

DC Tips

... for the user

DC00CC0158
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Enabling the Scan to DocuShare PaperPort Link

Note:

You may need to gather some information such as the IP and proxy addresses.

Purpose

This document describes the “**PaperPort to DocuShare**” link installation process. This link is required to enable the storage of scanned documents to DocuShare. The following sections explain where to obtain and how to install this link.

PaperPort Link Installation

1. Download the PaperPort link from the Xerox DocuShare Web-site at:
<http://www.xerox.com/products/docushare>
2. At the web site, select [**2.0 Patches**] located under the **Support - DocuShare2.0** section.
3. Select [**PaperPort to DocuShare 2.0/1.5 Link**].
4. Select [**Windows 95/98/NT Server**].
5. You will see a dialog box asking how you want to open/save the file. Select the desired option.
6. When downloading and installation is complete, restart the PaperPort application to install the link on the PaperPort Link Toolbar.

Note: The DocuShare link is located in the right corner on the Link Toolbar in the PaperPort application screen.

DocuShare Link in PaperPort Configuration

To configure the DocuShare link in PaperPort, perform the following steps:

1. Right click on the DocuShare link and select [**Preferences**].
2. Select [**Browse**].
3. In the Browse dialog box select [**Log in to DocuShare Server**]. See Figure 1.

This document pertains to these Xerox products:

	DC 460/470 ST
x	DC 420/432/440 ST
x	DC 332/340 ST
	DC 240/255/265 ST/LP
x	DC 220/230 ST/LP
	DCCS 50

4. In the DocuShare server dialog box, enter the following fields. You must have a valid DocuShare account.
 - Server IP address or URL (such as your DocuShare site address). See your DocuShare System Administrator to obtain your server IP address.
 - User login name
 - Password
 - Proxy address (if necessary) See your DocuShare System Administrator to obtain your server IP address.
5. Select <OK>.

To Download a Document to DocuShare

1. Drag and drop the document onto the DocuShare link.
2. Enter all fields in the **Upload Parameters** box.
3. Select <OK>. You are now able to save your documents to a DocuShare site.

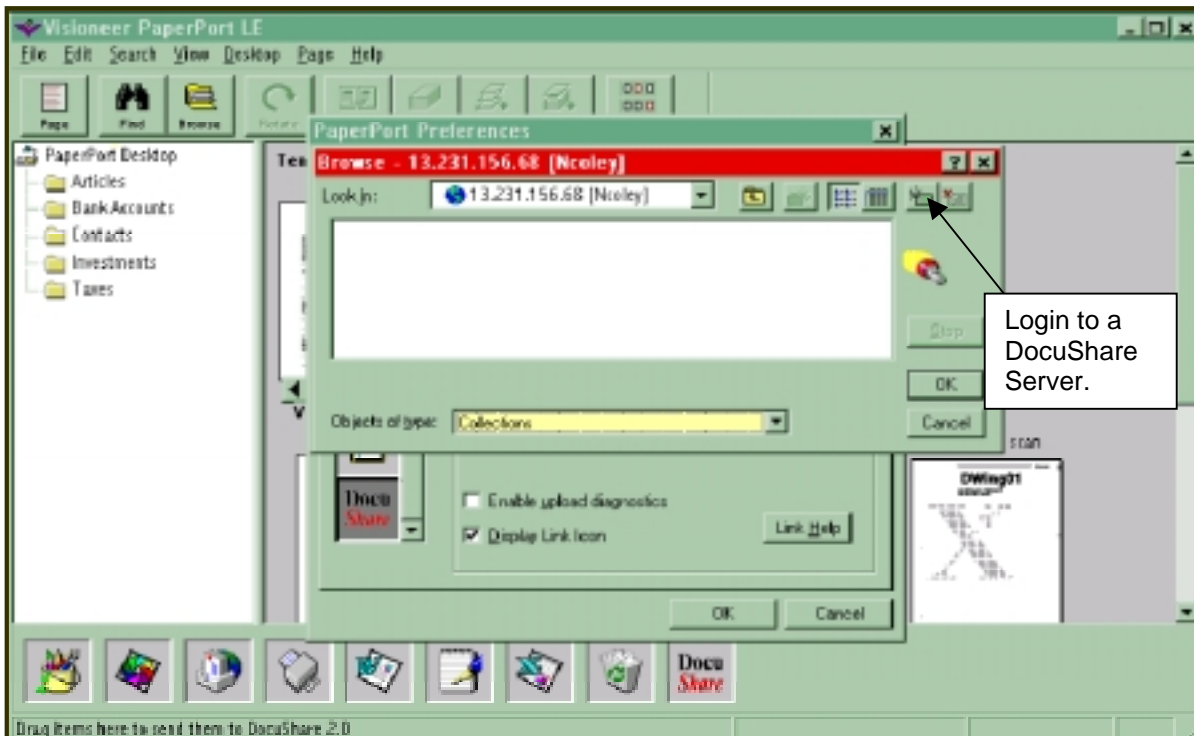


Figure 1 PaperPort Configuration

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 <http://www.xerox.com/DocumentCentreFamily/Tips>.

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