

KB LEVEL: NOC	KB ARTICLE	KB NUMBER:
	How to Setup FTP Utility in UbiX Printer (Bizhub C360)	

KB Category:	Desktop/Scanning		
Author:	Marlon De Guzman	Date:	February 1, 2019

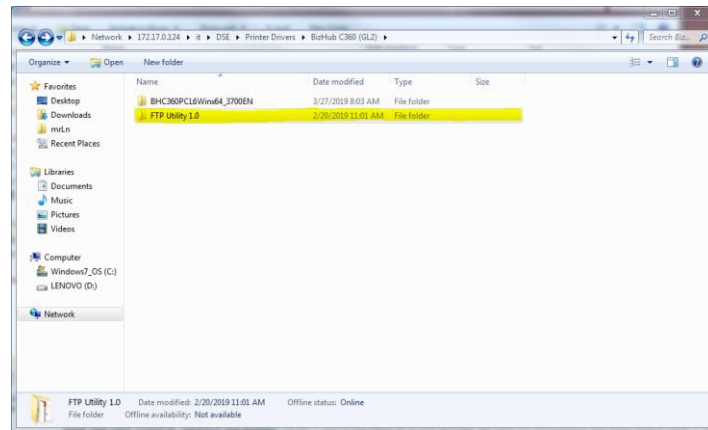
Problem Description:	Scan to PC using UbiX Printer (BizHub C360)
Symptoms and Cause of the issue:	N/A

Note: Make sure that the PC is already connected to the printer. If not, you may see the KB on how to Setup Komica Minolta printer.

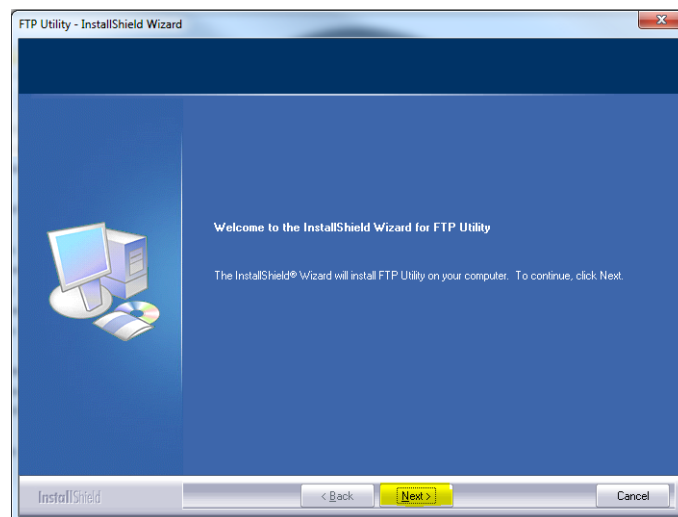
Procedures:

Step 1: Copy the FTP Utility driver from the file server to your PC.

<\\172.17.0.124\IT\DSE\Printer Drivers\Bizhub C360>



Step 2: Run the FTP Utility Setup.



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Step 3: In License Agreement, click “YES” to accept all terms and proceed.

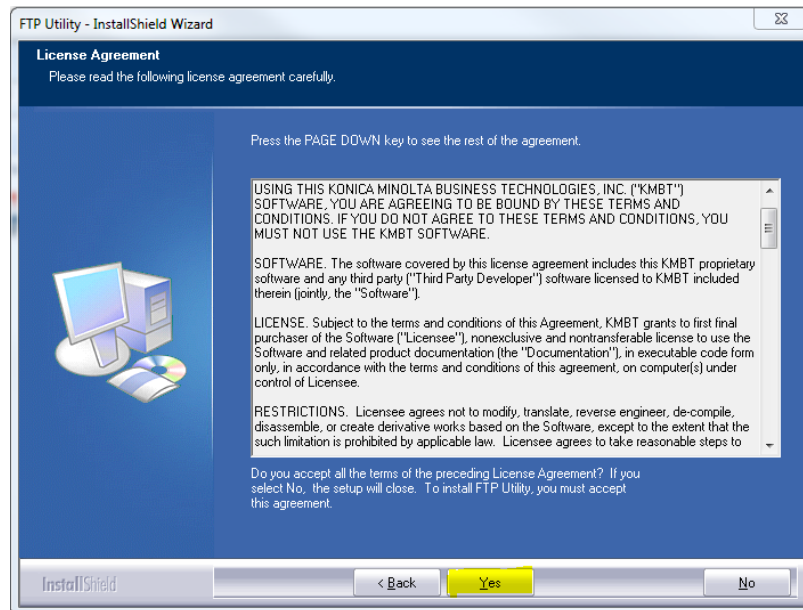


Figure 3. Accepting the terms and conditions.

