

Product Xerox 4110 / 4590 Copier Printer “How Do I?” guide for Operators	Title Scanning / saving to the Network
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How to import scan images from 4110 mailbox to Adobe Acrobat

Make sure Network Scanner Utility2/Mailbox Viewer2** is installed on the PC.

1. Scan in multipage document into a mailbox on the 4110.
2. Open up Adobe Acrobat 6.0 (or higher) Professional.
3. Select [**File/Create PDF/From Scanner**]
4. In the [**Create PDF From Scanner**] window, select the pull-down menu for the [**Device**] and select [**Xerox Network Scan**]. The rest of the window settings can stay at default.
5. Select [**Scan**] at the bottom of the window.
6. This should open the mailbox viewer window to select a scanner; highlight the 4110 scanner and then click [**Select Scanner**]
7. Input the appropriate mailbox number that the document was scanned into and select [**Open Mailbox**] & enter password if required.
8. Highlight the appropriate document
9. Select the [**Import**] button on bottom left of window.

This utility is one of the selections on the **Centroware Utilities Launcher accessed by selecting [**Launcher.exe**] on the 4110/4590/4595 PCL Driver CD.

How To Setup the SMB/FTP Scanning and Address Book for 4110/4590

SMB/FTP SCANNING

1. Press the [All Services] button on the Control Panel.
2. Select the [Setup Menu] on the Touch Screen. The Setup Menu screen will be displayed.
3. Select the [Address Book]; the Address Book screen will be displayed.
4. Select the first available Address # that has "Not in use" in the field and then select [Create]. The Address screen will be displayed.
5. Select [Address Type] line and then select [Change Settings]. The Address Type screen will be displayed.
6. Select [SERVER] and then [Save]. The Address screen will be displayed.
[Save], [Close] and [Close].

The following screen will appear:

- Address type SERVER
- Recipient name (type in desired name)

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- Transfer Protocol Select SMB (for Network share) or FTP
- Server name or IP address
- Share Name (SMB ONLY) = Name of shared folder on PC or Server
- Save in = Optional with SMB or FTP path
- Login Name (user with sufficient permissions for SMB or FTP on PC or Server)
- Password
- Standard Port (4110 will use default SMB or FTP port)
- Select [**Save**]

How to scan to PDF over SMB

From a Windows PC: Setup - Scan to SMB

1. Open "**Windows Explorer**" by pressing the "**Windows Key**" and while holding that key, press the "**E**" and let them both up. OR, select [**My Computer**]
2. Browse to the "**C**" drive and then create a folder called "Scans" off of the root
3. Right click this folder and select [**Sharing and Security**] from the pull-down menu
4. Select the [**Share This Folder**] radio button and select [**OK**]
5. Set the permissions on this folder to give full control to the user name that will be entered in Step 7, in the Copier Setup, below. The 4110 will use this user name to log into the Shared Folder on the PC
6. Under this folder, create a subfolder for the appropriate user with a descriptive name to identify
7. To get the PC IP Address, select [**Start**] [**Run**] and type in "cmd" & then select [**OK**]. This will open a command prompt window
8. Type in "ipconfig" & then select <Enter>. Under the "Ethernet adaptor Local Area Connection" there is a line called "IP Address". Record this number. Type "Exit", then select the <Enter> key to close the window

Copier Setup

1. Make sure that SMB is enabled. (See *Administrator Guide, Chapter 9 – Setups*)
2. Select the [**All Services**] button on the Control Panel
3. Select [**Scan to FTP/SMB**] on the Touch Screen
4. Select the [**Transfer Protocol**] button
5. Select [**SMB**] [**Save**]
6. Select the [**Server**] field and enter the ip address of the PC recorded in Step 8 from above and then select [**Save**]
7. Select the [**Shared Name**] field and enter the name of the shared folder called "Scans" and select [**OK**]
8. Select the [**Save In**] field and enter the descriptive name of the subfolder of scans that was entered in step 6, above
9. Select the [**Login Name**] field, enter the login name that you use to log into the PC and select [**Save**]
10. Select the [**Password**] field and enter your password that you use to login to the PC.
11. Select [**File Format**]; select [**PDF**]
12. Place documents in the Document Handler or on the Platen Glass.
13. Press the [**Start**] button

RESULTS: Using Windows Explorer or My Computer, browse to the subfolder location and the document will be there.

NOTE: The 4110 will automatically name the PDF. Select the [**Output**] tab, then [**File Name**] to name the PDF yourself.

