

Destination Information Sheet

You may find it useful to fill out this form with the required information before creating a shared folder.

★ Important

- To prevent the leakage of personal information, destroy this sheet after creating the shared folder.

Items to Confirm	Setting Information
Computer name (Example: "AdminPC")	
Computer IP address (Example: "192.168.0.100")	
Login user name (Example: "User001")	
Login password (Example: "Administrator123")	

Use the following procedure to confirm each item, and fill in the sheet.

Confirming the computer name (Windows Vista/7/8/8.1)

- Press [R] while holding down the [Windows] key.
The [Run] window appears.
- In the [Run] window, enter "sysdm.cpl", and then click [OK].
- In the [System Properties] window, select the [Computer Name] tab.
- See [Full Computer name] for the computer name.

Confirming the computer IP address and the login user name (Windows Vista/7/8/8.1)

- Press [R] while pressing and holding the [Windows] key.
The [Run] window appears.
- In the [Run] window, enter "cmd", and then click [OK].
The [Command Prompt] window appears.
- In the [Command Prompt] window, enter the command "ipconfig", and then press the [Enter] key.
- See [IPv4 address] for the computer IP address.
- In the [Command Prompt] window, enter the command "set user", and then press the [Enter] key.
Be sure to leave a space between "set" and "user".
- See [USERNAME=] for the login user name.

Login password

The login password is the password you enter when starting up the computer.

Check there is a shared folder for storing scanned data on the destination computer. If not, create a shared folder using the following procedure.

Creating a shared folder (Windows Vista/7/8/8.1)

1. **Create a folder in a location you choose on the computer.**
2. **Right-click the folder, and then click [Properties].**
3. **On the [Sharing] tab, click [Advanced Sharing...].**
Windows Vista: On the [Sharing] tab, click [Advanced Sharing...], and then click [Continue].
4. **Click [Share this folder].**
5. **Click [Permissions].**
6. **In the [Group or user names:] list, select "Everyone", and then, in the [Allow:] columns of the permission list, select the [Read] and [Change] check boxes.**
7. **In the [Advanced Sharing] window, click [OK].**
8. **Click [Close].**