Step 4: Choose destination location where the FTP Utility driver will store. Click “Next” for the default or “Browse” to find the preferred location.

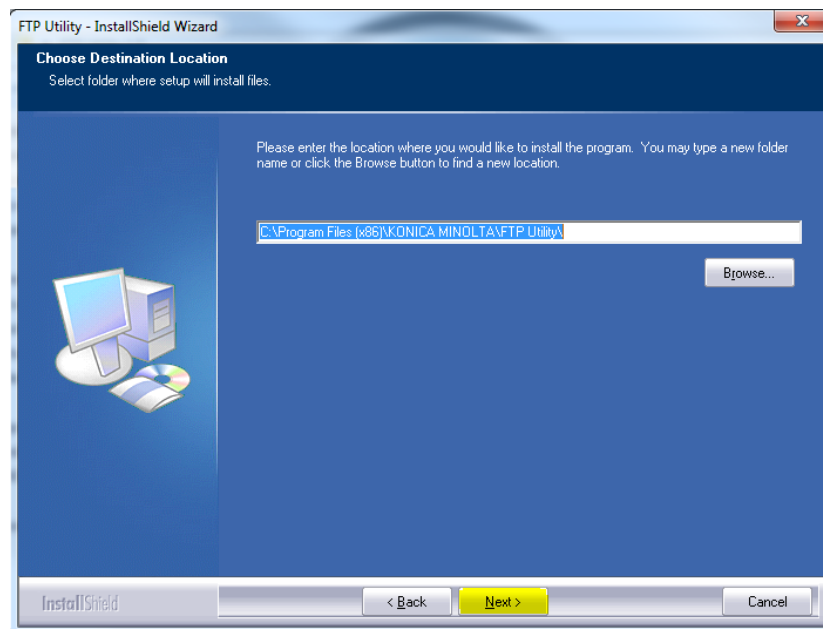
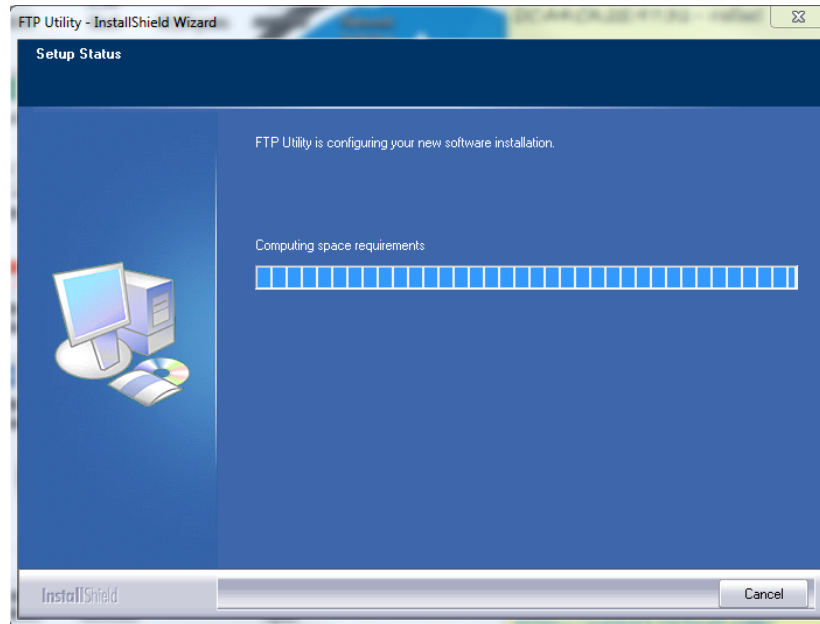


