DC Tips

... for the user

DC00CC0117
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Creating the FlowPort Template

Purpose

This document is for the System Administrator and supplements the *FlowPort Installation Guide* used to install the Document Centre 240/255/265 ST. To install other Document Centre models or obtain further information, refer to the *FlowPort Install and Administrator Guides*. Section 1 provides instructions how to create a FlowPort scan-to-file template when CentreWare is not in use. Section 2 explains how to create FlowPort scan to file templates using CentreWare. Section 3 is a helpful tip that discusses performance.

Section 1 - Creating the FlowPort Scan Template with the Document Centre Web UI

Note: This section is for installations where CentreWare Scan Services are not in use on this Document Centre.

1. From the Workstation, use an Internet browser to view the DC 240/255/265 ST web page.

2. Select [**Properties**].

3. Select the [**+**] Services and then [**+**] Distribution Templates.

4. Select [**Repository Setup**].

Setting Up the Repository

1. Select [**TCP/IP**].

2. Enter the IP number for the FlowPort server.

3. For the directory path, type: `/nsa`. Make sure you use the "/" and not the "\".

4. For login name, type in the Guest's Account Name. The default name is NSA.

5. For the password, type in the Guest's Account password twice.

6. Select [**Apply New Settings**].

7. If prompted, enter in the Admin account name and password. See product documentation for account name and password.

This Document pertains to these Xerox products:

	DC 332/340 ST
X	DC 240/255/265 ST/LP
	DC 220/230 ST/LP
	DC ColorSeries 50

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Setting up the Template Pool

1. Select [**Template Pool Setup**].

2. Repeat Steps 1 through 7 in the previous procedure.

Setting Up a Distribution Template

1. Within the [**Services**] tab, make these selections:

    *   [**Distribution Templates**]

    *   [**+ New**].

2. Type in the following information:

    *   Name: `Flowport`

    *   Description: `Scan to FlowPort`

    *   Owner: `Your name`

3. Select [**Apply**].

Direct Setup Authentication

This setup gives you Guest access (Trusted/Shared) to FlowPort. If a higher level of authentication is need, use the FlowPort Login Sheet.

Testing the FlowPort Template

Important: When scanning to FlowPort, always use the @FlowPort template. Do not use the default template.

1. At the Document Centre, place a document in the scanner.

2. Select [**FlowPort Template**] and select [**Scan**].

If the Document Centre is configured correctly, a confirmation sheet prints that indicates that the scan was successful. FlowPort should send either a rejection notice or the scanned document back to the Document Centre for printing.

Section 2 - Creating the FlowPort Scan Template with CentreWare 5.1 Scan Services

1. From the workstation, with CentreWare 5.1 Scan services installed, run Programs\Xerox CentreWare\Xerox Network Scanners.

2. Double-click on the Document Centre you want to configure for FlowPort.

3. Select [**New Distribution Template**].

4. Select [**Add**], and select [**Folder: Other…**] from the menu list.

5. Select the [**Other…**].

6. Under IP Address: enter the IP number for the FlowPort server.

7. Within the path field, type: `/nsa`. Make sure you use the "/" and not the "\".

8. Select [**Document Centre Login Name**]. A warning appears. Select <**OK**> to clear the warning.

9. Within the Document Centre Login Name field, type in the Guest's Account Name. The default name is NSA.

10. Select <**OK**> twice.

11. Enter a Description.

12. **Optional: To turn off printing the confirmation report,** go into the scan settings tab and remove the check from Request Confirmation Report.

13. Select **<OK>**.

14. For the Distribution Template Name, type: `FlowPort.`

15. Select **<OK>**.

CentreWare Setup Authentication

This setup gives you non-Trusted/Public access to FlowPort. If a higher level of authentication is required, use the FlowPort Login Sheet.

If FlowPort Authentication Service is set to "**Trust Only Listed Portals**", you can enable access to Public Forms by adding one of the following to the Trusted Portal Configuration for the Document Centre:

- Fully qualified domain name (DNS)

- Host name as it appears in the hosts table and on the Configuration Report

- TCP/IP number

If FlowPort Authentication Service is set to "**Trust No Portals**", FlowPort users are required to use a FlowPort Login Sheet, with a valid pin number, every time.

For more information on FlowPort authentication, refer to the section on Configuring the Authentication Service in the *FlowPort Administration Guide* or the section on using shared and private forms in the *FlowPort User Guide*.

Testing the FlowPort Template

Important: If this CentreWare Template is used on a DC 220/230/332/340 ST, you are required to enter in a password before using the template.

1. At the Document Centre, place a document in the scanner.

2. Refresh Templates.

3. Select [**FlowPort Template**] and select [**Scan**].

If the Document Centre is configured correctly, a confirmation sheet prints that indicates that the scan was successful. FlowPort should send either a rejection notice or the scanned document back to the Document Centre for printing.

Section 3 – Helpful Tip

- When scanning to a FlowPort server, you can obtain a significant improvement in FTP filling performance by having the Document Centre registered on your network's Domain Name Service (DNS).

- A similar gain in performance can also be gained by entering the Document Centre IP number and host name and DNS Domain in the FlowPort server hosts table. If you have more then one FlowPort server, the items entered in the hosts table only effect that particular FlowPort server.

Additional Information

The Xerox Digital Solutions & Support Centre welcomes feedback on all DC Tips documentation - send feedback via e-mail to:
USA.DSSC.Doc.Feedback@mc.usa.xerox.com.

Other DC Tips are available at the following URL:
http://www.xerox.com/DocumentCentreFamily/Tips.

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