HP SmartCard NIPRNet Solution for US Government using non-FutureSmart firmware version

Administrator's Guide

HP SmartCard NIPRNet Solution for US Government using non-FutureSmart firmware version

Administrator's Configuration Guide

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1 Introduction

The HP SmartCard NIPRNet Solution for US Government is designed to optimize security in imaging and printing environments for various Department of Defense (DoD) agencies and military branches of the US government.

This guide is intended for administrators responsible for managing security in their network environment and provides instructions on how to configure settings on supported HP products with a non-FutureSmart firmware version using the HP SmartCard NIPRNet Solution for US Government.

2 Getting started with HP SmartCard NIPRNet Solution for US Government

Get started by installing the HP SmartCard NIPRNet Solution for US Government on supported printers and updating the printer firmware, if required. This chapter provides information on the following topics:

- Supported Products
- Hardware installation
- Obtain the tools for HP SmartCard NIPRNet Solution

Supported Products

For a list of HP printers compatible with the HP SmartCard NIPRNet Solution for US Government, see Supported products.(c04896573)

Hardware installation

To configure the HP SmartCard NIPRNet Solution, purchase the “HP SmartCard US Govt NIPRNet Solution: CC543B #201”.

For the HP Smartcard NIPRNet Solution installation instructions, go to the: Installation Guide.

Obtain the tools for HP SmartCard NIPRNet Solution

The HPRC File Transfer Service (https://ftp.usa.hp.com/hprc) provides the firmware files, the Authentication Agent files, and the configuration information required to configure HP Multifunction Printers (MFPs). This site is periodically updated to identify the most current files required to install and configure the HP SmartCard NIPRNet Solution for US Government .

NOTE: Make sure to install the latest firmware and Authentication Agent files.

Follow these steps to download the tools required for the HP SmartCard NIPRNet Solution:

1. Go to HPRC File Transfer Service.
2. Read the **HPRC Terms of Use & Service**, and then click **Accept**.
3. Type in your Account name and password, and then click **Login**.

   NOTE: Passwords must be changed annually to the next consecutive number.

4. Click the **LATEST_Firmware** directory, and then click the Oz_olderdevice_firmware directory.

5. Download the following files and then save them in one folder:

   - Latest firmware file for your printer model

     OR

     Go to HP Support, and then select **Software and Drivers**.

     For instructions to download or update the firmware, go to Update the firmware using a USB flash drive or the Embedded Web Server (EWS).

   - Auth_agent file (usgovt_auth_agent_cac_v2.11.pjl or newer)

   - remove_cac_agent file (remove_cacagent.pjl)

   - FW update vbscript (FW_Update_14.2_FTP.vbs or the latest FW_Update file)

   When using File Transfer Protocol (FTP), the firmware update wizards automate the process of rebooting the firmware, authagent, and removing the cac agent.

   NOTE: If you cannot use FTP to upload the files to the HP printer, use Port Number “9100” to upload the files.

   Select the **FW_Update_Port_9100** directory and save the following files in the same folder — the firmware file, auth agent, remove agent, hpnpf, and the fw update vbscript.

   You can also use HP Web Jet Admin to update the firmware and upload the auth agent .pjl file.

6. Click the **Tools** directory.

7. Select one of the following files, and then click **Run** or **Save** to view the configuration information.

   - KerbosInfoCert2.exe

     OR

   - KerbosInfoCert2.vbs

   NOTE: Make sure to print this page to verify the Kerberos Client settings information when configuring the device.

8. Select the "CertificateChainBuilder.exe" file to export certificates, if desired.

   If downloading the “CertificateChainBuilder” executable file, follow these steps on the **Certificate Chain builder** user interface:

   a. On the **Server** section, select one of the following options:

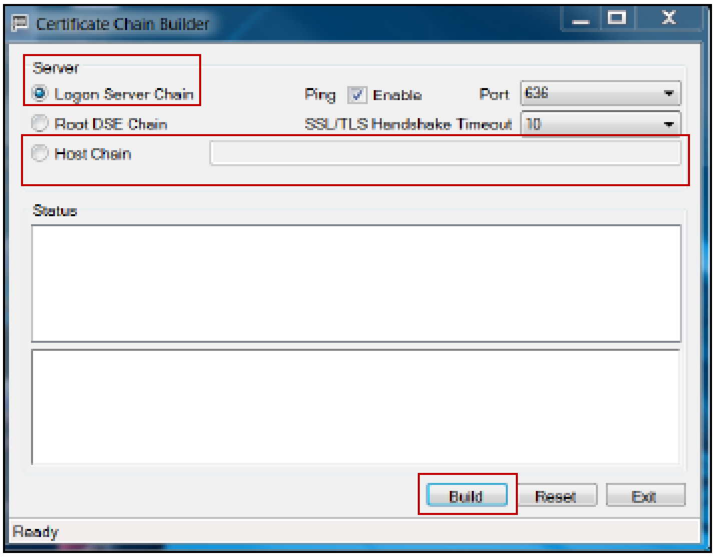
   - Logon Server Chain

   - Host Chain

     Type your full FQDN in the **Host Chain** text box.

b. Click **Build**.

Figure 2-1 Certificate Chain Builder



● Logon Server Chain

○ Root DSE Chain

○ Host Chain

Ping ☑ Enable

Port 636

SSL/TLS Handshake Timeout 10

3 Configure the printer using the Embedded Web Server (EWS)

Preview the following requirements of the HP Smartcard NIPRNET Solution for configuring the HP printer:

- HP Smartcard reader is properly installed
- Connected to Auth Agent version 2.11 or newer
- Upgraded to firmware version 14.2 or newer.

This chapter provides instructions on the below topics:

- Access the HP Embedded Web Server (EWS)
- Set the date and time on the HP device
- Verify the network settings
- Configure the HP product for Kerberos Authentication
- Configure validation of the certificates
- Configure authentication using the HP Smartcard reader
- Configure E-mail settings

Access the HP Embedded Web Server (EWS)

Follow these steps to open the EWS:

1. Open a Web browser, and in the address line, type the IP address of the printer exactly as it displays on the printer's control panel. Press the Enter key.

   NOTE: If the Web browser displays a message indicating that accessing the website might not be safe, select the option to continue to the website. Accessing this website will not harm the computer.

   NOTE: To prevent unauthorized changes in the printer configuration settings, IT administrators might set a password in the EWS.

2. Depending on how the HP EWS is configured, it might be necessary to log in using the administrator's password to access and configure printer settings.

   NOTE: If passwords are set in the EWS, only the **Information tab** will be available to the users.

Set the date and time on the HP device

NOTE: The device date and time must be synchronized to within five minutes of the date and time on the kerberos server. If the time difference is greater than five minutes, all HP Smartcard authentication attempts will fail.

