Customer Tips

Scanning to a Macintosh Repository

Purpose

This document provides a method to implement scanning from a Xerox multifunction device to a scan repository residing on an Apple Macintosh computer. This document covers scanning using TCP/IP in the Apple environment only. Novell NetWare and Microsoft Networking name services for Macintosh are not discussed. For the purpose of this document, Macintosh OS versions 7.x, 8.x and 9.x are covered for scanning to a Macintosh. We cover scanning to a Macintosh OS X repository in a separate Xerox Customer Tip.

Overview

To scan using a Xerox device you access a remote storage directory known as a scan repository. If the repository resides on an Apple Macintosh computer, configure FTP services for remote access. No native FTP services are included with Macintosh OS 7.x, 8.x, and 9.x, so you must use a third-party gateway.

We tested with Rumpus FTP software to obtain information for this document. Rumpus (http://www.maxum.com/Rumpus/) is open transport-native (but also supports Macintosh TCP) and provides very fast file serving, as opposed to FTP servers that use the older and slower native Macintosh TCP.

Rumpus is not the only FTP package that works with Xerox devices. It is the FTP package we used to research this document.

NOTE: Scanning to an Apple Macintosh repository via AppleShare IP is discussed in the Xerox Customer Tip *Scan to file on a Macintosh with AppleShare IP 6.3*.

Configuring the Macintosh Repository

This section explains the process of configuring the Macintosh as a scan repository. It is assumed you have Rumpus to set up FTP services.

Enabling File Sharing

This section explains the first step to configure the Macintosh scan repository, and set up file sharing. Depending on the FTP software used, file sharing may be required.

This document applies to these Xerox products:

x	**WC Pro 32/40 Color**
x	**WC Pro 65/75/90**
x	**WC Pro 35/45/55**
	WC M35/M45/M55
x	**DC 555/545/535**
x	**DC 490/480/470/460**
x	**DC 440/432/425/420**
x	**DC 340/332**
x	**DC 265/255/240**
x	**DC 230/220**
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Macintosh OS 7.x

1. Select [**Apple Menu: Control Panels: Sharing Setup** to verify that File Sharing is enabled. The middle section shows the status of File Sharing. If File Sharing is off, select [**Start**] to start file sharing.

2. Close **Sharing Setup**.

3. Select [**Users & Groups**] from the Control Panel window.

4. On the menu bar, select [**File: New User**] and insert a name and password in the new window that opens. (Example: *scanuser* for the username and *Xerox* for the password.) Enable [**Allow user to connect**] and disable [**Allow user to change password**].

5. Close the User window.

6. In the Users & Groups Control Panel, select [**New Group**] and give the new group a name. (Example: call the group *Scanners*).

7. Drag the user you made in step 4 into the group window to add your user to the group. Verify the username was added to the group by double-clicking the group icon. The user icon should be inside the group's folder.

8. Close the Group window and the Users & Groups control panel window.

9. At the Finder, open the volume you intend to use for the scan repository. Select [**File: New Folder**]. Enter a new folder name and select [**OK**]. (Example: *Scans*).

10. Highlight the folder you just created (Example: *Scans*), then select [**File: Sharing**] from the menu bar.

11. Select the [**Share this Item and its Contents**] checkbox. Choose the user you created in step 4 from the **Owner** drop down menu. Select the name of the group you created in step 6 from the User/Group drop down menu. Assign **See Folders**, **See Files**, and **Make Changes** privileges to both the Owner and User/Group.

At this point, you have enabled and configured File Sharing on the Macintosh. The Xerox device can now access the folder designated as the scan repository. Proceed to the section "Configuring the FTP Server," later in this document.

Macintosh OS 8.x

1. Select [**Apple Menu**: **Control Panels**: **File Sharing**] to verify that File Sharing is enabled. The middle section shows the status of File Sharing. If File Sharing is off, select [**Start**] to start File Sharing.

2. Select [**Users & Groups**] in the Control Panel.

3. Select [**New User**] and enter a name and password in the new window that opens. (Example: *scanuser* for the username and *Xerox* for the password.) Verify [**Allow user to change password**] is NOT selected.

