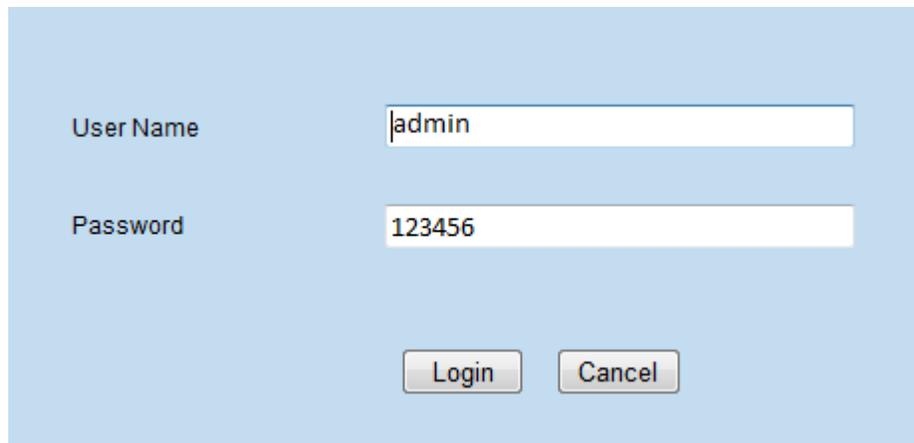


# Setting Up Scan to File (Single Destination)

Login to Top Access:



User Name: admin

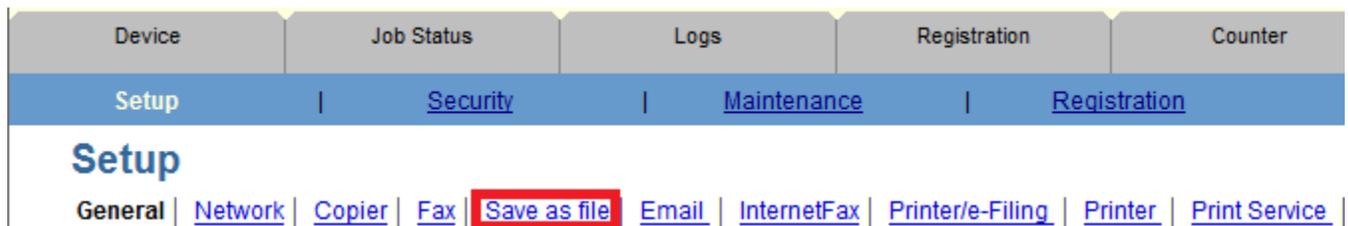
Password: 123456

Login Cancel

Click on **Administration**.



Click on **Save as File**.



Starting from the top, we will want the documents to go **directly to the storage path**.

## Local Storage Path

Storage Path FILE\_SHARE

- Send scanned documents to a sub folder in the storage path.  
(The sub folders will be named after the associated template and will be of the format: Group Number-GroupName-TemplateName)
- Send scanned documents directly to the storage path.

Next is **Destination**. Select **User Network Folder Destination**. In the drop down for Default File Path, choose **Remote 1**. This ensures that every time the user scans, it will default to go to the network destination you specify.

**Destination**

Do not allow any network folder to be used as a destination

Use Network Folder Destination

Default file path

Scroll down until you see **Remote 1 & Remote 2 Settings**. This is where you set up your Network Path along with any authentication. If you are running Server 2003 or above, we recommend the username to be in the format of **domain\username** for it to authenticate.

Also, make sure to deselect Remote 2 just below it.

**Remote 1 and Remote 2 Settings**

Remote 1  Allow the following network folder to be used as a destination

Protocol  SMB  FTP  FTPS  NetWare IPX/SPX  NetWare TCP/IP

Server Name

Port Number(Command)

Network Path

Login User Name

Password  Retype Password

Allow user to select network folder to be used as a destination

Remote 2  Allow the following network folder to be used as a destination

Be sure to click on **SAVE** at the top of the page to save the settings.