1. Open the HP EWS.

   For instructions, see Access the HP Embedded Web Server (EWS) on page 5

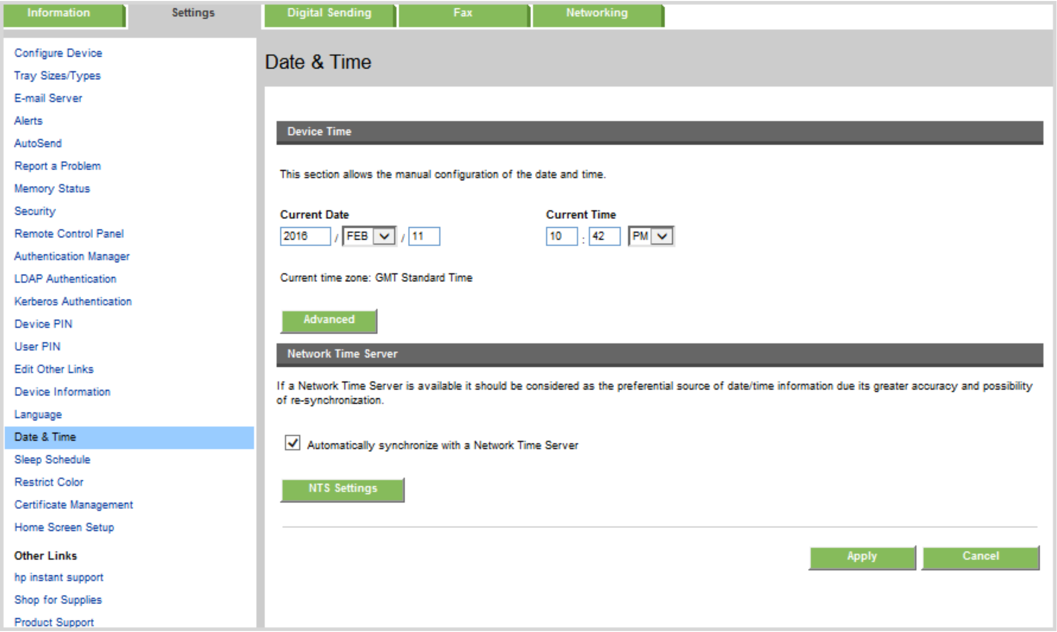
2. On the top navigation tabs, select the **Settings** tab.

3. In the left navigation pane, select **Date and Time**.

4. Type the **Current Date** and **Current Time**.

   To set the time zone or daylight savings time, click **Advanced**, select the **Time Zone** and **Daylight Savings Time**, and then click **OK**.

   Figure 3-1 Date & Time Settings



Date & Time

Device Time

This section allows the manual configuration of the date and time.

Current Date: 2016 / FEB / 11

Current Time: 10 : 42 PM

Current time zone: GMT Standard Time

Network Time Server

If a Network Time Server is available it should be considered as the preferential source of date/time information due its greater accuracy and possibility of re-synchronization.

☑ Automatically synchronize with a Network Time Server

5. Click **Apply** to save the changes.

Verify the network settings

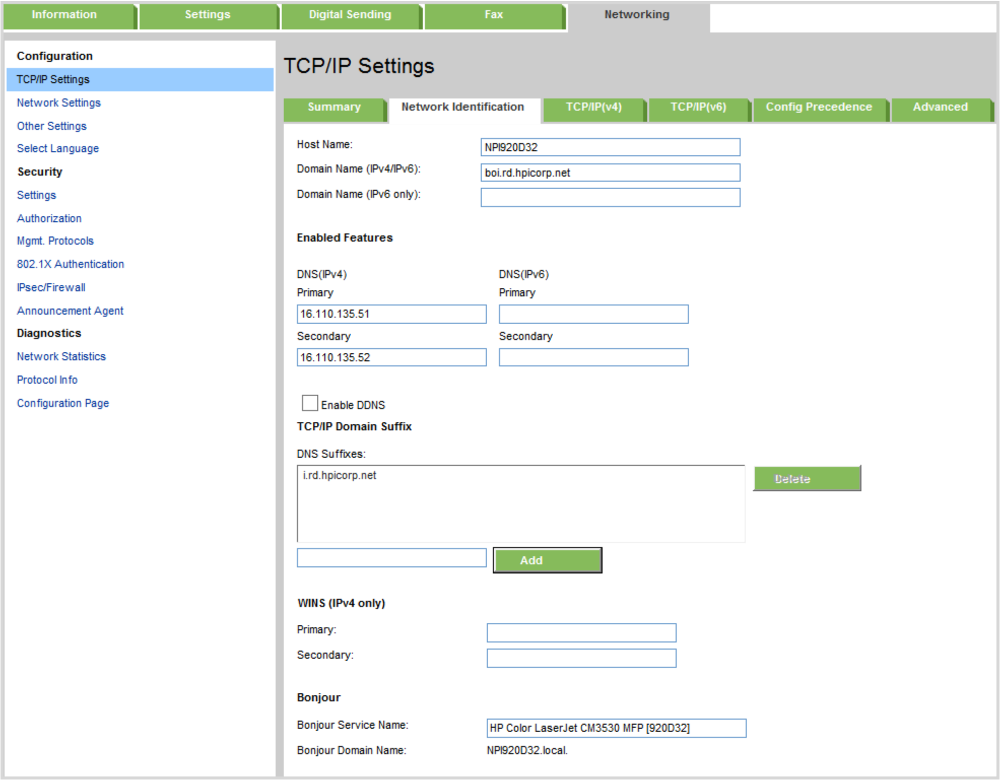
Use the following information to verify the HP device's TCP/IP network information.

1. Open a Web browser.

   For instructions, see Access the HP Embedded Web Server (EWS) on page 5

2. On the top navigation tabs, select the **Networking** tab.

3. In the left navigation pane, select **TCP/IP Settings**, and then select the **Network Identification** tab.



TCP/IP Settings

Host Name: NPI920D32

Domain Name (IPv4/IPv6): boi.rd.hpicorp.net

Domain Name (IPv6 only):

Enabled Features

DNS(IPv4)	DNS(IPv6)
Primary	Primary
16.110.135.51	
Secondary	Secondary
16.110.135.52	

☐ Enable DDNS

TCP/IP Domain Suffix

DNS Suffixes: i.rd.hpicorp.net

WINS (IPv4 only)

Primary:

Secondary:

Bonjour

Bonjour Service Name: HP Color LaserJet CM3530 MFP [920D32]

Bonjour Domain Name: NPI920D32.local.

4. Verify that the **Host Name** and **Domain Name (IPv4/IPv6)** are properly set.

5. Verify that the **DNS Primary** and **DNS Secondary** are correctly set.

6. If required, type additional DNS suffixes in the **DNS Suffixes** text box of the **TCP/IP Domain Suffix** section.

7. If applicable, type the WINS **Primary** and **Secondary** addresses in the **WINS (IPv4 only)** section.

8. Click **Apply** at the bottom of the page to save any changes.

Configure the HP product for Kerberos Authentication

NOTE: Make sure to configure and test the Kerberos settings when the HP Smartcard reader is installed for the first time.

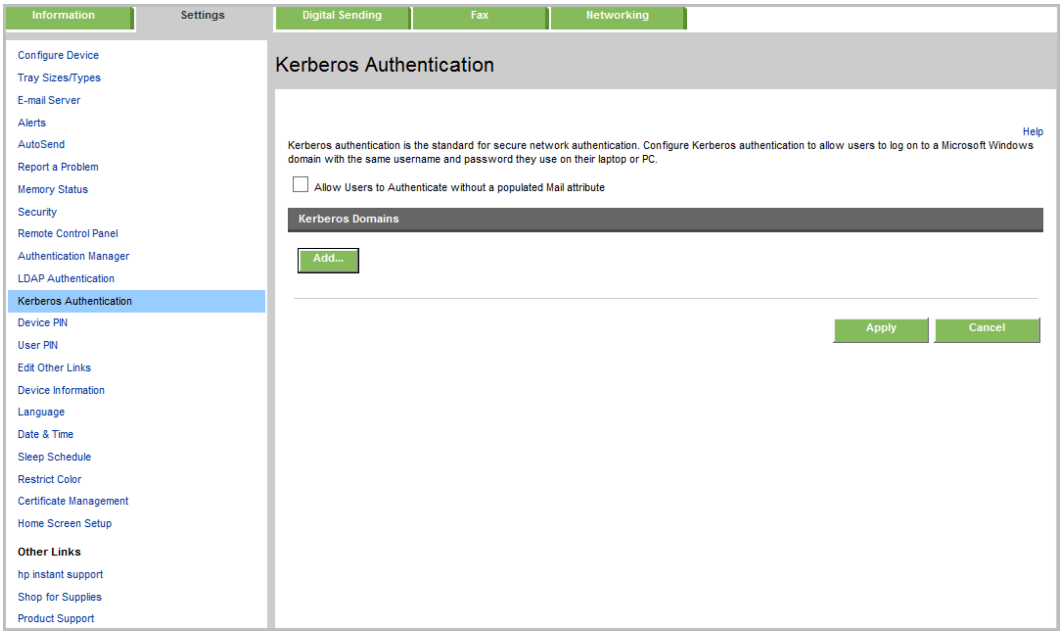
1. Open a Web browser.

