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DC220/230/332/340ST Windows NT® 4.0 (TCP/IP) Scan to File Quick Install

Installation Requirements:

- Be sure that the DC220/230/332/340ST is correctly set up and configured for TCP/IP.
- The DC220/230/332/340ST Scan To File option kit must be installed before performing this procedure.
- For an NT server, ensure that Microsoft Internet Information Services® (IIS) is installed on the server.
- To install the DC220/230/332/340ST into a DHCP environment, exclude the addresses assigned to the DC220/230/332/340ST at the DHCP server.
- For NT workstations, ensure that Microsoft Peer Web Services® is installed on the clients.

Note: Installing Microsoft IIS or Peer Web Services requires that the server or workstation be rebooted.

Before Installation:

Please review the *DC220/230/332/340ST Scanning Overview* card before proceeding.

At the Repository Server:

1. Create a Repository Directory at the NT server or NT workstation.
 - a) Record the TCP/IP address of the Repository Server for later use:

2. Assign users and rights to the Repository Directory.
3. Create a user account and assign a password for the DC220/230/332/340ST to use to log in to the Repository Server. For NTFS drivers, *Change* permission to the Repository Directory is required for the DC220/230/332/340ST account. For the NT4.0 server account, the *Log on Locally* permission is required.
 - a) Record the name of the user account and the password for later use:

4. Ensure that FTP services are running at the Repository Server by running Microsoft Internet Service Manager®:

- a) Select the FTP service. From the toolbar, select *Properties > Service Properties > Directory* tab.
 - b) Select *Add*, then browse for the Repository Directory and make this the Home Directory for the FTP service (Example: *c/scandir*).
 - c) Select both the **Read** and **Write** check boxes under *Access*.
 - d) Select the **OK** button.
5. Test the FTP connection to the Repository Server by logging in to the server from another workstation, using the User Name and Password created earlier.
 6. Record the path the user account will need to get to the Repository Directory, i.e. **[/]**, if you made this your Home Directory.

At the DC220/230/332/340ST Control Panel:

1. Enter System Administrator Setups:
 - a) Press the **[Access]** button on the Control Panel.

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- b) Enter the System Administrator password by typing **#22222** (**# key and 22222**) on the keypad and pressing **[Enter]** on the screen.

Note: #22222 is the factory default and may be changed by your Xerox service representative to suit your needs.

2. Access the Scan to File Setups screens:

- a) On the screen display, press **[Scan to File Setups]**.

Note: The *Job Template Pool* and *Update All Templates* options on this screen are not used in this environment.

- b) Press **[Default Repository]**.
- c) Press **[TCP/IP]**.
- d) Press **[File Server IP Address]**, then press **[Edit]** and use the keyboard on the screen to enter the Repository Server's IP address.
- e) Press **[Save]**.
- f) Press **[Directory Path]**, then press **[Edit]** and use the keyboard on the screen to enter the path for the DC220/230/332/340ST account to use to get to the Repository Directory at the Server.

- g) Press **[Save]**.

- h) Press **[Login Name]**, then press **[Edit]** and use the keyboard on the screen to enter the account name for the DC220/230/332/340ST. Case sensitivity applies.

- i) Press **[Save]**.

- j) Press **[Password]**, then press **[Edit]** and use the keyboard on the screen to enter the password for the DC220/230/332/340ST. Case sensitivity applies.

- k) Press **[Save]**.

3. Press **[Save]** to return to the Scan to File Setups screen.

- a) If required, press **[Repository 1]** to set up Repositories 1 through 4. Follow the steps above to enter the setup information.

4. Press **[Filing Policy]**. Select the desired Filing Policy.

5. Press **[Confirmation Sheet]**.

- a) Press **[Enable]**.

- b) Press **[Save]**.

6. Press **[Close]** to return to the Scan to File Setups screen.

7. Press **[Exit]**.

8. The DC220/230/332/340ST will automatically reboot and print a configuration sheet in approximately 3 minutes.

9. Check the settings on the configuration sheet against those that were entered previously.

10. Install Visioneer PaperPort® software at each client workstation.

11. Test the Scan to File feature.

12. Verify the successful scan by checking the Confirmation Report printed by the DC220/230/332/340ST and by checking the Repository on the server.