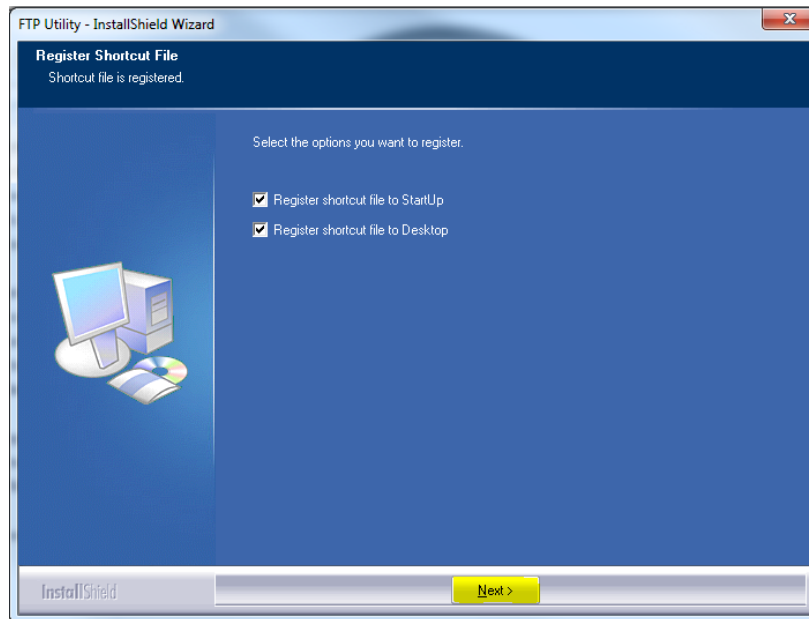
Figure 4.

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Step 5: Wait until finish the installation.

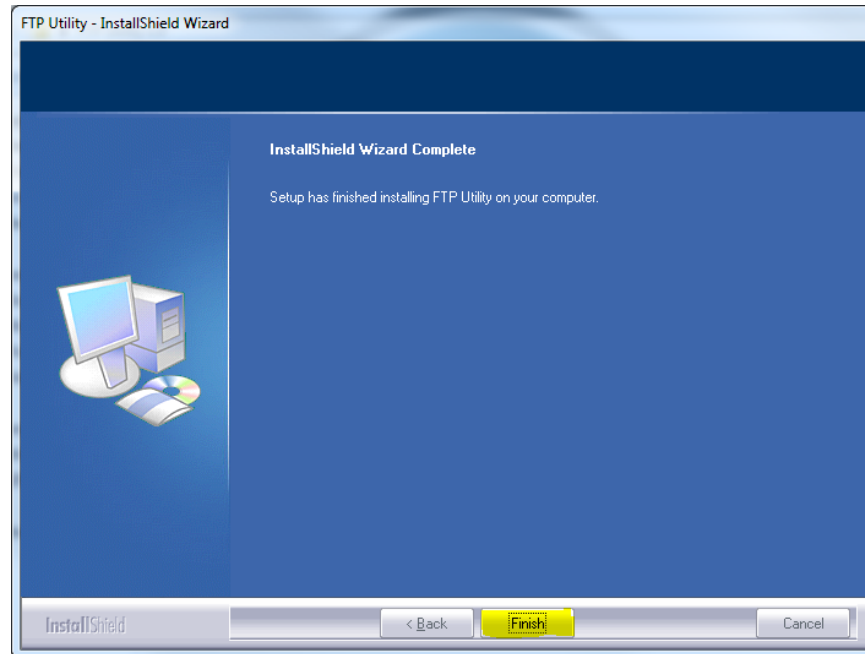


Step6: Registration of Shortcut file. Click “Next”



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Step 7: Click “Finish” to exit the Installation Wizard.



Step 8: After you install the FTP Utility, you have now 2 FTP shortcuts in your desktop. Double click on the “**FTP Utility Settings**” and it will prompt the setting.