   For instructions, see Access the HP Embedded Web Server (EWS) on page 5

2. On the top navigation tabs, select the **Settings** tab.

3. On the left navigation pane, select the **Kerberos Authentication** tab.

   Figure 3-2 Kerberos Authentication

   Kerberos Authentication

   Kerberos authentication is the standard for secure network authentication. Configure Kerberos authentication to allow users to log on to a Microsoft Windows domain with the same username and password they use on their laptop or PC.

   □ Allow Users to Authenticate without a populated Mail attribute

4. On the **Kerberos Authentication** page, click **Add**, and then complete the following steps to set parameters and credentials used to access the LDAP server:

   a. In the **Accessing the Kerberos Authentication Server** section, type the Kerberos domain name, OR click **Advanced** to access **Alternate Domain Configuration**.

   NOTE: Most US Government agencies disable the reverse DNS lookups option.

   - **Kerberos Realm:** Type the Kerberos domain in upper case.
   - **Kerberos Server Hostname:** Type the fully qualified domain name of the Kerberos realm.

     NOTE: The Kerberos Server Hostname might be the same as the Kerberos Realm if a Domain Name Service (DNS) is available and configured correctly. If a DNS is not available, use the IP address of the Kerberos Server.

   - **Kerberos Server Port:** The default port is 88.

NOTE: The default port might be different in different network environments. Contact your IT administrator to determine the appropriate port.

b. In the **Accessing the LDAP Server** section, complete the following information to access the LDAP server.

i. Select **Kerberos** or **Kerberos over SSL** from the **LDAP Server Bind Method** drop-down box.

ii. In the **Credentials** section, make sure that the **Use Device User's Credentials** option is selected.

iii. In the **LDAP Server** text box, type the server hostname.

The **LDAP Server** is usually the same as the Kerberos Server in the Windows Active Directory Environment.

iv. In the Port text box, type the port used by the LDAP protocol to communicate with the LDAP server.

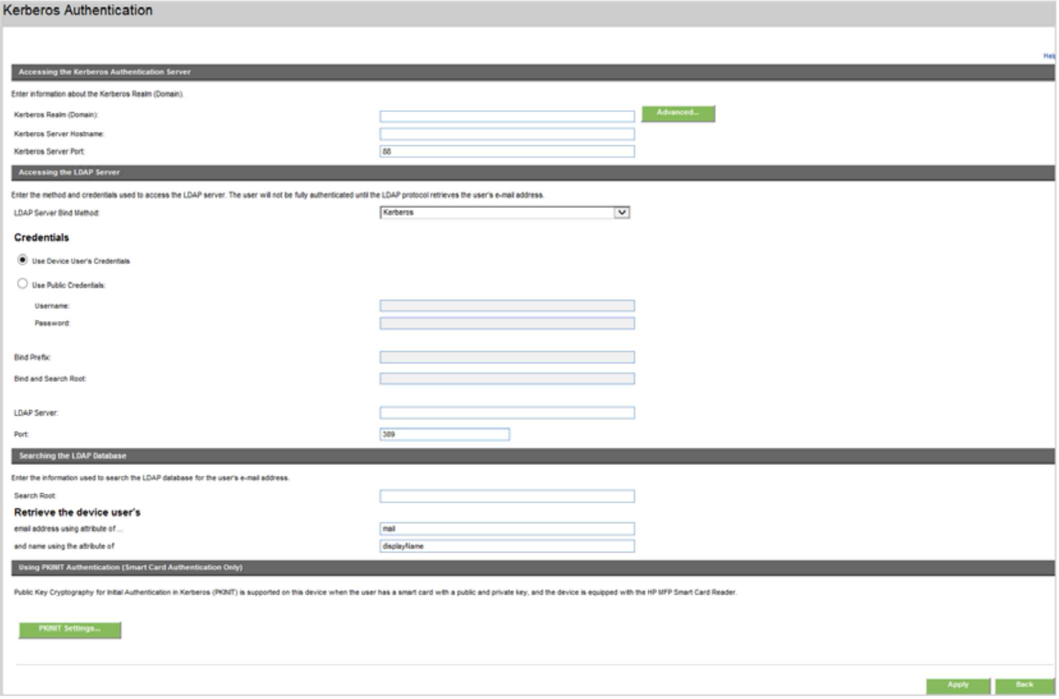
The port number is usually 389 or 636 or 3268 or 3269.

c. In the **Searching the LDAP Database** section, type the Search Root.

The Search Root is the distinguished name of the entry in the LDAP directory to search for addresses.

d. Click **PKINIT Settings**.

Figure 3-3 Kerberos Authentication setting



Kerberos Authentication

Accessing the Kerberos Authentication Server

Enter information about the Kerberos Realm (Domain).

Kerberos Realm (Domain):

Kerberos Server Hostname:

Kerberos Server Port: 88

Accessing the LDAP Server

Enter the method and credentials used to access the LDAP server. The user will not be fully authenticated until the LDAP protocol retrieves the user's e-mail address.

LDAP Server Bind Method: Kerberos

Credentials

● Use Device User's Credentials

○ Use Public Credentials:

Username:

Password:

Bind Prefix:

Bind and Search Root:

LDAP Server:

Port: 389

Searching the LDAP Database

Enter the information used to search the LDAP database for the user's e-mail address.

Search Root:

Retrieve the device user's

email address using attribute of ... mail

and name using the attribute of displayName

Using PKINIT Authentication (Smart Card Authentication Only)