Use CentreWare Internet Services®, if available to create templates, or use the default template.

Additional information on this installation can be found in the *DC220/230/332/340ST System Administration Guide*, or the CentreWare® manual, *Getting Started with Internet Services*.

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DC220/230/332/340ST NetWare® 3.1x/4.1x Bindery Scan to File Quick Install

Installation Requirements:

- Be sure that the DC220/230/332/340ST is connected, configured and operational as a Network Printer with NetWare enabled and the correct Frame Type selected before performing this procedure.
- The DC220/230/332/340ST Scan to File option kit must be installed before performing this procedure.
- Create a user account for the DC220/230/332/340ST. Use SYSCON for NetWare 3.1x, or NWADMIN for NetWare 4.1x/IntraNetWare Bindery to create an account on the file server for the DC220/230/332/340ST with all access rights to the document Repository except supervisor.

Before Installation:

Please review the *DC220/230/332/340ST Scanning Overview* card before proceeding.

Record the following information for use during setup at the DC220/230/332/340ST:

Scan User Name: _____

Scan User Password: _____

File Repository Server: _____

Repository Directory: _____

1. Enter System Administrator Setups:
 - a) Press the **[Access]** button on the Control Panel.
 - b) Enter the System Administrator password by typing **#22222 (# key and 22222)** on the keypad and pressing **[Enter]** on the screen.
Note: #22222 is the factory default and may be changed by your Xerox service representative to suit your needs.
2. Access the Scan to File Setups screens and assign the Default Repository Server:
 - a) On the screen display, press **[Scan to File Setups]**.
 - b) Press **[Default Repository]**.
Note: The *Job Template Pool* and *Update All Templates* options on this screen are not used in this environment.
 - c) Press **[Netware]**.

- d) Press **[Server]**.
 - e) Press **[Edit]** and use the keyboard on the screen to enter the name of the file server.
 - f) Press **[Save]**.
3. Assign the Default Repository Path:
 - a) Press **[Directory Path]**.
 - b) Press **[Edit]** and use the keyboard on the screen to enter the path.
Be sure to enter the full path, including the volume name, to the DC220/230/332/340ST account directory
Example: `vol1:\users\scan.`
 - c) Press **[Save]**.
 4. For a Bindery installation, set the NDS Tree and NDS Context to a dash:
 - a) Press **[NDS Tree]**.
 - b) Press **[Edit]** and use the keyboard on the screen to enter a **[-]** dash.

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DC220/230/332/340ST NetWare® 3.1x/4.1x Bindery Scan to File Quick Install

- c) Press **[NDS Context]**.
 - d) Press **[Edit]** and use the keyboard on the screen to enter a **[-]** dash.
 - e) Press **[Save]**.
 5. Enter the Login Name:
 - a) Press **[Login Name]**.
 - b) Press **[Edit]** and use the keyboard on the screen to enter the name of the DC220/230/332/340ST user account.

Be sure to enter the name exactly the same as entered on the server.
 - c) Press **[Save]**.
 6. Enter the User Password:
 - a) Press **[Password]**.
 - b) Press **[Edit]** and use the keyboard on the screen to enter the password exactly the same as entered on the server. If no password was assigned, use the left arrow key to delete the default password.
 - c) Press **[Save]**.
 7. Press **[Save]** to return to the Scan to File Setups screen.
 - a) If required, press **[Repository 1]** to set up Repositories 1 through 4. Follow the steps above to enter the setup information.
 8. Press **[Filing Policy]**. Select the desired Filing Policy.
 9. Press **[Save]**.
 10. Press **[Confirmation Sheet]**.
 - a) Press **[Enable]**.
 - b) Press **[Save]**.
 11. Press **[Close]** to return to the Setups screen.
 12. Press **[Exit]**.
 13. The DC220/230/332/340ST will automatically reboot and print a configuration sheet in approximately 3 minutes.
 14. Check the settings on the configuration sheet against those that were entered earlier.
 15. Install Visioneer PaperPort® software at each client workstation:
 16. Test the Scan to File feature.
 17. Verify the successful scan by checking the Confirmation Report printed by the DC220/230/332/340ST and by checking the Repository on the server.
- Use CentreWare Internet Services®, if available to create templates, or use the default template.
- Additional information on this installation procedure can be found in the *DC220/230/332/340ST System Administration Guide* or the CentreWare® manual, *Getting Started with Internet Services*.