Device | Job Status

Setup | [Security](#)

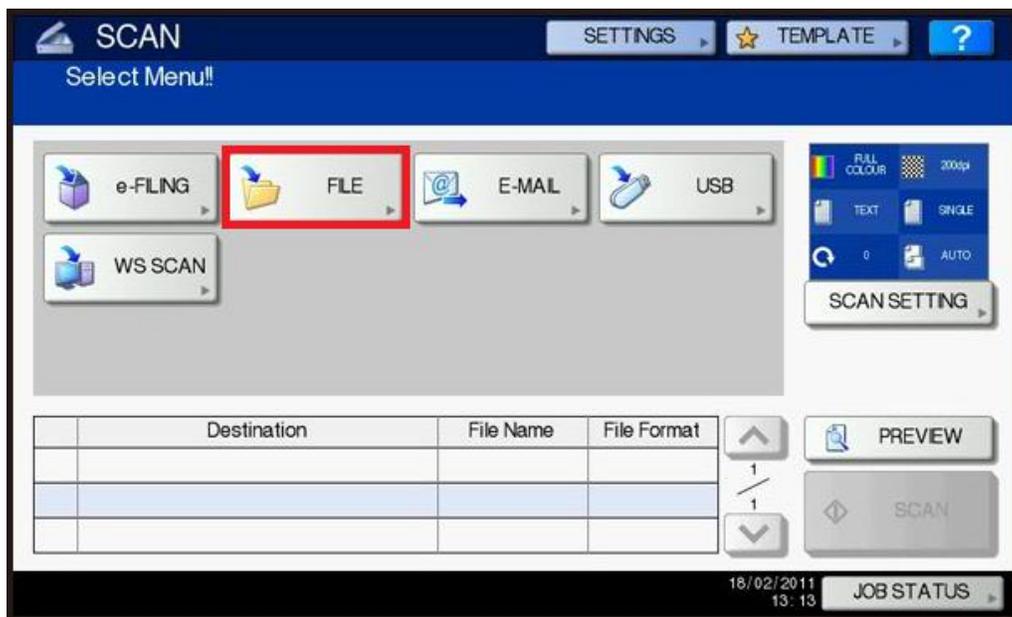
**Setup**

[General](#) | [Network](#) | [Copier](#) | [Fax](#) | [Save as file](#) |

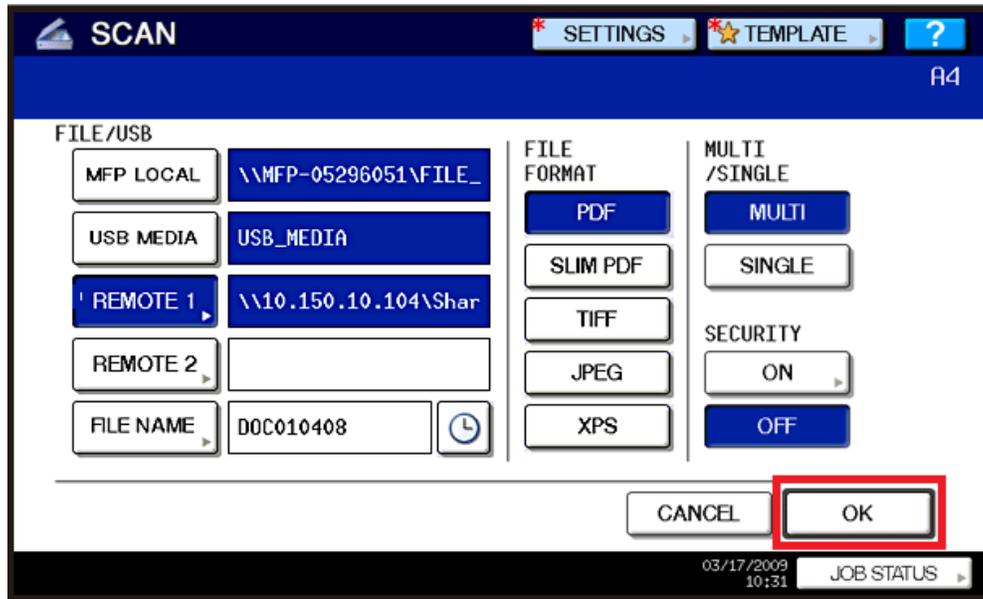
You will have to walk up to the machine to test the settings. Click on the **Scan** button.