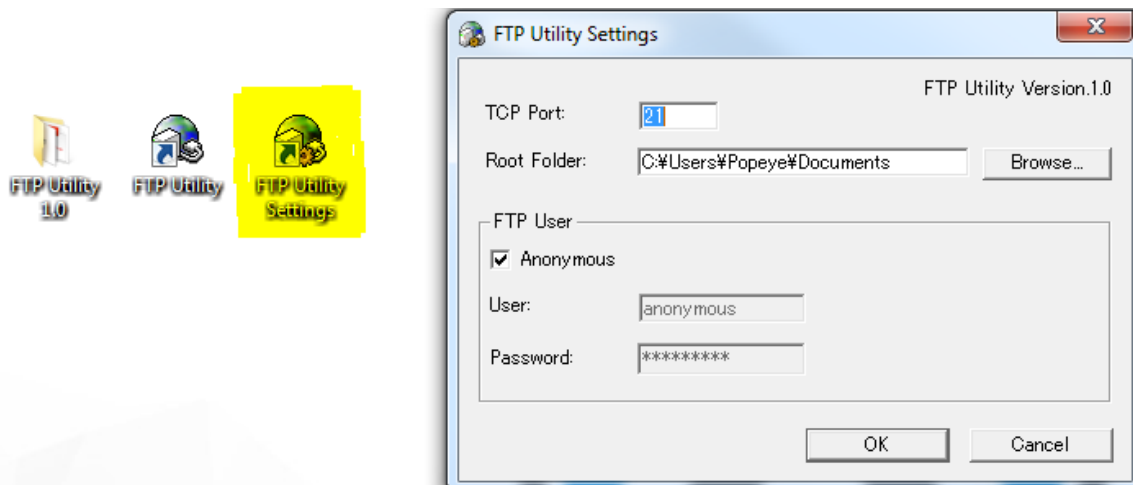


Figure 8.

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Step 9: Click “Browse” and select where do you want to save the Scanned files. Then click “OK”.

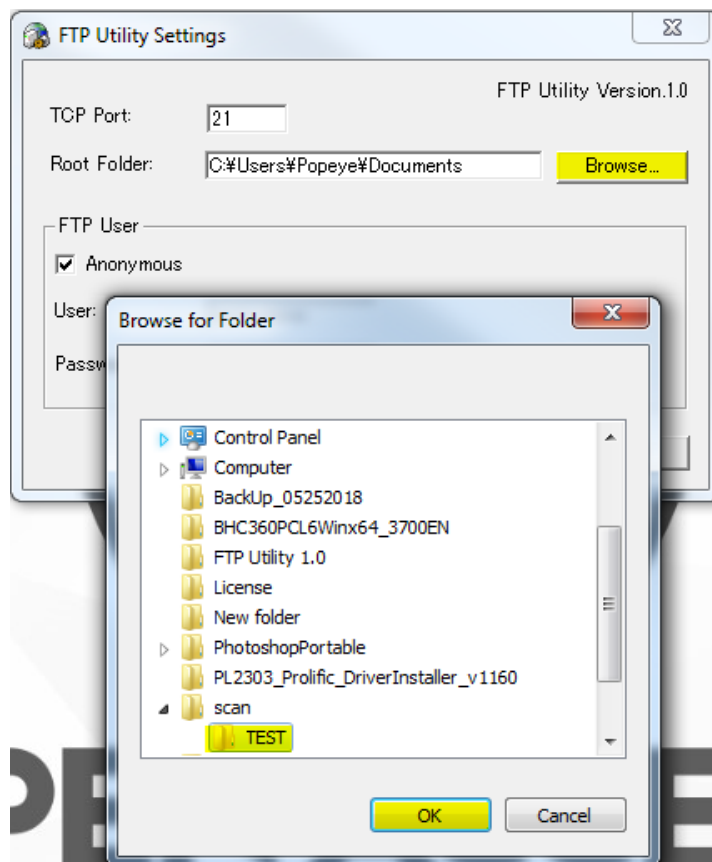


Figure 9.

Step 10: The selected folder will now be in the Root Folder. Click “OK”. Then it will prompt you to reboot the FTP Utility to save the changes made. (You can see in Figure 10.1)

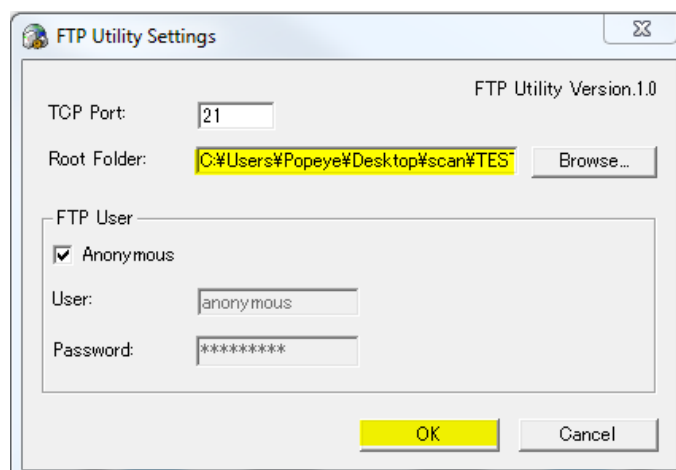


Figure 10.

