SMB Scanning Windows 10 Pro

Set up a local user account for scanning
1. Right Click the Windows icon at the bottom left and click on Computer Management
2. Click on the arrow beside Local Users and Groups to expand (left side computer management window)
3. Click Users
4. In the middle window right click and select New User
5. Enter **scan** into User Name, Full name, Password, Confirm Password boxes
6. Uncheck User must change password at next logon
7. Check Password never expires
8. Click Create
9. Close computer management window

Set up your PC as discoverable on your network
1. Right Click the Windows icon at the bottom left and click on Settings
2. Click on Network & Internet
3. In the menu on the left click Ethernet
4. Under Ethernet your network should appear click on the network you are Connected to
5. Under Network Profile make sure Private network is checked
6. Close Settings window

Set up shared folder for Scans on your C: drive:
1. Right Click the Windows icon at the bottom left and click on File Explorer
2. Double Click the (C:) drive
3. Right click in the (C:) drive window and select new and then Folder
4. The new folder will appear change the name to Scans

Set up sharing options for Scans folder:
1. Right click on the newly created Scans folder and select properties at the bottom of the menu
2. Click the second tab across the top Sharing (will be coming back to this tab several times)
3. Under Network File and Folder Sharing click Share… button
4. Use the drop-down window and select Everyone and click add
5. To the right of Everyone use the drop down to change it from Read to Read/Write
6. Click Share at the bottom then done on the window that pops up.
7. From the Sharing tab click Advanced Sharing
8. Click Permissions highlight Everyone and make sure that in the bottom window Permissions for Everyone that all the items are checked under allow then click ok and ok again to get back to sharing tab
9. From the Sharing tab under Password Protection click Network and Sharing Center here you will want to verify your network is Private (current profile)
10. Under Private (current profile) verify Turn on Network Discovery, turn on automatic setup of network connected devices and turn on file and printer sharing are all checked.
11. If any changes were made click Save changes or cancel of you did not make any changes
12. From the Sharing tab write down the Network Path: (example) **\\computername\Scans**