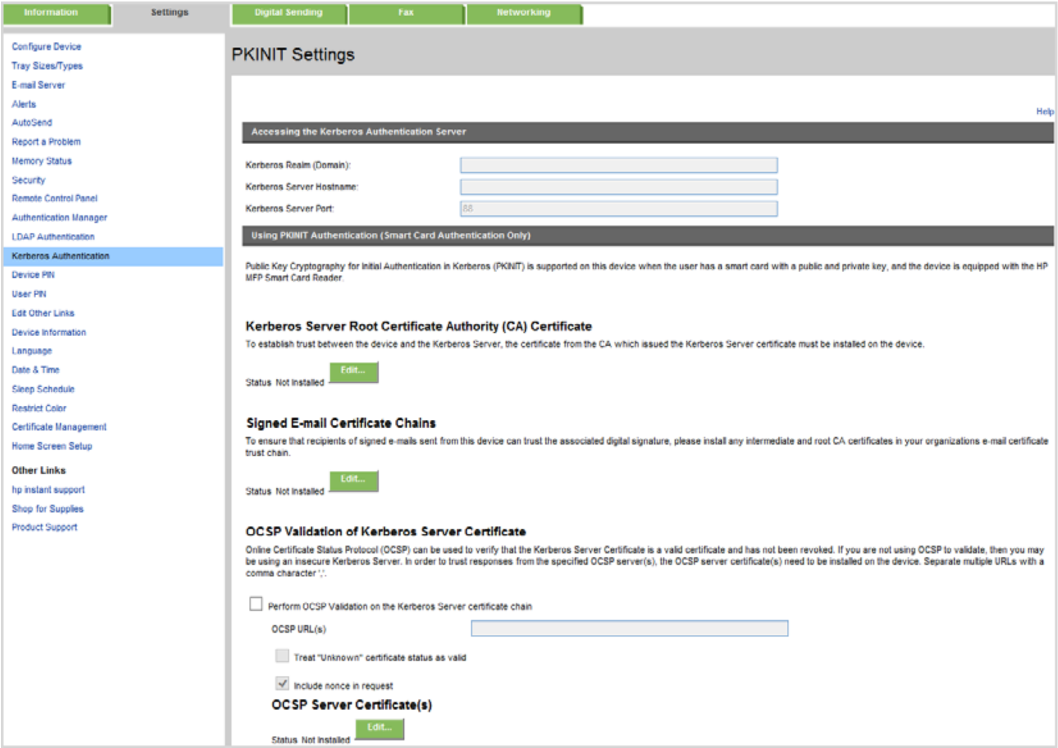
Public Key Cryptography for Initial Authentication in Kerberos (PKINIT) is supported on this device when the user has a smart card with a public and private key, and the device is equipped with the HP MFP Smart Card Reader.

5. On the **PKINIT Settings** page, install the required certificates.

a. In the **Using PKINIT Authentication (Smart Card Authentication Only)** section, click **Edit**.

b. On the **Certificates** page, click **Browse**, locate the certificate, click **Import**, and then click **Back**. Click **Apply** on the **PKINIT Settings** page.

Figure 3-4 PKINIT Settings



PKINIT Settings

Accessing the Kerberos Authentication Server

Kerberos Realm (Domain):

Kerberos Server Hostname:

Kerberos Server Port: 88

Using PKINIT Authentication (Smart Card Authentication Only)

Public Key Cryptography for Initial Authentication in Kerberos (PKINIT) is supported on this device when the user has a smart card with a public and private key, and the device is equipped with the HP MFP Smart Card Reader.

Kerberos Server Root Certificate Authority (CA) Certificate

To establish trust between the device and the Kerberos Server, the certificate from the CA which issued the Kerberos Server certificate must be installed on the device.

Status Not Installed

Signed E-mail Certificate Chains

To ensure that recipients of signed e-mails sent from this device can trust the associated digital signature, please install any intermediate and root CA certificates in your organizations e-mail certificate trust chain.

Status Not Installed

OCSP Validation of Kerberos Server Certificate

Online Certificate Status Protocol (OCSP) can be used to verify that the Kerberos Server Certificate is a valid certificate and has not been revoked. If you are not using OCSP to validate, then you may be using an insecure Kerberos Server. In order to trust responses from the specified OCSP server(s), the OCSP server certificate(s) need to be installed on the device. Separate multiple URLs with a comma character ','.

☐ Perform OCSP Validation on the Kerberos Server certificate chain

OCSP URL(s)

☐ Treat "Unknown" certificate status as valid

☑ Include nonce in request

OCSP Server Certificate(s)

Status Not Installed

Configure validation of the certificates

NOTE: Before configuring the certificate, make sure that your site uses Kerberos over SSL to install the Root CA Certificate.

Follow these steps to install certificates on the **Certificates** page of the HP Embedded Web Server (EWS).

1. Open a Web browser.

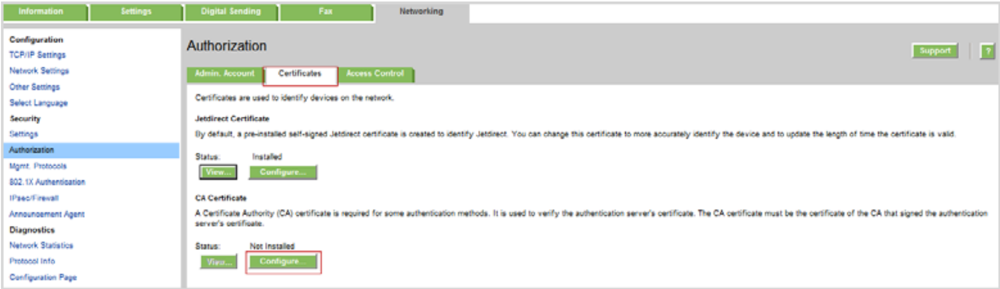
   For instructions, see Access the HP Embedded Web Server (EWS) on page 5.

2. On the top navigation tabs, select the **Networking** tab.

3. On the left navigation pane, select **Authorization**.

4. Select the **Certificates** tab, and then in the **CA Certificate** section click **Configure**.

   Figure 3-5 Authorization page in the EWS

   Certificates are used to identify devices on the network.

   Jetdirect Certificate

   By default, a pre-installed self-signed Jetdirect certificate is created to identify Jetdirect. You can change this certificate to more accurately identify the device and to update the length of time the certificate is valid.

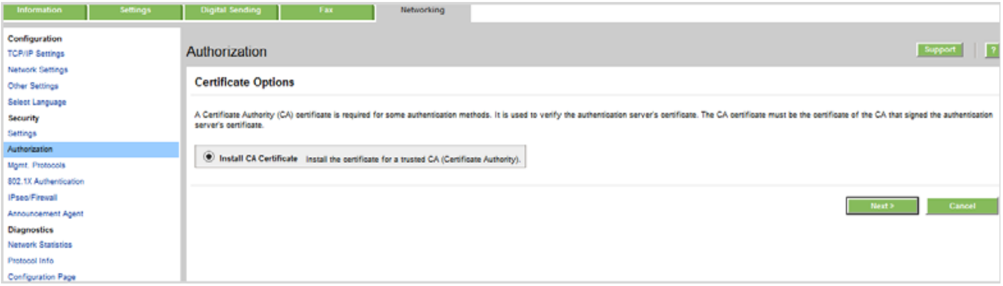
   Status: Installed

   CA Certificate

   A Certificate Authority (CA) certificate is required for some authentication methods. It is used to verify the authentication server's certificate. The CA certificate must be the certificate of the CA that signed the authentication server's certificate.

   Status: Not Installed

5. In the **Certificate Options** page, make sure that the **Install CA Certificate** option is enabled, and then click **Next**.

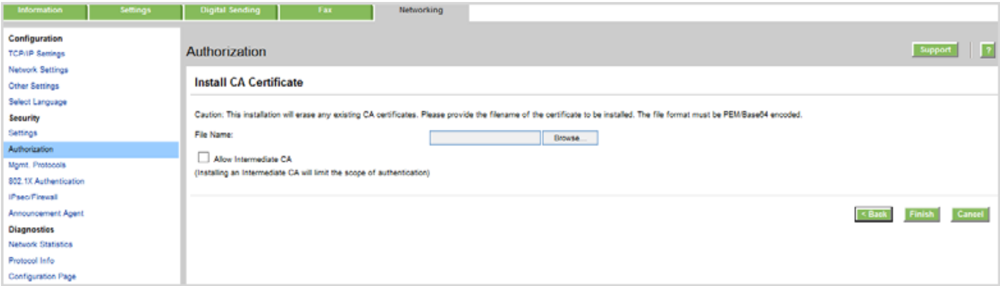
   Certificate Options

   A Certificate Authority (CA) certificate is required for some authentication methods. It is used to verify the authentication server's certificate. The CA certificate must be the certificate of the CA that signed the authentication server's certificate.