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What Will It Do – When I import multiple scanned pages from 4110 mailbox to Adobe Acrobat 6.x

The 4110 mailbox can only import one scanned page at time into Adobe Acrobat 6 from the 4110 mailbox even if it is a multi-page scan. This is a problem with Adobe Acrobat 6.x. The only workaround is to scan each page separately. The alternative would be to either downgrade to Adobe 5 or upgrade to Adobe 7.

What Will It Do – Image Orientation When I Scan In TIFF vs. PDF

The [**Originals Orientation**] only applies to PDF files, not to TIFFs. Per the 4110 Engineering Team, when scanning a job, the read manuscript cannot be physically rotated within a device.

In the case of a TIFF, even when a portrait manuscript is read as Long Edge Feed (LEF), when it is displayed at the PC, it will be displayed as an oblong (Short Edge Feed - SEF). If the customer desires that TIFFs be displayed in Portrait orientation, the documents must be scanned in SEF.

The [**Originals Orientation**] can be specified in the attribute file format for a PDF by:

1. Log in as System Administration; enter user information as required
2. Select [**System Settings**]
3. Select [**System Settings**]
4. Select [**Scan Mode Settings**]
5. Select [**Scan Defaults**]
6. Select [**Original Orientation**] [**Change Settings**]
7. Change to [**Head to Top**] [**Save**]
8. Select [**Close**] several times, then [**Exit**]

The PDF viewer rotates and shows the document according to the specification of the [**Originals Orientation**].

How To Setup the SMB/FTP Scanning and Address Book for 4110/4590

SMB/FTP SCANNING

1. Press the [**All Services**] button on the Control Panel
2. Select the [**Setup Menu**] on the Touch Screen
3. Select the [**Address Book**]
4. Select the first available Address # that has "Not in use" in the field and then select [**Create**]
5. Select [**Address Type**] line and then select [**Change Settings**]
6. Select [**SERVER**] and then [**Save**]
7. Select [**Save**], [**Close**] and [**Close**]

The following screen will appear:

- Address type SERVER
- Recipient name (type in desired name)
- Transfer Protocol Select SMB(for Network share) or FTP
- Server name or IP address
- Share Name(SMB ONLY) = Name of shared folder on pc or server
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- Login Name (user with sufficient permissions for SMB or FTP on PC or Server)
- Password
- Standard Port (4110 will use default SMB or FTP port)
- Finished

How To Export the Local Address Book

At least 1 entry must be manually entered before you can export CSV file.

1. At a remote location/PC, open Internet Explorer and entered the 4110 IP address. CentreWare Internet Services will display.
2. Selected the [**Properties**] tab
3. Selected [**Address Book**] from the left side menu
4. Selected [**Get a file in CSV format**]
5. Entered User name and Password in the pop-up box; selected [**OK**]

NOTE: User name and Password are the System Administrator Remote Login Information.

Results: File Download box pops up with options of [Open] [Save] [Cancel] [More Info]. There was a warning message that 'This type of file could harm your computer if it contains malicious code.'

6. Select [**Save**] and the file (diallist.csv) will be exported to the designated location.

Once you open the diallist.csv using excel, modify diallist.csv file accordingly.

Which Columns to fill when adding a SERVER (Scan to SMB\FTP) entry:

- MFADDRT: Type of entries should have the value SERVER.
- MFCN: Recipient Name.
- MFSVRT: Transfer Protocol. Value: FTP or SMB.
- MFSVRADDR: Server Name or IP Address. Value: IP address or Host name
- MFPORT1: Port Number. Value: (left blank). 4110/4590 will use default SMB and FTP ports 139 and 21 respectively
- MFUSER: Login Name. Value: any string.
- MFPASSWD: Password. Value: any string.
- MFVOLUME: Share Name (SMB Only). Value: any string.(name of shared folder)
- MFPATH: Save In (Path). Value: any string (Windows Path of subfolder within shared folder or FTP path).

Once completed use browse button in address book to browse to modified diallist.csv file and select the [**Import a file in CSV Format**]

Which Columns to fill when adding an EMAIL entry for Scan to e-mail

- MFADDRT: Type of entries should have the value MAIL.
- MFCN: Recipient Name. (Optional)
- MFSN: Last Name. (Optional)
- MFGN: First Name. (Optional)
- MFMAIL: Email Address.
- MFAUX1: Telephone Number. (Optional)
- MFAUX2: Office. (Optional)
- MFAUX3: Department. (Optional)