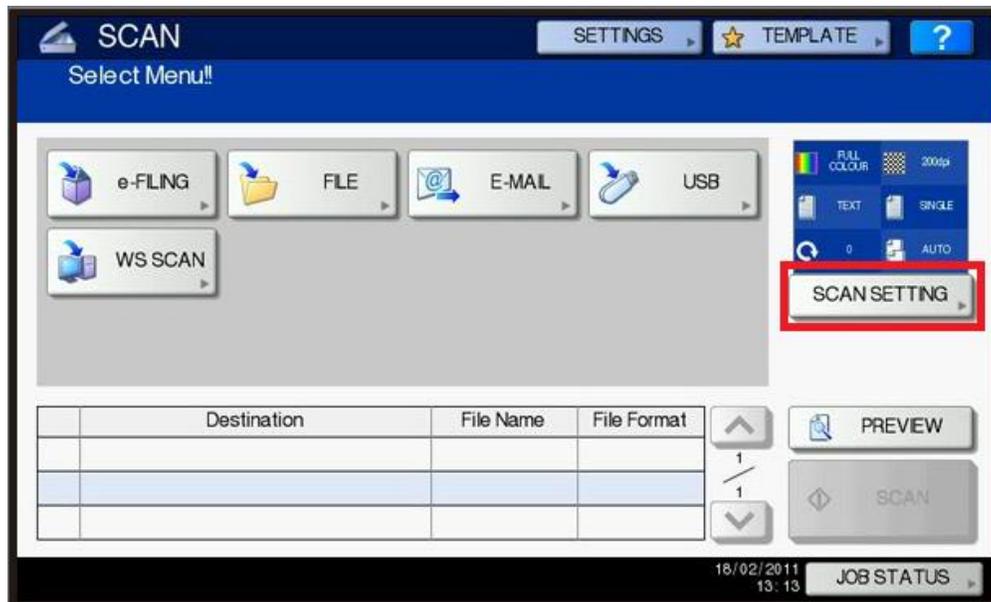
Select **File**.



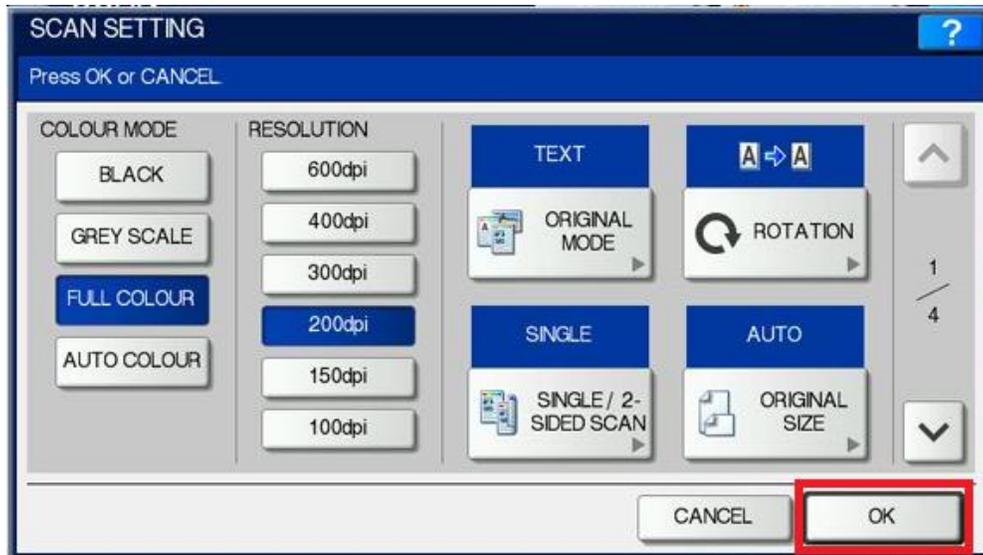
You will see **Remote 1** already highlighted. Select **OK** at the bottom of the screen.