   ● Install CA Certificate Install the certificate for a trusted CA (Certificate Authority).

6. In the **Install CA certificates** page, complete the following steps to install the certificate:

   a. Click **Browse**



Authorization

Install CA Certificate

Caution: This installation will erase any existing CA certificates. Please provide the filename of the certificate to be installed. The file format must be PEM/Base64 encoded.

File Name:

□ Allow Intermediate CA

(Installing an Intermediate CA will limit the scope of authentication)

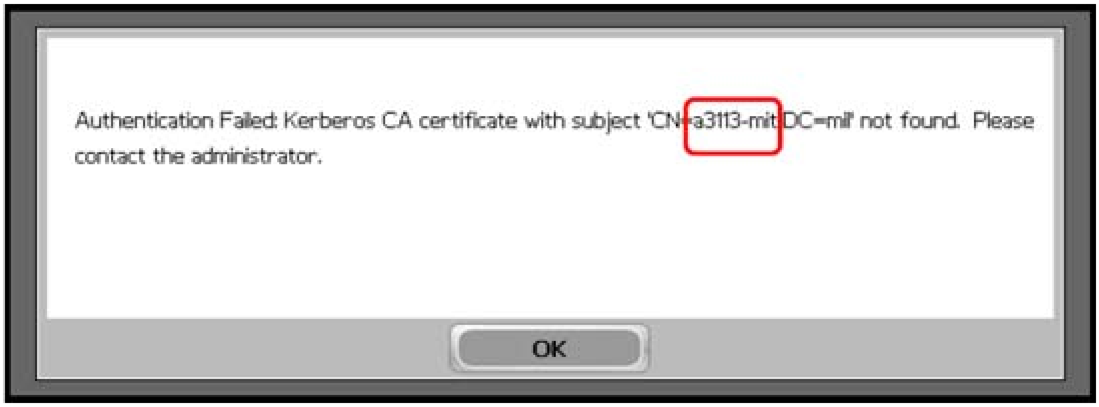
b. Select the Base-64 encoded certificate file, and then click **Finish**.

NOTE: This certificate is used for Kerberos Root CA

c. Make sure that the certificate is installed.

If the certificate is not correctly installed, an error message displays indicating the required missing certificate.

Figure 3-6 Authentication Failed



Authentication Failed: Kerberos CA certificate with subject 'CN=a3113-mit,DC=mil' not found. Please contact the administrator.

Configure authentication using the HP Smartcard reader

Follow these steps to configure the settings for the HP Smardcard reader:

1. Open a Web browser.

   For instructions, see Access the HP Embedded Web Server (EWS) on page 5

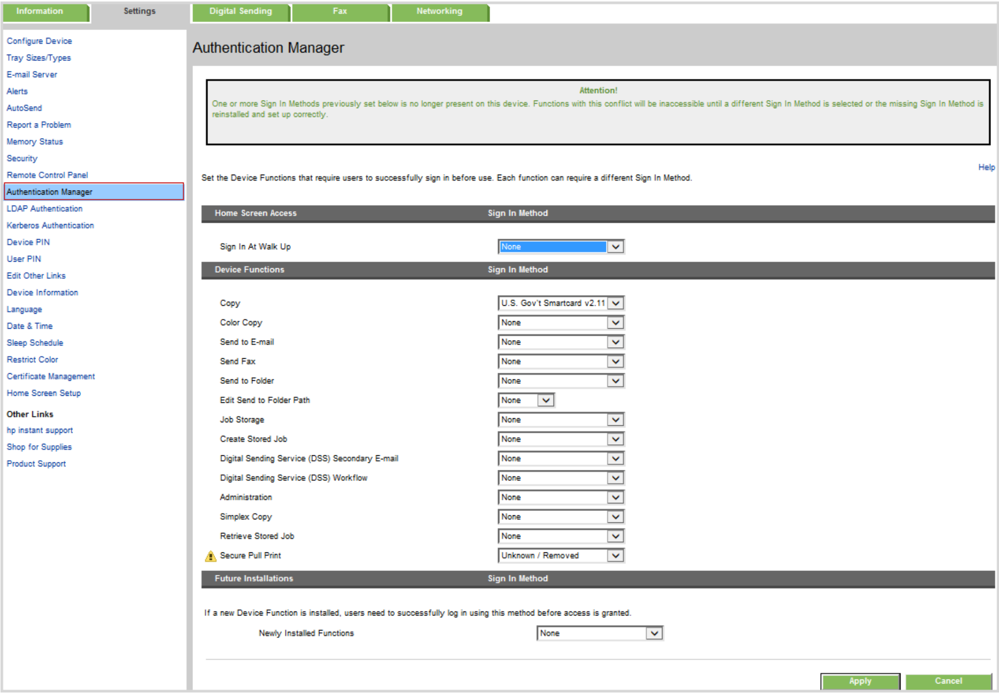
2. On the top navigation tabs, select the **Settings** tab.

3. On the left navigation pane, select **Authentication Manager**.

4. On the **Device Functions** section, select “US Govt Smartcard v2.11” or newer in the **Sign In Method** column.

5. Click **Apply**.

Figure 3-7 Authentication Manager



Authentication Manager

Attention!

One or more Sign In Methods previously set below is no longer present on this device. Functions with this conflict will be inaccessible until a different Sign In Method is selected or the missing Sign In Method is reinstalled and set up correctly.

Set the Device Functions that require users to successfully sign in before use. Each function can require a different Sign In Method.

Home Screen Access	Sign In Method
Sign In At Walk Up	None

Device Functions	Sign In Method
Copy	U.S. Gov't Smartcard v2.11
Color Copy	None
Send to E-mail	None
Send Fax	None
Send to Folder	None
Edit Send to Folder Path	None
Job Storage	None
Create Stored Job	None
Digital Sending Service (DSS) Secondary E-mail	None
Digital Sending Service (DSS) Workflow	None
Administration	None
Simplex Copy	None
Retrieve Stored Job	None
⚠ Secure Pull Print	Unknown / Removed

Future Installations	Sign In Method

If a new Device Function is installed, users need to successfully log in using this method before access is granted.

Newly Installed Functions: None

Configure E-mail settings

Use the **Digital Send** tab of the EWS to configure the address book, e-mail, and network folder settings.

