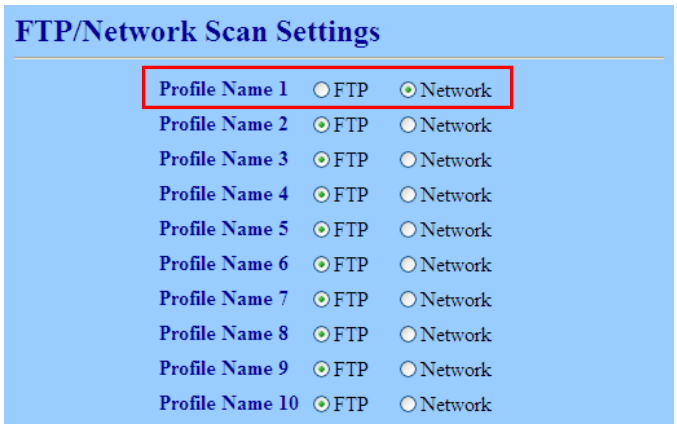


Step 5: The following screen will appear.



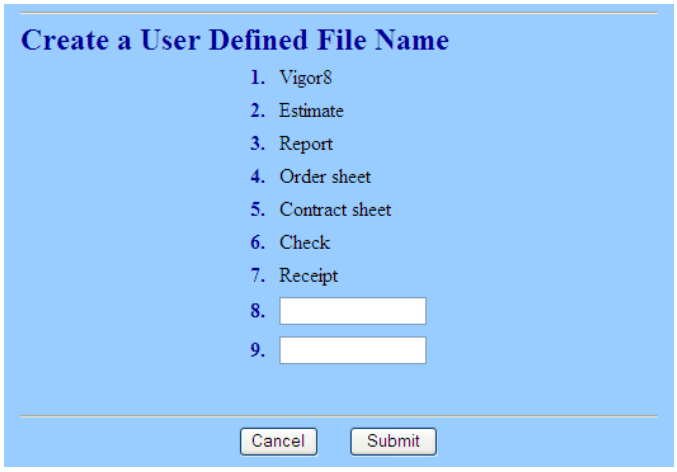
Step 6: Each scan to network folder location is configured into something called a profile, to which there are up to ten to choose from. They are also shared with the scan to FTP profiles. Instructions for how to configure Scan to FTP profiles can be found in the Scan to FTP White Paper.

To configure a profile for scan to network folder ensure that **'Network'** is selected (as shown in the image below).

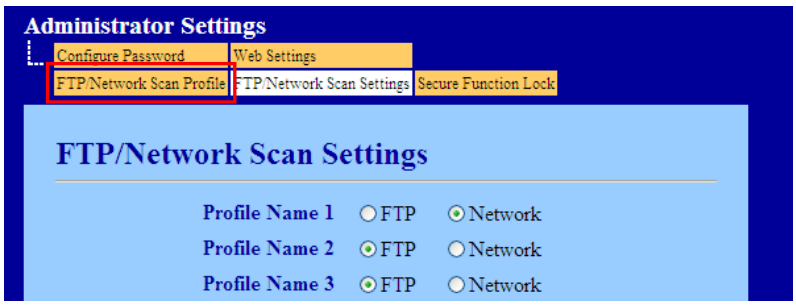


Step 7: Your scanned documents will automatically be given a unique filename as they are being uploaded to their nominated network folder. This filename consists of a number (incremented by one each time to make it unique) and an actual name. The first file name you can see, which in the image below is 'Vigor8' is the node name of the Brother device, the next six are pre-configured by the Brother device and the last two are user customisable

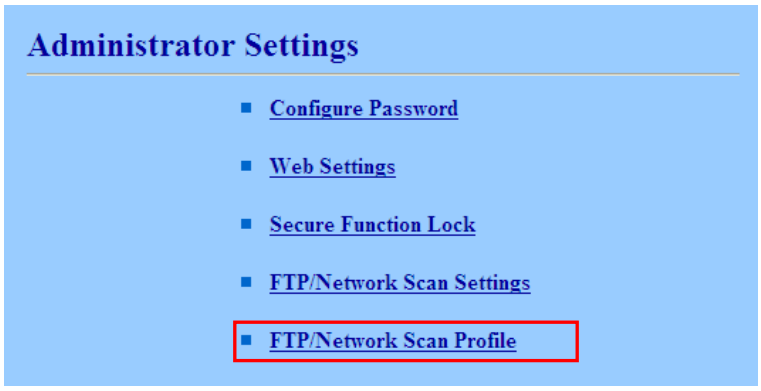
When you are ready, click the **'Submit'** button.



