

## Setting up Scan-to-FTP on Mac OS X Mavericks (10.9)

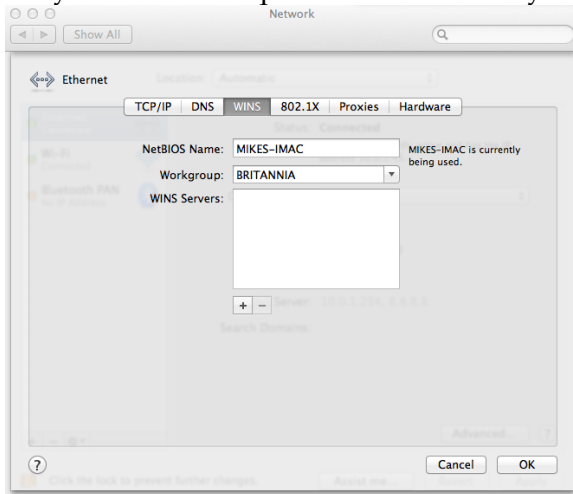
(You will need an administrator-level password to continue.)

Conventions used in this document:

- **Bold Text** indicates a selection or choice you'll make in a dialogue box.
- *Italic Text* indicates a technical term, or an area of a dialogue box to pay close attention to.
- "Spotlight" means Spotlight Search, which you can quickly reach by ⌘-Spacebar.

### Step 1: Set your NetBIOS Name.

- Open **System Preferences**. (Applications menu, System Preferences; or Spotlight **System Preferences**)
- Open **Network**.
- On the left, choose your network adapter (either **Ethernet**, or **Wi-Fi**, depending on how you're set up)
- Click the **Advanced...** button in the bottom-right corner.
- Choose the **WINS** tab.
- Give your Mac a unique Windows-friendly *NetBIOS name*: (Mine is MIKES-IMAC)



- Click **OK** to close this dialog, and then click **Apply** on the main Network dialog.

### Step 2: Create a folder for your scans to go to.

- I suggest on your Desktop, call it "scans" (See note at the end of this page.)

### Step 3: Enable File Sharing.

- In **System Preferences**, go to **Sharing**.
- Make sure the *File Sharing* checkbox is checked, in the left-hand column.
- Below the *Shared Folders* box, click the + symbol.
- Browse to your Desktop, select your "scans" folder, and click the **Add** button.
- Now, "scans" should appear in your *Shared Folders*. Click to select it.
- Below the *Users:* box to the right, click the + symbol. Select your user name, and click **Select**.
- Now that your name is in the Users list, to the right of your name, select **Read & Write**.
- Close System Preferences.

### Step 4: Enable the FTP server on your Mac.

- Open a *Terminal Window*. (Applications menu, Utilities, Terminal; or Spotlight "Terminal")
- Enter the following: **sudo launchctl load -w /System/Library/LaunchDaemons/ftp.plist**
- Enter the following: **sudo launchctl start com.apple.ftpd**  
(When prompted, enter the administrator password)
- (You may want to have this document open on the Mac, and copy & paste these bold commands above.)
- This enables the FTP server and tells it to launch at startup. Close the Terminal window.

*These four steps will need to be completed for each Mac you want to Scan-to-FTP to. If there are multiple users sharing a Mac, you'll need to complete these four steps while logged in as each user who needs scanning capability. You could also create a single folder in the root of the hard disk, and in Step 3, grant each user Read/Write access to that folder.*

*This completes the Mac portion of the setup. Please proceed to Page 2 for the Address Book setup on the Kyocera copier.*

## ***Scan-to-FTP Setup: Kyocera Address Book Settings***

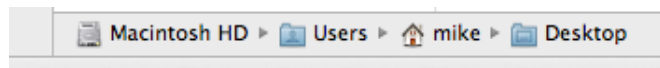
These steps are tailored to the Kyocera FS-1135MFP, but the general principles should apply to most MFPs.

### ***Step 1: Access Kyocera Command Center.***

- Open your web browser, and browse to the network address of the Kyocera copier.
- You should see a splash page with “Kyocera COMMAND CENTER” at the top.
- In the upper-left corner, click the **Login** button.
- Enter the password: **admin00**
- Click the **Basic** tab at the top.
- On the left-hand menu, Choose **Address Book, Contacts**.
- You should now see a list of saved contacts (if any).
- Click the **Add Contact** button.
- At the very top, under *Contact Information, Name:* enter your name. (“Robert”, “Sue”, “Reception”)
- Scroll down to the FTP section.
- Host Name: enter the *NetBIOS Name* you entered back in Step 1. (Mine was **MIKES-IMAC**)
- Port Number: 21
- Path (type exactly as shown): **Desktop/scans** (if you followed my example in Step 2.)
- Login user name: Your Mac user name. (see below)
- Login Password: Your Mac user password.

### ***If you don't know your Mac user name:***

- Open **Finder**.
- Click **Desktop** in the left-hand menu.
- In the Finder menu, click **View, Show Path Bar**.
- Your user name will be after Macintosh HD > Users > Mine is **mike** (below)



### ***Step 1, continued:***

- Go back to your web browser.
- Verify all the address book information is correct, scroll to the bottom of the page, and click **Submit**.

### ***Step 2: Test.***

- On the Kyocera, press the **Send** key.
- Press the **Address Book** key (right next to the *Copy* key.)
- Scroll down to your name, hit **OK** (in the click-wheel)
- Your computer name will be highlighted, click **OK** again.
- Load document, press green **Start** key.
- Document will scan, and green light should blink only for a moment. If it continues to blink for several seconds and returns an error, double-check all steps and re-test.
- If you still get an error, make note of the error number on the screen (2101, etc.) and call for assistance.

### ***Step 3: Making future scans easier.***

- Once you have successfully tested, let's make future scans easier.
- Proceed with all of the items in Step 2: Test above, but **do not press the green Start key**.
- Instead, **press and hold** one of the four **blue Program** keys on the right-hand side of the control panel.
- After about five seconds, you'll be prompted, choose **Overwrite**, then **Yes**.
- This will save all of the current settings **including the scan destination (your computer)**.
- In the future, if you want to scan, simply walk up to the Kyocera and tap your **blue Program key**. This will recall all your settings. Load your documents and press **Start**. Done!