- E-mail settings
- Address Book settings
- Configure Send to Folder settings

E-mail settings

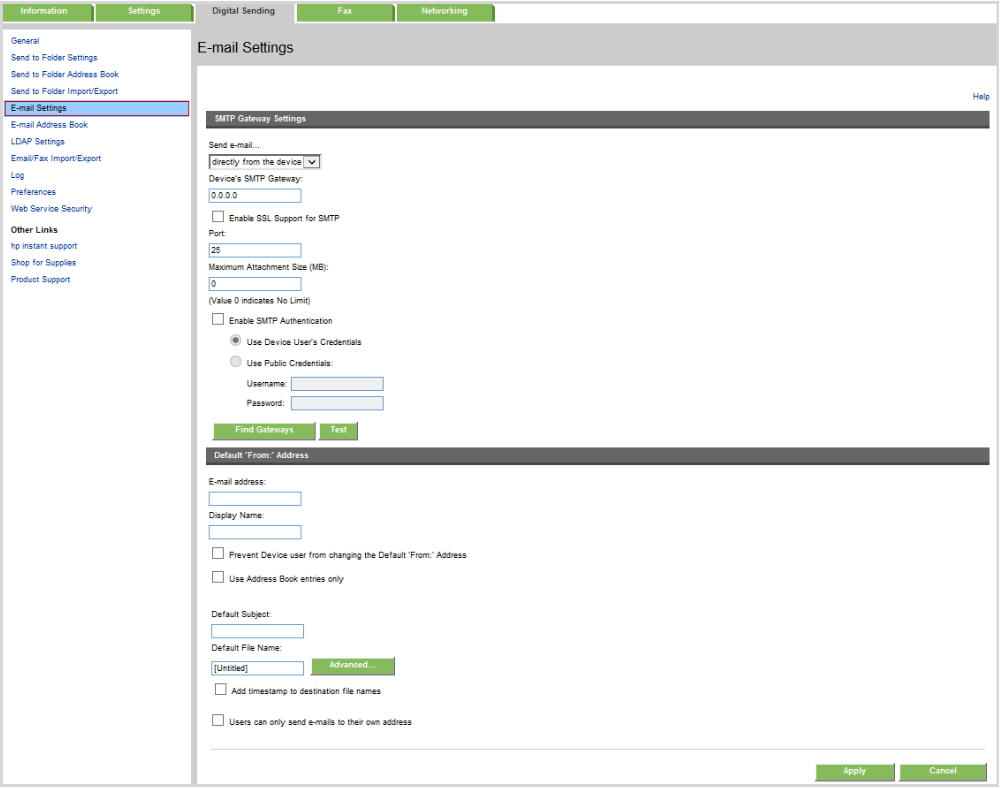
Use the following steps to configure the **E-mail Setup**.

1. Open a Web browser.

   For instructions, see Access the HP Embedded Web Server (EWS) on page 5.

2. On the top navigation tabs, select the **Digital Sending** tab.
3. On the left navigation pane, select **E-mail Settings**.
4. In the **SMTP Gateway Settings** section, type the SMTP gateway in the **Device's SMTP Gateway**.
5. In the **Default "From" Address**, make sure that an email address of the authenticated user displays in the **E-mail address** text box.
6. Click **Advanced**.

Figure 3-8 E-mail Settings: SMTP Gateway Settings



E-mail Settings

SMTP Gateway Settings

Send e-mail...

directly from the device

Device's SMTP Gateway:

0.0.0.0

□ Enable SSL Support for SMTP

Port:

25

Maximum Attachment Size (MB):

0

(Value 0 indicates No Limit)

□ Enable SMTP Authentication

● Use Device User's Credentials

○ Use Public Credentials:

Username:

Password:

Default 'From:' Address

E-mail address:

Display Name:

□ Prevent Device user from changing the Default 'From:' Address

□ Use Address Book entries only

Default Subject:

Default File Name:

[Untitled]

□ Add timestamp to destination file names

□ Users can only send e-mails to their own address

7. On the **Advanced E-mail Settings** page, follow these steps to configure the **S/MIME Settings (Signed/Encrypted E-mail)**:

   a. In the **Digital Signature** drop-down list, select **Sign Message**.

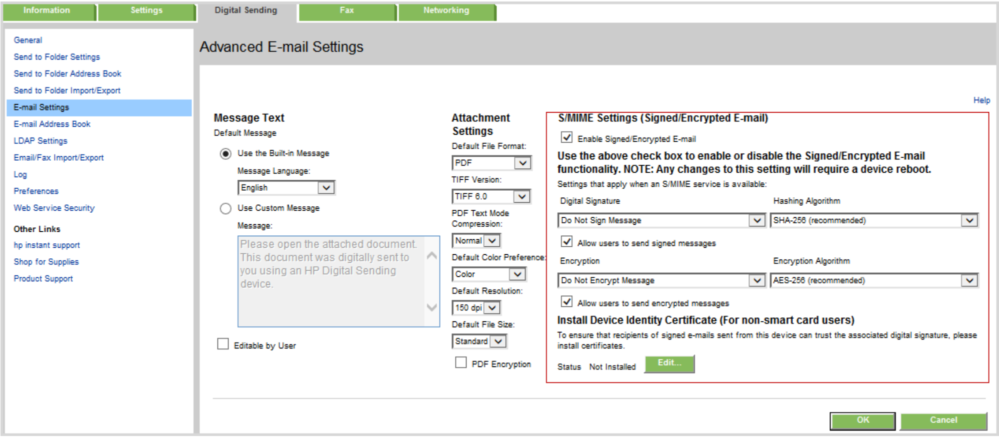
   b. In the **Hashing Algorthm** drop-down list, select **SHA-1**.

   c. In the **Encryption** drop-down list, make sure that the **Do Not Encrypt Message** is selected.

   d. In the **Encryption Algorithm** drop-down list, select the appropriate algorithm for your environment.

   e. Click **OK**.

Figure 3-9 Advanced E-mail Settings



Advanced E-mail Settings

Message Text

Default Message

● Use the Built-in Message

Message Language: English

○ Use Custom Message

Message: Please open the attached document. This document was digitally sent to you using an HP Digital Sending device.

□ Editable by User

Attachment Settings

Default File Format: PDF

TIFF Version: TIFF 6.0

PDF Text Mode Compression: Normal

Default Color Preference: Color

Default Resolution: 150 dpi

Default File Size: Standard

□ PDF Encryption

S/MIME Settings (Signed/Encrypted E-mail)

☑ Enable Signed/Encrypted E-mail

Use the above check box to enable or disable the Signed/Encrypted E-mail functionality. NOTE: Any changes to this setting will require a device reboot.

Settings that apply when an S/MIME service is available:

Digital Signature: Do Not Sign Message

Hashing Algorithm: SHA-256 (recommended)

☑ Allow users to send signed messages

Encryption: Do Not Encrypt Message

Encryption Algorithm: AES-256 (recommended)

☑ Allow users to send encrypted messages

Install Device Identity Certificate (For non-smart card users)

To ensure that recipients of signed e-mails sent from this device can trust the associated digital signature, please install certificates.

Status Not Installed

Address Book settings

Use the following steps to configure the **Address Book** settings.