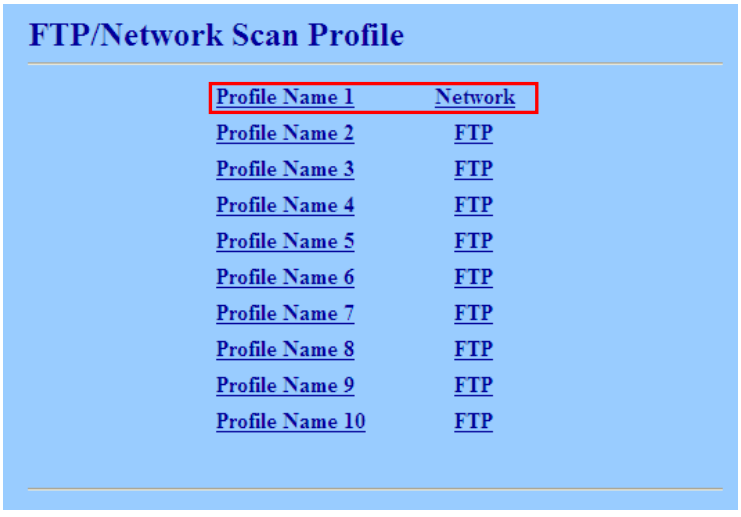
Step 8: You will then be sent back to the same screen again. At the top of the FTP/Network Scan Settings box you will see further options. From these options click **'FTP/Network Scan Profile'**.



Or alternatively click on the **'FTP/Network Scan Profile'** link from the Administrator Settings main page.

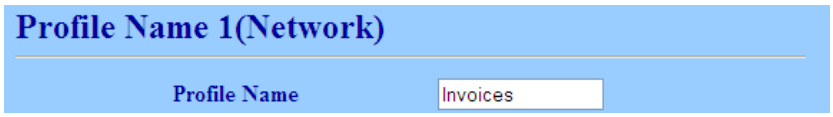


Step 9: This is where you can now start to configure each profile by simply clicking on it. In the example below we are using profile 1. You will notice that it says **'Network'** next to it based on the selection you made earlier in step 6 page 8.



Step 10: The following screen will appear:

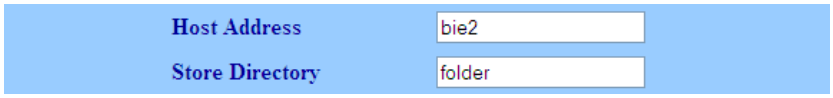
Step 11: Let's start from the top. Give your scan to network folder a name.



Step 12: Specify which network folder you want your scanned documents to go to. In the example below we will be scanning documents to this folder: **'//bie2/folder*'**. The host address from this is **'bie2'** and the store directory is **'folder'**. You could also use the host addresses IP address instead.

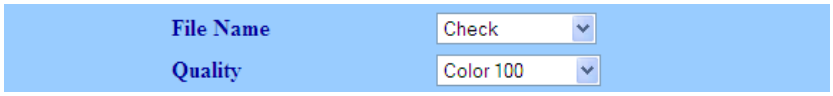
If you selected Kerberos authentication, which will be explained later on, please note that you cannot use the IP address as the host address.

If you begin to experience any connectivity issues with NTLMv2 authentication, which again will be explained later on, try changing the format of the host address (from hostname, DNS name or IP address).



Step 13: All scanned documents will automatically be given a unique filename when they reach their destination network folder. You can specify part of this filename from the drop-down list entitled **'File Name'**.

Next decide if you want your scanned document to be in colour or mono as well as their resolution. Please note the higher the resolution the bigger the file size will be of the scanned document.



You can choose from:

- Colour 100dpi
- Colour 200dpi
- Colour 300dpi
- Colour 600dpi
- B&W 200dpi (Monochrome)
- B&W 200dpi
- B&W 200 x 100
- Gray 200dpi
- Gray 200dpi
- Gray 300dpi
- ---

Selecting **'—'** will not apply a colour setting and gives the user the opportunity to choose one every time they make a scan from this profile.

***Did you know?**

In many cases, the 'bie2' of '//bie2/folder' is just the node name of the computer where the network folder is stored. Alternative names can be used by either giving the computer another node name or creating a DNS lookup.

