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# How to register/change/delete an SMB folder

Published 08/27/2008 02:35 AM | Updated 12/22/2017 04:45 PM | Answer ID 91157

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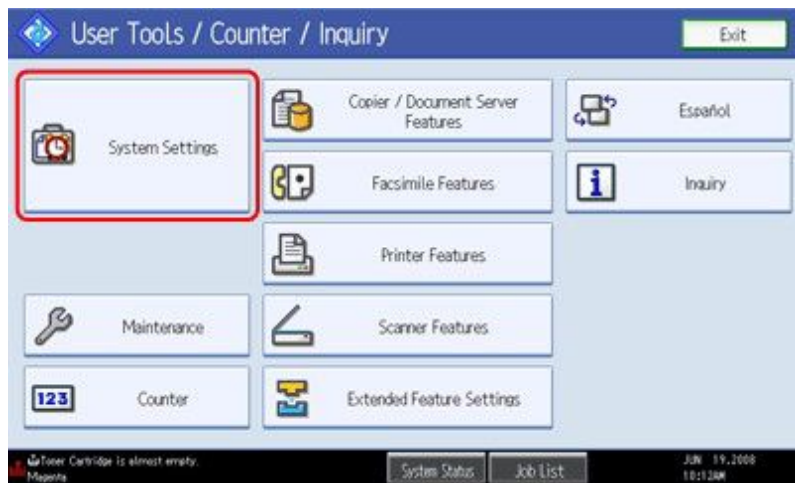
## How do I register or change an SMB folder?

To register, change, or delete an SMB folder, follow the appropriate procedure below.

### Registering an SMB Folder

To register an SMB folder, follow these steps.

1. Press the **[User Tools/Counter]** key.
2. Press **[System Settings]**.



3. Press **[Administrator Tools]**.
4. Press **[Address Book Management]**.
5. Check that **[Program / Change]** is selected.
6. Select the name whose folder you want to register.

Press the name key, or enter the registered number using the number keys.

7. Press **[Auth. Info]**, and then press **[▼Next]**.



8. Press **[Specify Other Auth. Info]** on the right side of Folder Authentication.

When **[Do not Specify]** is selected, the SMB User Name and SMB Password that you have specified in Default User Name/Password (Send) of File Transfer settings applies.

9. Press **[Change]** under "Login User Name".
10. Enter the login user name, and then press **[OK]**.
11. Press **[Change]** under "Login Password".
12. Enter the password, and then press **[OK]**.

13. Enter the password again to confirm, and then press **[OK]**.

14. Press **[Folder]**.

15. Press **[SMB]**.

To specify a folder, you can either enter the path manually or locate the folder by browsing the network.



16. Specify the path.

17. Press **[Connection Test]** to check the path is set correctly.

18. Press **[Exit]**.

If the connection test fails, check the settings, and then try again.

19. Press **[OK]**.

20. Press **[Exit]**.

21. Press the **[User Tools/Counter]** key.

### Note

- You can enter up to 64 characters for the user name.
- You can enter up to 64 characters for the password.
- You can enter a path using up to 128 characters.
- If User Authentication is specified, contact your administrator.

#### Locating the SMB folder manually

#### Locating the SMB folder using Browse Network

#### If a Login Screen Appears

To locate the SMB folder manually, follow these steps.

1. Press **[Change]** under "Path".
2. Enter the path where the folder is located.
3. Press **[OK]**.

If the format of the entered path is not correct, a message appears. Press **[Exit]**, and then enter the path again.

#### Note

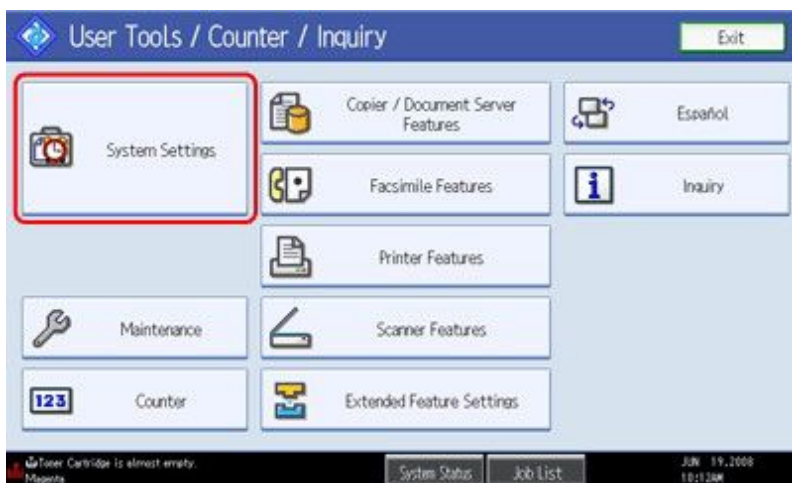
- Enter the path using this format: "\\ServerName\Share- Name\PathName".
- You can also enter an IPv4 address.
- You can enter a path using up to 128 characters.