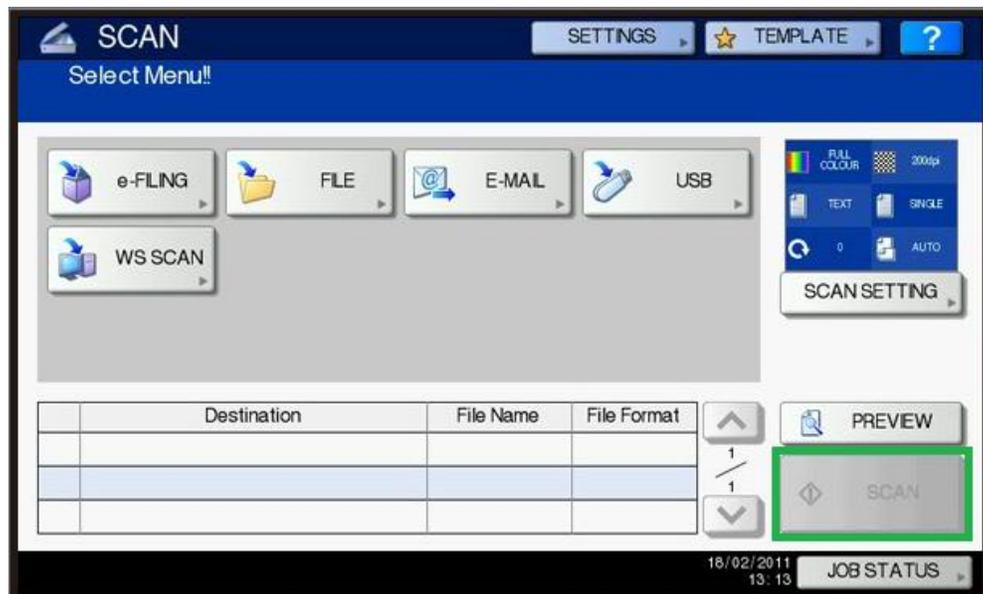
Before you scan, you have the option to choose your scan settings, like resolution, whether it's in color or not, double sided, etc. Press the **Scan Setting** button to the right.



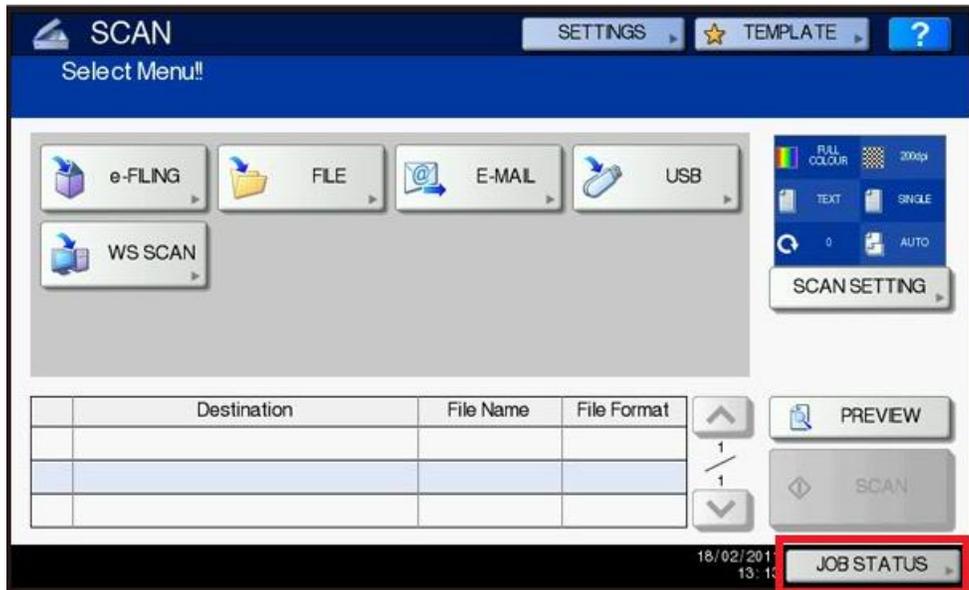
You will see the options below. Select the ones you would like and choose **OK** at the bottom when done.