Did you also know that the '//' part of '//bie2/folder' is a way of telling Windows that you want to access a file directory, or folder, on a computer. It is similar to using 'http' for general web traffic or 'ftp' for FTP traffic.

Step 14: Select which file type you want your scanned documents to be in.

Please note that the file types you can select from are linked to which colour you selected earlier.

You can choose from:

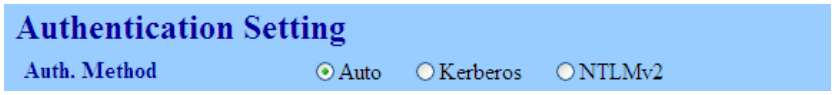
- JPEG (only if you selected colour)
- XPS (only if you selected colour)
- TIFF (only if you selected mono)
- PDF (available to both mono or colour)
- Secure PDF (available to both mono or colour)
- –

Selecting **'—'** will not apply a file type and gives the user the opportunity to choose one every time they make a scan from this profile.

Step 15: To prevent unwanted users from scanning to a restricted or private network folder you can protect it with an optional PIN. In this example whenever a user tries to scan to the network folder we are configuring today they will have enter the PIN **'1111'** at the control panel of the device. Failure to enter this PIN correctly will stop any user from scanning to this network folder. If you do not require it then select **'No'**.

Step 16: Brother's scan to network feature is compatible with Kerberos and NTLMv2. In most cases, this authentication is a Windows® username and password.

Auto will try and detect which authentication method is the most suitable. This is recommended for administrators who do not know their authentication method (note that it may take a little longer to authenticate with this selected).



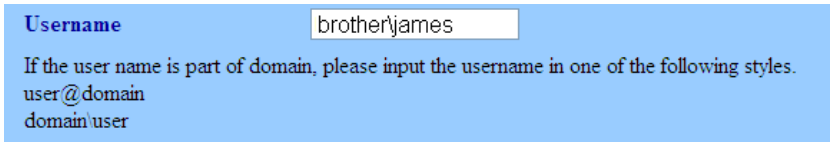
Step 17: Enter your username. If it is part of domain you will need to express it in one of two ways:

- user@domain
- domain\user

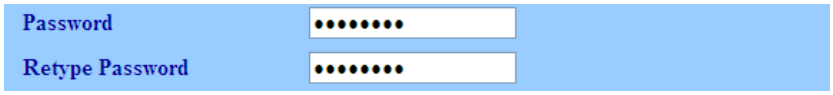
How does this work in practice? Take my username **'james'** and the domain which I belong to **'brother.europe.net'**.

- Using the format **'user@domain'** I would express my authentication details as **'james@brother.europe.net'**.
- Using the format **'user/domain'** I would express my authentication details as **'brother\james'**.

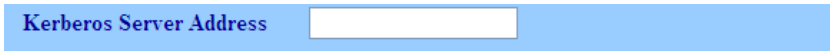
These expressions will depend on both the authentication type and version of Windows® you are using. In most cases, both will be acceptable. However, if you experience any authentication errors it may be worth changing this as part of your fault finding process.



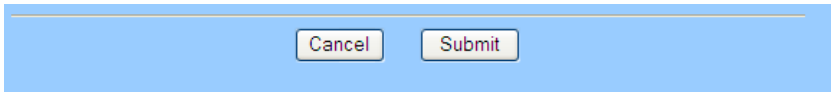
Step 18: Enter your password.



Step 19: If your network uses a Kerberos server and you selected it in step 16 enter its address here. Please note that you must enter its Fully Qualified Domain Name (FQDN) and not just its IP address. This is because part of the Kerberos authentication demands you do it this way (so that it can perform a DNS lookup).



Step 20: When you are happy with your configurations press the **'Submit'** button. Please note that if any of your settings are incorrect you will receive the error message **'Authenticate Error'** or **'Connection Error'** on the LCD of the machine when you try to use it. If this happens go back and check your settings.



Step 21: Your first scan to network folder profile is now ready. To nominate another profile to scan to network folder select **'FTP/Network Scan Settings'**. If you have already nominated one then you can select it from the list of profile names, as shown below.

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6: Compatible machines

New models will be added as and when they are released.

Colour LED

- MFC-9120CN
- MFC-9320CW

Mono Laser

- MFC-8370DN
- MFC-8380DN
- DCP-8085DN
- MFC-8880DN
- MFC-8890DW


brother
at your side