Scanning to a Folder on the Printer

The Scan to Mailbox feature allows users to scan files to mailboxes, which are folders created on the printer hard drive. These files can then be retrieved through CentreWare Internet Services. This feature provides network scanning capability without the need to configure a separate server and is supported in Workflow Scanning. For details, see Workflow Scanning on page 159.

For instructions on using this feature, see the *User Guide* for your printer model.

Enabling or Disabling Scan to Mailbox

1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Scan to Mailbox** > **Enablement**.
3. Under Scan to Mailbox, select **Enabled**.

    Note: When you enable Scan to Mailbox, folders appear as templates in the list of Workflow Scanning templates at the control panel.

4. To set the default view to show folders on the Scan tab in CentreWare Internet Services, select **On Scan tab, view Mailboxes by default**.
5. Click **Apply** to save the new settings or **Undo** to retain the previous settings.

Setting Scan Policies

Scan policies allow you to manage how users are allowed to scan files, create folders, and assign passwords to their folders on the printer.

1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Scan to Mailbox** > **Scan Policies**.
3. Under Scan Policies, select or clear:
    -   **Allow scanning to Default Public Folder** allows users to scan files to the Default Public Folder without requiring a password.
    -   **Require per job password for public folders** requires users to type a password for every job they scan to the public folder.
    -   **Allow additional folders to be created** allows users to create additional public or private folders on the printer. If **Require password when creating additional folders** is disabled, assigning a password to the folder is optional and creates a public folder. If **Allow additional folders to be created** is disabled, the **Create Folder** button does not display on the Scan tab.
    -   **Require password when creating additional folders** requires users to type a new password every time they create a folder. This feature only allows users to create private folders.
    -   **Prompt for password when scanning to private folder** requires users to type the password at the control panel every time they scan a job to a private folder.
    -   **Allow access to job log data file** allows users to print a job log containing details for any scanned image. Third-party applications can be used to search, file, and distribute jobs based on job log information.

4. Under Password Management, type a minimum and maximum password length, and select any password policies that you want to apply.
5. Click **Apply**.

Managing Folders and Scanned Files

Creating a Folder

By default, all users are allowed to scan to the Default Public Folder. If this option has been enabled in Scan Policies, users can create and edit additional folders.

To create a folder:
1. In CentreWare Internet Services, click **Scan**.
2. Under Display, select **Mailboxes**.
3. Under Scan to Mailbox, click **Create Folder**.
4. Type a unique name for the folder.
   Type and retype a password as needed.
5. Click **Apply**.

Editing a Folder

To edit a folder:
1. In CentreWare Internet Services, click **Scan**.
2. Under Display, select **Mailboxes**.
3. Under Scan to Mailbox, click **Create Folder**.
4. To change the folder password, click **Modify Folder**.
5. To edit the default scan settings for the folder, click **Personalize Settings > Edit**. For details, see the Help in CentreWare Internet Services.

Deleting Scanned Files

1. In CentreWare Internet Services, click **Properties > Services**.
2. Click **Scan to Mailbox > Files**.
3. To immediately remove files from the server, select an option:
   - **Delete all files now** to delete all files on the server.
   - **Delete all files older than** to delete files older than a specified number of days. Type how many days old files must be for deletion.
4. Click **Delete Files**.

5. Under Schedule Clean Up of Folder Files, specify the files that you want to delete. Type how many days old files must be for deletion.

6. Next to Cleanup time, select:
   − **Hourly** to have files deleted at the beginning of every hour.
   − **Daily** and specify the time of day for the delete process to run.

7. Click **Apply**.

   Note: You can also delete scanned files from the Scan tab.

Deleting Scan Folders

You can modify or delete scan folders from two locations in CentreWare Internet Services. Deleting folders from either location deletes them from the printer.

To delete folders from the Properties tab:

1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Scan to Mailbox** > **Folders**.
3. To delete a folder, select the folder, then click **Delete Folder**.

To delete folders from the Scan tab:

1. In CentreWare Internet Services, click **Scan**.
2. Under Display, click **Mailboxes**, then select the folder you want to delete. If the folder is private, type the password.
3. Select the folder to delete, then click **Modify Folder**.
4. Under Remove folder from device, click **Delete Folder**.

Managing Folder Passwords

You can modify folder passwords from two locations in CentreWare Internet Services. Modifying passwords from either location changes them on the printer.

To modify folder passwords from the Properties tab:

1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Scan to Mailbox** > **Folders**.
3. Under Created Folder Operations, select the folder from the menu.
4. Under Created Folder Operations, type a new password for **Change Folder Password**.
5. Retype the password for Confirm Folder Password, then click **Save Password**.

To modify folder passwords from the Scan tab:

1. In CentreWare Internet Services, click **Scan**.
2. Select **Mailboxes**, then select the folder you want to modify.
3. Click **Modify Folder**.
4. Under Folder Operations, type a new password for **Change Folder Password**.
5. Retype the password for Confirm Folder Password, then click **Save Password**.

Monitoring Capacity

Capacity is the total space available for all mailboxes.

Note: If the available space is less than 100 MB or the current percentage used is above 99 %, your system requires cleanup to remove old, unneeded mailboxes and files.

To view the current capacity usage:
1. In CentreWare Internet Services, click **Properties > Services**.
2. Click **Scan to Mailbox > Capacity**.
    −   **Capacity**: The total amount of space available on the printer for scanned images.
    −   **Used**: The space currently used to hold scanned images.
    −   **Available**: The space left for scanned images.
    −   **Percentage Used**: The amount of space used by scanned images as a percentage of the total space.