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DC220/230/332/340ST UNIX® / Other TCP/IP Scan to File Quick Install

Installation Requirements:

- Be sure that the DC220/230/332/340ST is correctly set up and configured for TCP/IP.
- The DC220/230/332/340ST Scan To File option kit must be installed before performing this procedure.
- To install the DC220/230/332/340ST into a DHCP environment, exclude the addresses assigned to the DC220/230/332/340ST at the DHCP server.
- Ensure that a FTP server is operating on the network.

Before Installation:

Please review the *DC220/230/332/340ST Scanning Overview* card before proceeding.

At the Repository Server:

1. Create a Repository Directory at the UNIX or FTP server.
 - a) Record the TCP/IP address of the Repository Server for later use:

2. Assign users and rights to the Repository Directory.
3. Create a user account and assign a password for the DC220/230/332/340ST to use to log in to the Repository Server.
 - a) Record the name of the user account and the password for later use:

Read and *Write* permissions to the Repository Directory are required for the DC220/230/332/340ST account.

4. Ensure that FTP services are running at the Repository Server.
5. Test the FTP connection to the Repository Server by logging in to the server from another workstation, using the User Name and Password created earlier.
6. Record the path the user account will need to get to the Repository Directory.

At the DC220/230/332/340ST Control Panel:

1. Enter System Administrator Setups:
 - a) Press the **[Access]** button on the Control Panel.
 - b) Enter the System Administrator password by typing **#22222 (# key and 22222)** on the keypad and pressing **[Enter]** on the screen.
Note: #22222 is the factory default and may be changed by your Xerox service representative to suit your needs.
2. Access the Scan to File Setups screens:
 - a) On the screen display, press **[Scan to File Setups]**.
 - b) Press **[Default Repository]**.
Note: The *Job Template Pool* and *Update All Templates* options on this screen are not used in this environment.
 - c) Press **[TCP/IP]**.
 - d) Press **[File Server IP Address]**, then press **[Edit]** and use the keyboard on the screen to enter the Repository Server's IP address.

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- e) Press **Save**
- f) Press **[Directory Path]**, then press **[Edit]** and use the keyboard on the screen to enter the path for the DC220/230/332/340ST account to use to get to the Repository Directory at the FTP Server.

Example 1:

Server Repository Directory: /scandir
FTP root directory: /scandir
Directory Path (root) is: /

Example 2:

Server Repository Directory: /ftp/scandir
FTP root directory: /ftp
Directory Path (root) is: /scandir

- g) Press **[Save]**.
- h) Press **[Login Name]**, then press **[Edit]** and use the keyboard on the screen to enter the account name for the DC220/230/332/340ST. Case sensitivity applies.
- i) Press **[Save]**.
- j) Press **[Password]**, then press **[Edit]** and use the keyboard on the screen to enter the password for the DC220/230/332/340ST. Case sensitivity applies.
- k) Press **[Save]**.

3. Press **[Save]** to return to the Scan to File Setups screen.
 - a) If required, press **[Repository 1]** to set up Repositories 1 through 4. Follow the steps above to enter the setup information.
4. Press **[Filing Policy]**. Select the desired Filing Policy.
5. Press **[Confirmation Sheet]**.
 - a) Press **[Enable]**.
 - b) Press **[Save]**.
6. Press **[Close]** to return to the Scan to File Setups screen.
7. Press **[Exit]**.

8. The DC220/230/332/340ST will automatically reboot and print a configuration sheet in approximately 3 minutes.
9. Check the settings on the configuration sheet against those that were entered previously.
10. Install Visioneer PaperPort® software at each client workstation.
11. Test the Scan to File feature.
12. Verify the successful scan by checking the Confirmation Report printed by the DC220/230/332/340ST and by checking the Repository on the server.

Use CentreWare Internet Services®, if available to create templates, or use the default template.

Additional information on this installation procedure can be found in the *DC220/230/332/340ST System Administration Guide* or the CentreWare® manual, *Getting Started with Internet Services*.