1. Open a Web browser.

   For instructions, see Access the HP Embedded Web Server (EWS) on page 5

2. On the top navigation tabs, select the **Digital Sending** tab.

3. On the left navigation pane, select **LDAP Settings**.

4. Select the **Allow Device to directly access an LDAP Address Book** check box.

5. In the Accessing the LDAP Server, complete the following steps:

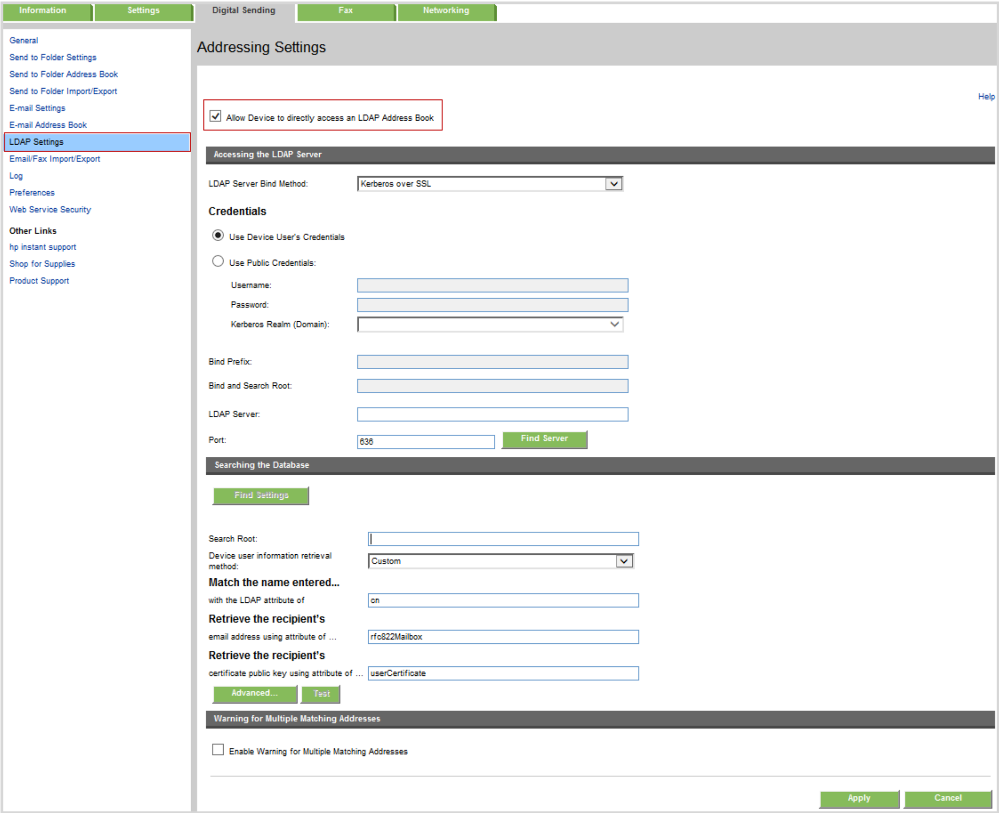
   a. In the **LDAP Server Bind Method** drop-down list, select **Kerberos over SSL**.

   b. In the **Credentials** section, make sure that the **Use Device's User's Credentials** is selected.

   c. In the **LDAP Server** text box, type the Kerberos server used in the Windows Active Directory Environment.

d. In the **Port** text box, type the Port number.

Figure 3-10 Address Settings: Accessing LDAP server



Addressing Settings

☑ Allow Device to directly access an LDAP Address Book

Accessing the LDAP Server

LDAP Server Bind Method: Kerberos over SSL

Credentials

● Use Device User's Credentials

○ Use Public Credentials:

Username:

Password:

Kerberos Realm (Domain):

Bind Prefix:

Bind and Search Root:

LDAP Server:

Port: 636

Searching the Database

Search Root:

Device user information retrieval method: Custom

Match the name entered...

with the LDAP attribute of cn

Retrieve the recipient's

email address using attribute of ... rfc822Mailbox

Retrieve the recipient's

certificate public key using attribute of ... userCertificate

Warning for Multiple Matching Addresses

□ Enable Warning for Multiple Matching Addresses

6. In the **Searching the Database** section, type the search root in the **Search Root** text box.

NOTE: If required, type specific attributes, or use the default attributes displayed on the page.

7. Click **Apply**.

Configure Send to Folder settings

Use the following steps to configure the **Send to Folder Settings**.

- Set up the Send to Folder settings
- Create a Home Directory
- Create Shared folders

Set up the Send to Folder settings

Use the following steps to set up **Send to Folder Settings** in the EWS.

1. Open a Web browser.

   For instructions, see Access the HP Embedded Web Server (EWS) on page 5

2. On the top navigation tabs, select the **Digital Sending** tab.

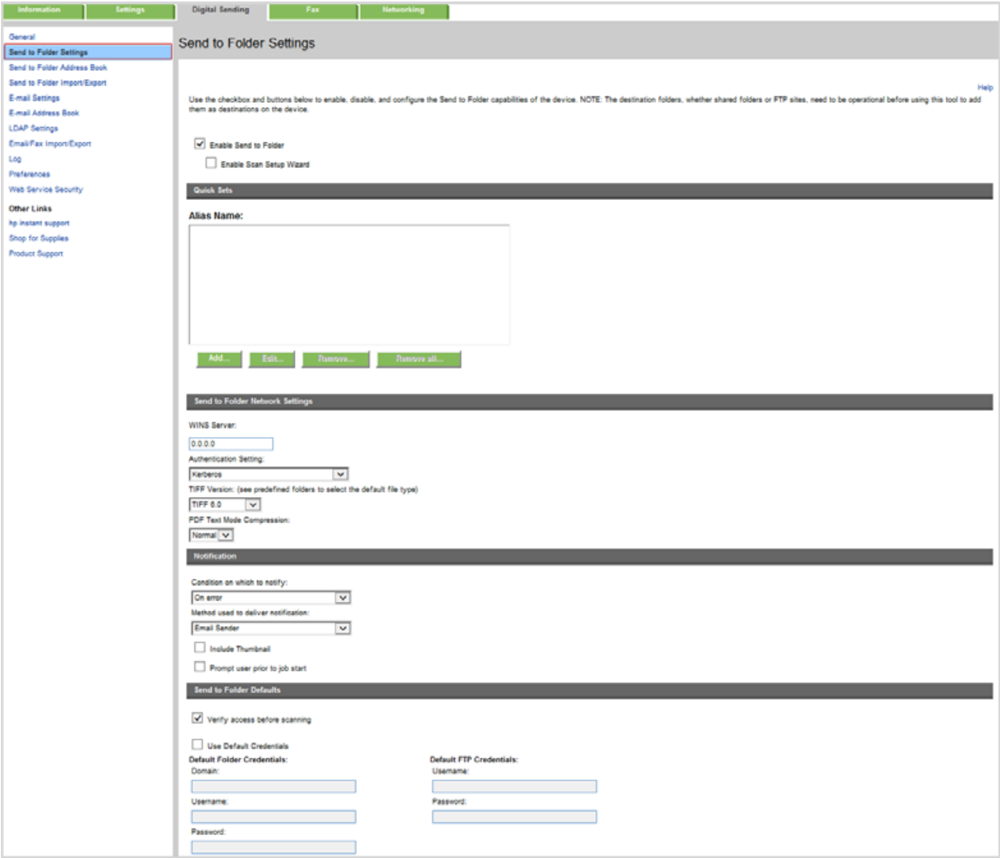
3. On the left navigation pane, select **Send to Folder Settings**.

4. Select the **Enable Send to Folder** check box.

5. In the **Send to Folder Network Settings** section complete the following steps:

   a. In the **Authentication Setting** drop-down list, select **Kerberos**.

   b. Click **Apply**.



Send to Folder Settings

Use the checkbox and buttons below to enable, disable, and configure the Send to Folder capabilities of the device. NOTE: The destination folders, whether shared folders or FTP sites, need to be operational before using this tool to add them as destinations on the device.

