

Colortrac	<b>Z series Scanner: Setting up shared folders</b>	Document number UG16006-1
Date: 16/03/2026		

<b>Approval</b>	F v Dinther
<b>Product</b>	Z series scanners with GSC715x System Controllers
<b>Version</b>	From SmartWorks MFP Version 6.4 onwards
<b>New functionality</b>	Shared Folders

The Administrator can create shared folders on the system controller's internal drive. Permissions to access these folders can be defined for each user.

In the table below is an example how the System Controller can be set up for a small company.


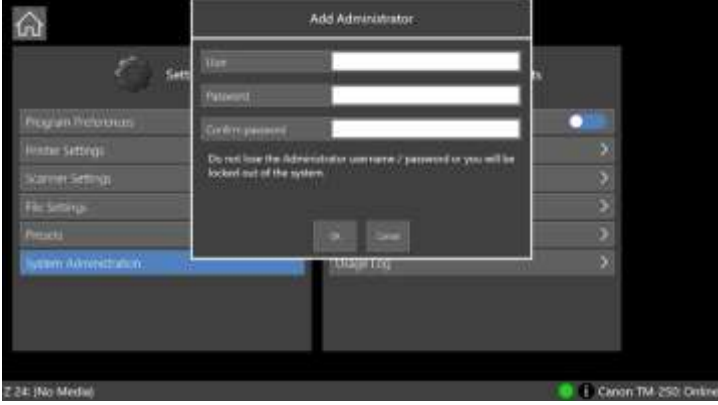

For both Users and Power Users auto detection of USB has been set to ON in the privileges.

User	Sharing allowed	Home folder	MGR access	MKTMGR access	MKT1 access	MKT2 access	Dev1 access	Dev2 access	Guest access	Power User
MGR	Yes	MGR	Yes	No	No	No	No	No	No	Yes
MKTMGR	Yes	MKT	Yes	Yes	No	No	No	No	No	Yes
MKT1	Yes	MKT\MKT1	Yes	Yes	Yes	No	No	No	No	No
MKT2	Yes	MKT\MKT2	Yes	Yes	No	Yes	No	No	No	No
Dev1	Yes	Dev1	Yes	No	No	No	Yes	Yes	No	Yes
Dev2	Yes	Dev2	Yes	No	No	No	No	Yes	No	No
Guest	No	None	No	No	No	No	No	No	No	No

Note: To access shared folders the System Controller cannot be in sleep mode. By default, the System Controller goes into sleep mode after 5 minutes of inactivity. This can be extended up to 60 minutes (top left menu – Settings – Program Preferences – Software Reset Time)

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How to setup:

<p>Set User accounts to ON (Settings-System Administration-user Accounts)</p>	 <p>The screenshot shows the 'Settings' application with 'System Administration' selected. The 'User Accounts' section is visible, with the 'User Accounts' toggle switch turned ON. The status bar at the bottom indicates 'Canon TM-250 Online'.</p>
<p>Set local Administrator User and Password. <b>NOTE</b> - Do not lose the Administrator username and password. Losing this can only be resolved with a complete system reinstallation to factory defaults (losing all Users and settings)</p>	 <p>The screenshot shows the 'Add Administrator' dialog box with fields for 'User', 'Password', and 'Confirm password'. A warning message states: 'Do not lose the Administrator username / password or you will be locked out of the system.' The status bar at the bottom indicates 'Canon TM-250 Online'.</p>
<p>Set Shared folders to ON (Settings-System Administration-Shared Folders)</p>	 <p>The screenshot shows the 'Settings' application with 'System Administration' selected. The 'Shared Folders' section is visible, with the 'Shared Folders' toggle switch turned ON. Other options like 'Enable System Discovery' and 'Users Allowed to Share Folders' are also visible. The status bar at the bottom indicates 'Administrator: Admin' and 'Canon TM-250 [Low Ink] Online'.</p>

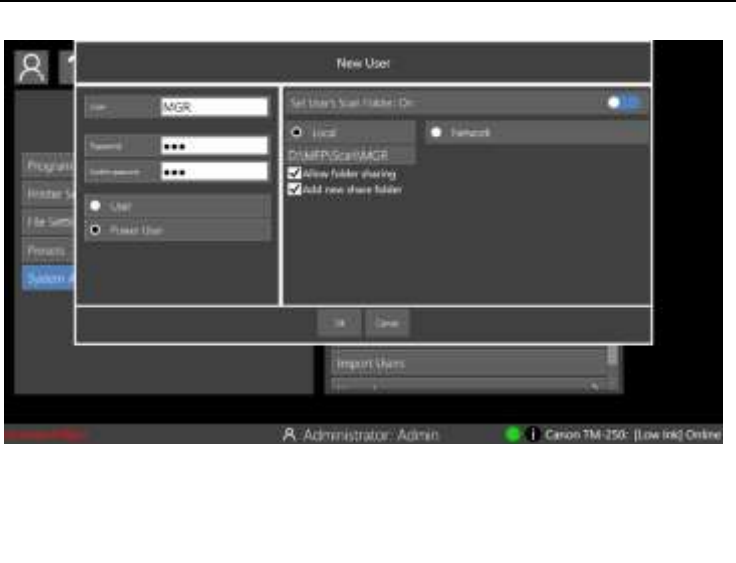
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Create all users and set all the user settings (Settings-System Administration-User Accounts-Add User)

- Username
- Password
- User/Power User
- Set scan folder to ON
- Set Allow folder Sharing for users which folders can be shared

Optional (can be edited)

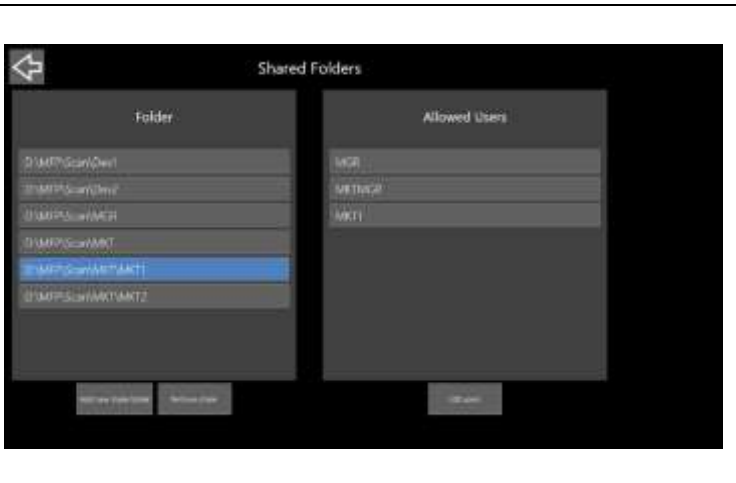
- Set the Home folder of the User
- Add the new share Folder



For Users without sharing permission leave Set Users Scan folder to OFF for saving scans to USB storage only



Permissions for folder access can be set for each folder and user. Select a shared folder then add or remove users to allow access. (Settings-System Administration-Shared Folders-Manage Shared Folders)



After set-up, to apply all the changes restart the controller by using the restart option on the top left menu.

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Shared folders can then be accessed from a PC on the same network by using the system controller's IP address, the user name and password.