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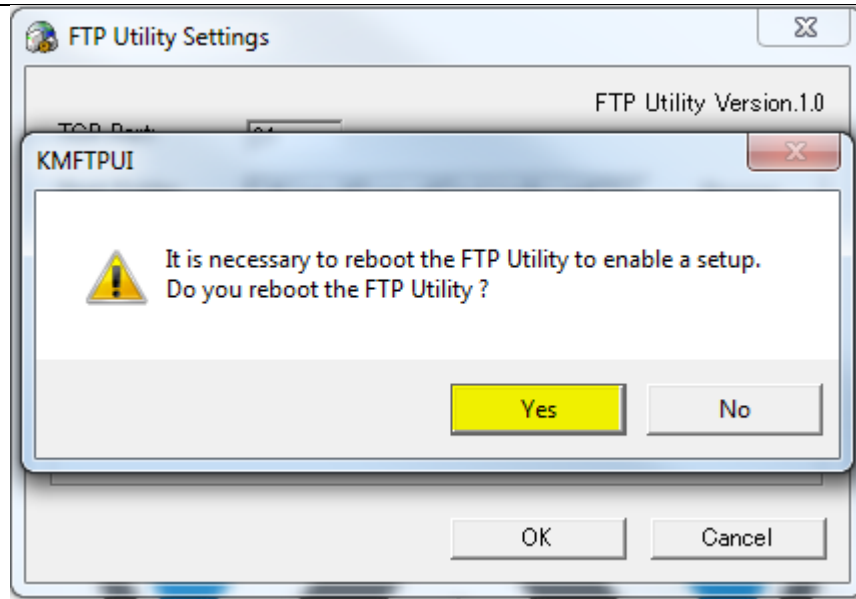


Figure 10.1. Click “YES” to reboot the FTP Utility.

Step 11: You can verify the reboot is done when you can now see the FTP Utility Icon on the lower left of taskbar.



Figure 11.

Step 12: Access the printer via web using this IP: “172.22.15.200”. Select Public User then click Login.

Figure 12.

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Step 13: Click on **Address book List** (the orange one), add **New Registration**.

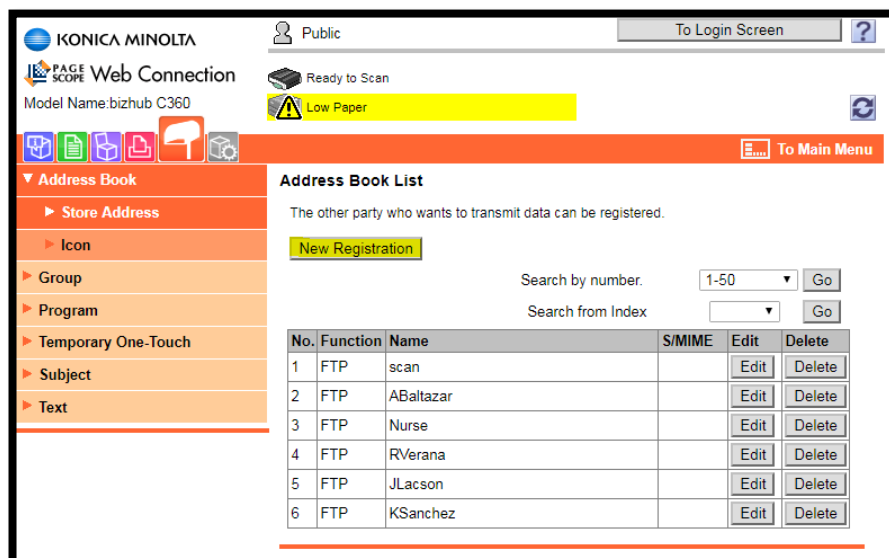


Figure 13.

Step 14: Under New Registration, select **FTP** then hit **OK**.