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## Changing an SMB Folder

To change the settings of the registered SMB folder, follow these steps.

1. Press the **[User Tools/Counter]** key.
2. Press **[System Settings]**.



3. Press **[Administrator Tools]**.
4. Press **[Address Book Management]**.

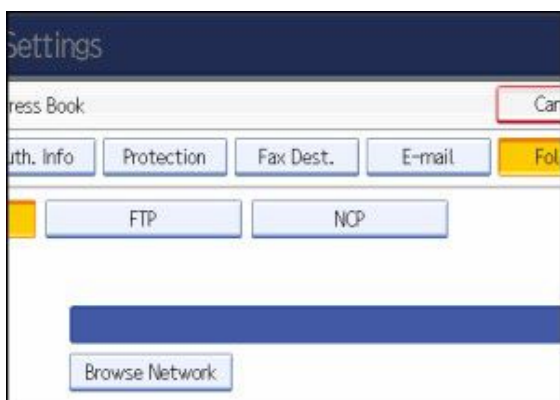
5. Check that **[Program / Change]** is selected.
6. Select the name whose folder you want to change.  
Press the name key, or enter the registered number using the number keys.  
You can search by the registered name, fax number, folder name, e-mail address, or IP-Fax destination.
7. Press **[Folder]**.
8. Select the items you want to change.  
When specifying a folder, enter the path directly or select it by referencing the network.
9. Press **[Connection Test]** to check the path is set correctly.
10. Press **[Exit]**.
11. Press **[OK]**.
12. Press **[Exit]**.
13. Press the **[User Tools/Counter]** key.

### Changing the protocol

To change the protocol, follow these steps.

1. Press **[FTP]** or **[NCP]**.

A confirmation message appears.



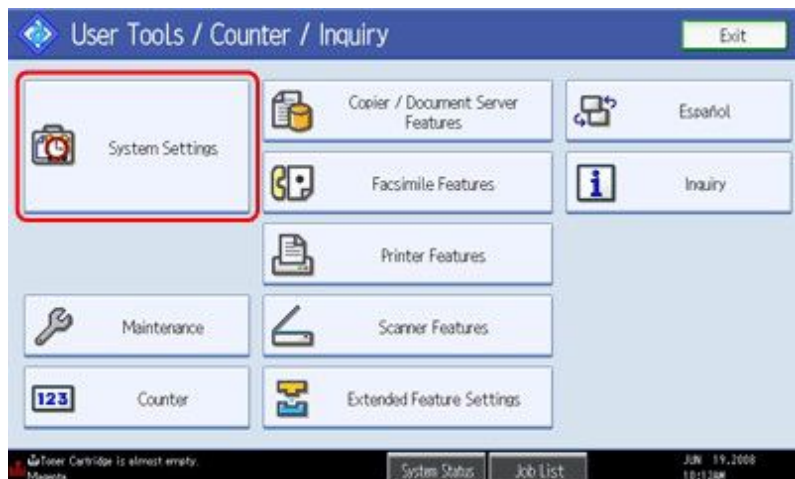
2. Press **[Yes]**.
3. Changing the protocol will clear all settings made under the previous protocol.
4. Enter each item again.

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## Deleting an SMB registered folder

To delete a registered SMB folder, follow these steps.

1. Press the **[User Tools/Counter]** key.
2. Press **[System Settings]**.



3. Press **[Administrator Tools]**.
4. Press **[Address Book Management]**.
5. Check that **[Program / Change]** is selected.
6. Select the name whose folder you want to delete.  
Press the name key, or enter the registered number using the number keys.  
You can search by the registered name, fax number, folder name, e-mail address, or IP-Fax destination.
7. Press **[Folder]**.
8. Press the protocol which is not currently selected.  
A confirmation message appears.
9. Press **[Yes]**.
10. Press **[OK]**.
11. Press **[Exit]**.

12. Press the **[User Tools/Counter]** key.

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