☑ Enable Send to Folder

□ Enable Scan Setup Wizard

Quick Sets

Alias Name:

Send to Folder Network Settings

WINS Server: 0.0.0.0

Authentication Setting: Kerberos

TIFF Version: (see predefined folders to select the default file type) TIFF 6.0

PDF Text Mode Compression: Normal

Notification

Condition on which to notify: On error

Method used to deliver notification: Email Sender

□ Include Thumbnail

□ Prompt user prior to job start

Send to Folder Defaults

☑ Verify access before scanning

□ Use Default Credentials

Default Folder Credentials:

Domain:

Username:

Password:

Default FTP Credentials:

Username:

Password:

Create a Home Directory

Follow these steps to create a Home Directory

1. Open a Web browser.

   For instructions, see Access the HP Embedded Web Server (EWS) on page 5

2. On the top navigation tabs, select the **Digital Sending** tab.

3. On the left navigation pane, select **Send to Folder Settings**.

4. Select the **Enable Send to Folder** check box.

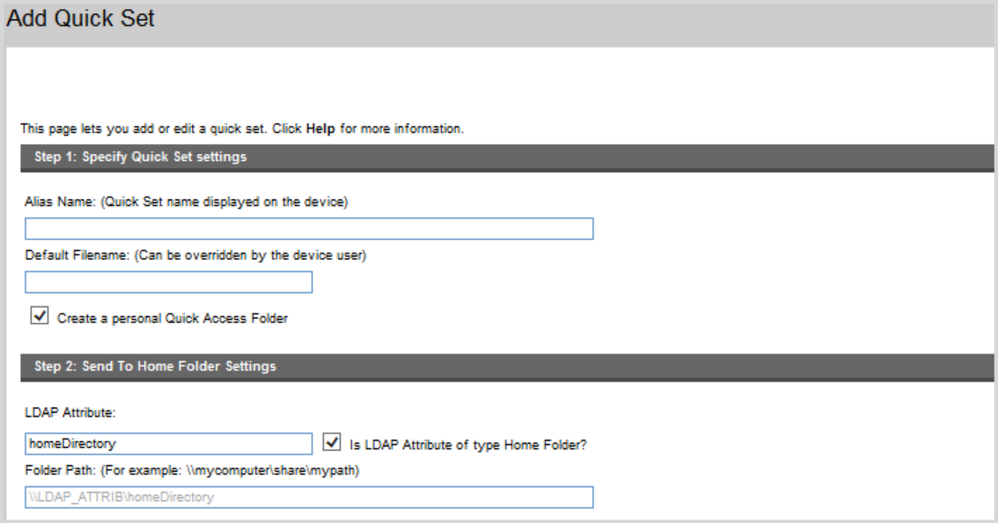
5. In the **Quick Sets** section, click **Add**.

6. On the **Add Quick Set** page, in **Step 1: Specify Quick Set settings**, select the **Create a personal Quick Access folder** check box.

NOTE: Step 2 will display the **Home Directory** attribute.

7. Click **OK**.

Figure 3-11 Add Quick Set



Add Quick Set

This page lets you add or edit a quick set. Click **Help** for more information.

Step 1: Specify Quick Set settings

Alias Name: (Quick Set name displayed on the device)

Default Filename: (Can be overridden by the device user)

☑ Create a personal Quick Access Folder

Step 2: Send To Home Folder Settings

LDAP Attribute: homeDirectory ☑ Is LDAP Attribute of type Home Folder?

Folder Path: (For example: \\mycomputer\share\mypath) \\LDAP_ATTRIB\homeDirectory

Create Shared folders

Follow these steps to create shared folders:

1. Open a Web browser.

   For instructions, see Access the HP Embedded Web Server (EWS) on page 5

2. On the top navigation tabs, select the **Digital Sending** tab.

3. On the left navigation pane, select **Send to Folder Settings**.

4. Select the following check boxes:

   - **Enable Send to Folder**
   - **Enable Scan setup Wizard**

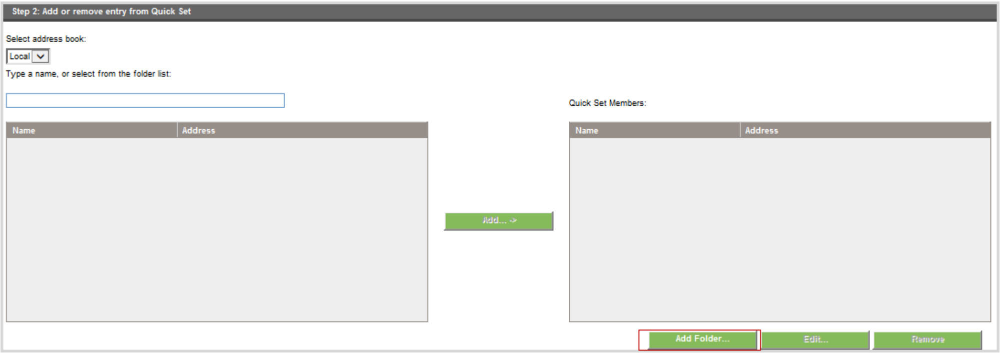
5. In the **Send to Folder Network Settings** section, select **Kerberos** from the **Authentication Setting** drop-down list.

6. In the **Quick Sets** section, click **Add**.

7. In the **Add Quick Set** page, complete the following steps:

   a. In **Step 1: Specify Quick Set settings**, type the alias name.

b. In **Step 2: Add or remove entry from Quick Set**, click **Add Folder**.



Select address book: Local

Step 2: Add or remove entry from Quick Set
Type a name, or select from the folder list:
Quick Set Members:
Name
Address
Name
Address
Add... ->
Add Folder...
Edit...
Remove

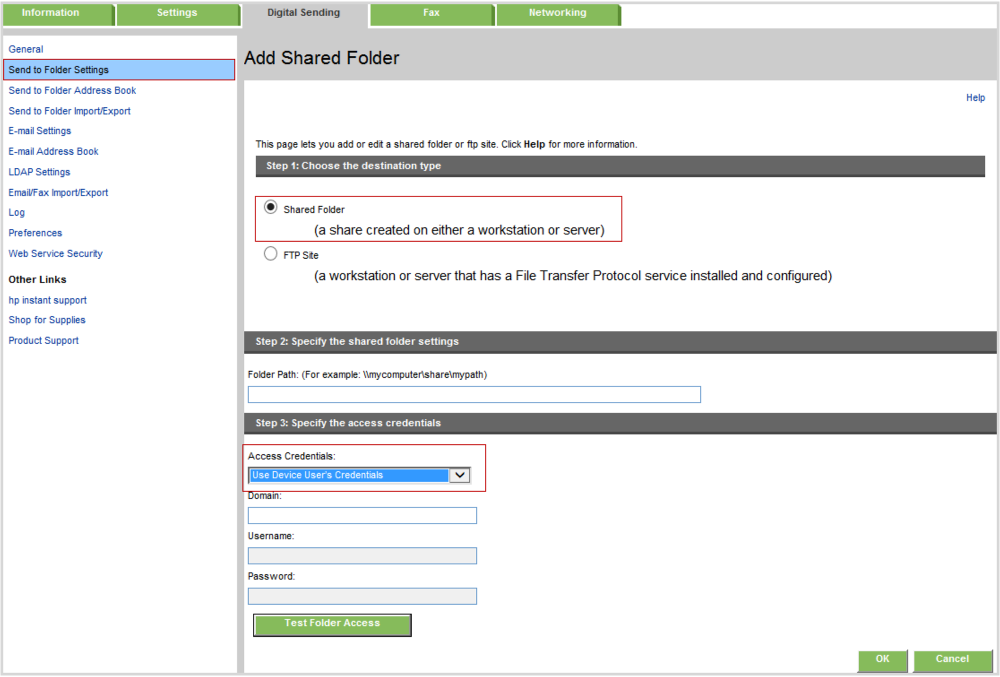
Figure 3-12 Add Folder

c. On the **Add Shared Folder** page, complete the following steps:

i. Select the **Shared Folder** option.

ii. In the **Step 3: Specify the access credentials** section, select **Use Device User's Credentials** from the **Access Credentials** drop-down list.

8. Click **OK**



Add Shared Folder

This page lets you add or edit a shared folder or ftp site. Click **Help** for more information.

Step 1: Choose the destination type

● Shared Folder
(a share created on either a workstation or server)

○ FTP Site
(a workstation or server that has a File Transfer Protocol service installed and configured)

Step 2: Specify the shared folder settings

Folder Path: (For example: \\mycomputer\share\mypath)

Step 3: Specify the access credentials

Access Credentials: Use Device User's Credentials

Figure 3-13 Shared Folder settings

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