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DC220/230/332/340ST NDS® Scan to File Quick Install

Installation Requirements:

- Be sure that the DC220/230/332/340ST is connected, configured and operational as a Network Printer with NetWare enabled and the correct Frame Type selected before performing this procedure.
- The DC220/230/332/340ST Scan To File option kit must be installed before performing this procedure.
- Create a user account for the DC220/230/332/340ST. Use NWADMIN for NetWare 4.x/IntraNetWare, to create an account on the file server for the DC220/230/332/340ST with all access rights to the document Repository except supervisor.

Before Installation:

Please review the *DC220/230/332/340ST Scanning Overview* card before proceeding.

Record the following information for use during setup at the DC220/230/332/340ST:

Scan User Name: _____

Scan User Password: _____

NDS Tree: _____

NDS Context: _____

File Repository Server: _____

Repository Directory: _____

Note: Scan to File requires the *typefull* (or fully distinguished) NDS syntax.

Example: `cn=xxxx.ou=xxxx.o=xxxx.c=xxxx.`

1. Enter System Administrator Setups:

- a) Press the **[Access]** button on the Control Panel.
- b) Enter the System Administrator password by typing **#22222** (**# key and 22222**) on the keypad and pressing **[Enter]** on the screen.

Note: #22222 is the factory default and may be changed by your Xerox service representative to suit your needs.

2. Access the Scan to File Setups screens and assign the Default Repository Server:

- a) On the screen display, press **[Scan to File Setups]**.

Note: The *Job Template Pool* and *Update All Templates* options on this screen are not used in this environment.

- b) Press **[Default Repository]**.
- c) Press **[Netware]**.
- d) Press **[Server]**.
- e) Press **[Edit]** and use the keyboard on the screen to enter the name of the file server.
- f) Press **[Save]**.

3. Assign the Default Repository Path:

- a) Press **[Directory Path]**.
- b) Press **[Edit]** and use the keyboard on the screen to enter the path.

Be sure to enter the full path, including the volume name, to the DC220/230/332/340ST account directory.

Example: `vol1:\users\scan.`

- c) Press **[Save]**.

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DC220/230/332/340ST NDS® Scan to File Quick Install

4. Validate/edit the NDS settings:
 - a) Press **[NDS Tree]**.
 - b) Press **[Edit]** and use the keyboard on the screen to enter the name of the NDS Tree.
 - c) Press **[Save]**.
 - d) Press **[NDS Context]**.
 - e) Press **[Edit]** and use the keyboard on the screen to enter the NDS Context name.
 - f) Press **[Save]**.
 5. Enter the Login Name:
 - a) Press **[Login Name]**.
 - b) Press **[Edit]** and use the keyboard on the screen to enter the name of the DC220/230/332/340ST user account.
Be sure to enter the name exactly as it was entered on the server.
 - c) Press **[Save]**.
 6. Enter the User Password:
 - a) Press **[Password]**.
 - b) Press **[Edit]** and use the keyboard on the screen to enter the password exactly the same as entered on the server. If no password was assigned, use the left arrow key to delete the default password.
 - c) Press **[Save]**.
 7. Press **[Save]** to return to the Scan to File Setups screen.
 - a) If required, press **[Repository 1]** to set up Repositories 1 through 4. Follow the preceding steps to enter the information.
 8. Press **[Filing Policy]**. Select the desired Filing Policy.
 9. Press **[Save]**.
 10. Press **[Confirmation Sheet]**.
 - a) Press **[Enable]**.
 - b) Press **[Save]**.
 11. Press **[Close]** to return to the Scan to File Setups screen.
 12. Press **[Exit]**.
 13. The DC220/230/332/340ST will automatically reboot and print a configuration sheet in approximately 3 minutes.
 14. Check the settings on the configuration sheet against those that were entered previously.
 15. Install Visioneer PaperPort® software at each client workstation.
 16. Test the Scan to File feature.
 17. Verify the successful scan by checking the Confirmation Report printed by the DC220/230/332/340ST and by checking the Repository on the server.
- Use CentreWare Internet Services®, if available to create templates, or use the default template.
- Additional information on this installation can be found in the *DC220/230/332/340ST System Administration Guide*, or the CentreWare® manual, *Getting Started with Internet Services*.