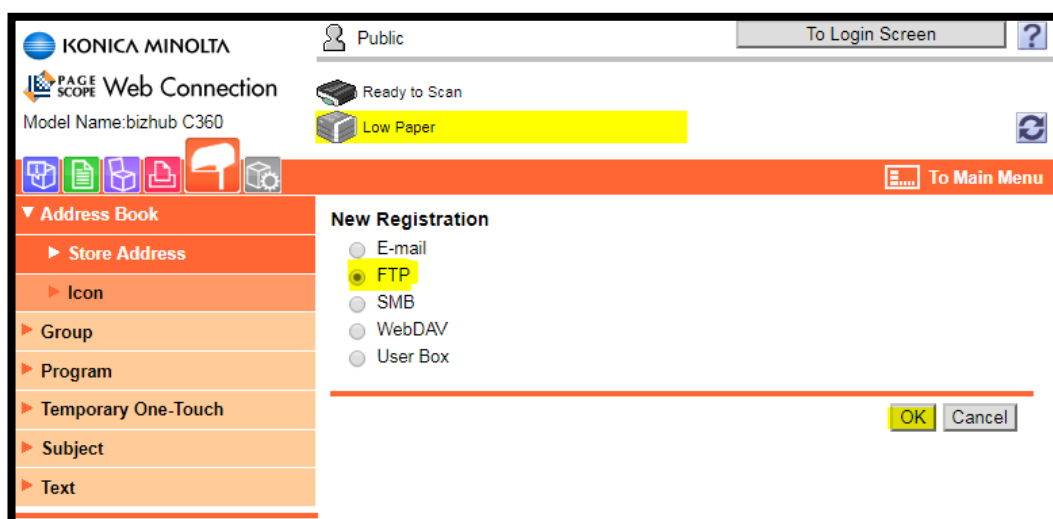


Figure 14.

Step 15: In **Address Book (FTP)**, file up the following:

No.

Select **“Use opening number”**

Name: (input the name of requestor – follow the format First letter of name and last name)

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Index: (check the **Main** checkbox)

Destination Information

Host Address (input the **IP address of your computer**)

File Path (only . - **dot**)

User ID (the default is **anonymous**)

Anonymous (always turn this **ON**)

Hit **OK**.

Figure 15.

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Verification:

Step 1: Scan the document and select your created FTP destination path shown in panel of the printer.



Figure 1.

Step 2: You can see the scanned file on the destination you set on the FTP Utility.

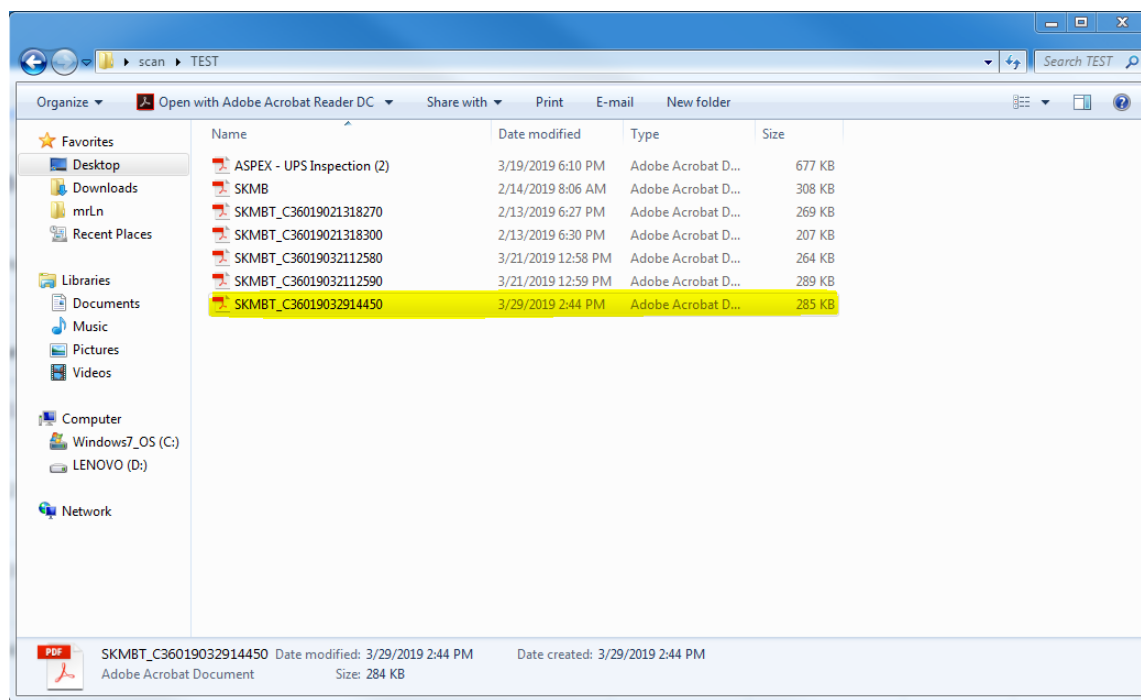


Figure 2.

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