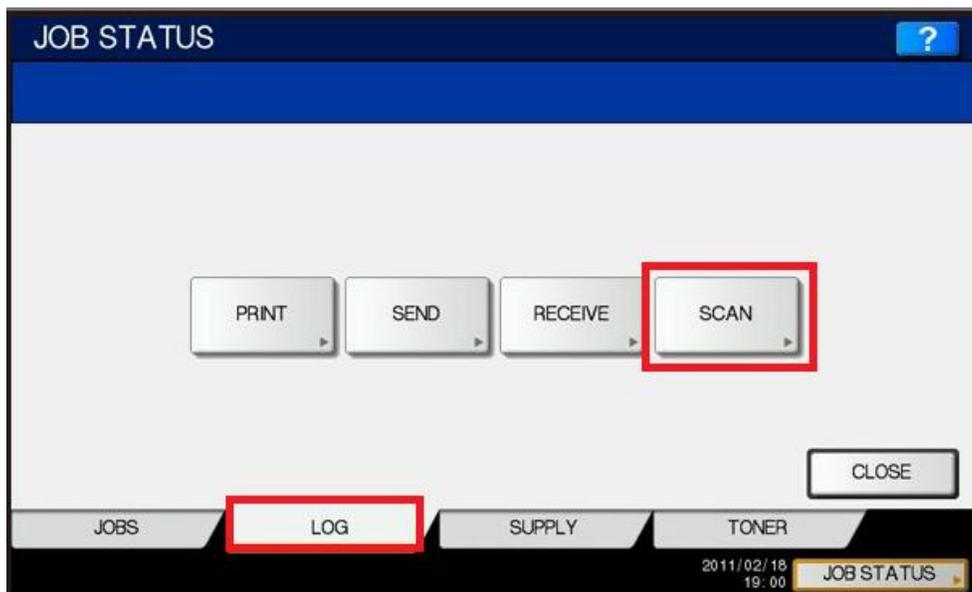
Now you can select **Scan** or the green **START** button on the control panel to start the scan. (**Note:** this simulation does not show the scan button highlighted and available due to its design. The scan button will be screen and noticeable to the user when at the display screen.)



To check if the scan was successful, click on the **Job Status** button at the bottom right of the display screen. (Note: The Job Status button is available in every screen, including Copy, Scan, Print, User Functions, etc.)



Click on the **Logs** tab at the bottom of the screen and **Scan** button to the right.



Underneath **Status**, it will let you know OK if it sent or if there was an issue, a code would be shown.

To / File Name	Agent	Date,Time	Pages	Status
DOC110218-004	Store to e-Filing	18,1859	4	OK
DOC110218-003	Store to e-Filing	18,1858	4	OK
DOC110218-002	Store to e-Filing	18,1857	1	OK
DOC110218-001	Store to e-Filing	18,1856	1	OK
DOC110218	Store to e-Filing	18,1855	5	OK

For Scanning to File, the most common Status codes you will see are:

2D31 – Failed to Create File = Check to make sure the user has rights to read/write/modify within the folder.

2D62 – Check Destination Path = This usually occurs if the path is not correct or has to do with authentication. This error is common if you don't use the domain/user for authentication.

2D64 – Login Failure = Check the username/password for authentication

2DC0 – Job Cancelled

You can also look up in Top Access under **Logs** tab and **Scan Logs** for a full explanation of the error.

Device | Job Status | **Logs** | Registration | Counter | User Management | Administration

[View Logs](#) | [Export Logs](#) | [Log Settings](#)

### Scan Log

[Print Log](#) | [Transmission Journal](#) | [Reception Journal](#) | **Scan Log** | [Message Log](#)

[REFRESH](#)