4. Close the User window.

5. In Users & Groups, select [**New Group**] and give the new group a name. (Example: call the group *Scanners*.)

6. Drag and drop the user you created in step 3 from the user listing into the Group window to add the new user to the group you just created.

7. Close the Group window and Users & Groups to return to the Finder.

8. Open the volume where you intend to install the scan repository. Select [**File: New Folder**] and name your scan repository folder. (Example: *Scans*)

9. Highlight the folder you just created. Select [**File: Sharing**] (or control-click the folder and select [**Sharing**]).

10. Select the [**Share this Item and its Contents**] checkbox. Change the Owner to the name of the user created in step 3. Change the User/Group to the name of the group created in step 5. Assign read/write privileges to both the Owner and User/Group.

At this point, you have enabled and configured file sharing on the Macintosh. If TCP/IP is set up, the Xerox device can access the folder designated as the scan repository. Proceed to the section "Configuring the FTP Server," later in this document.

Macintosh OS 9

1. Select [**Apple Menu: Control Panels: File Sharing**] to verify that File Sharing is enabled. The middle section shows the status of File Sharing. If File Sharing is off, select [**Start**] to start File Sharing.

2. In **File Sharing**, select the [**Users & Groups**] tab.

3. Select [**New User**] and enter a name and password in the new window that opens. (Example: *scanuser* for the username and *Xerox* for the password.) Verify [**Allow user to change password**] is NOT selected.

4. Close the User window.

5. In Users & Groups, select [**New Group**] and give the new group a name (example: call the group *Scanners*).

6. Drag the user you created in step 2 from the user listing into the Group window to add the new user to the group you just created.

7. Close the Group window and File Sharing control panel to return to the Finder.

8. Open the volume where you intend to create the Scan Repository folder. Select [**File: New Folder**] and name your Scan Repository folder (example: *Scans*).

9. Highlight the folder just created (example: *Scans*). Select [**File: Get Info: Sharing**] (or control-click the folder and select [**Get Info: Sharing**]).

10. Select the [**Share this Item and its Contents**] checkbox. Change the Owner to the name of the user created in step 2 (example: *scanuser*). Change the User/Group to the name of the group created in step 4 (example: *Scanners*). Ensure that you assign read/write privileges to both the Owner and User/Group.

At this point, you have enabled and configured file sharing on the Macintosh. If TCP/IP is set up, the Xerox device can access the folder designated as the scan repository. Proceed to "Configuring the FTP Server," the next section.

Configuring the FTP Server

This section provides the method to set up the FTP server used to transfer the files from the Xerox device to the scan repository residing on the Macintosh computer. A Macintosh repository requires that you configure FTP services for remote access. The following paragraph describes the FTP software package for the Apple Macintosh, Rumpus.

Configuring Rumpus 3.0.2

1. Open the Rumpus 3.0.2 folder and double-click on Rumpus 3.0.2. The Monitor window opens. Alternatively, select [**File: Open Status Monitor**].

2. Select [**Setup: Configuration**]. Select the [**Basic**] tab. Select [**FTP Folder**], and use the menu to select the scan repository folder created in the "Enabling File Sharing" section earlier in this document (Example: *Scans*).

3. Select the [**Security**] tab and enable [**Built-in Security**].

4. Select [**OK**] to save your changes.

5. Select [**Setup: Define Users**]. Select [**Begin New User**] and enter a username and password (example: *scanuser* for the username and *Xerox* for the password). Give the new user full privileges by selecting all of the checkboxes under Privileges.

6. Select [**Add/Update**] to apply the changes, then close the Define Users window.

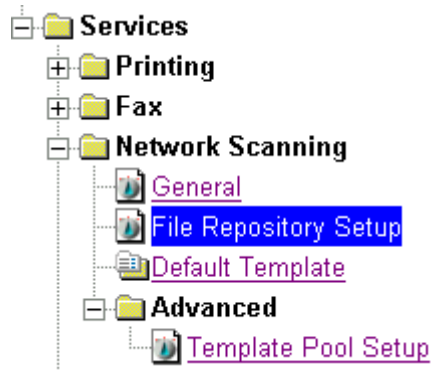# Configuring the WC Pro 32/40 Color, the WC Pro 65/75/90, and the WC Pro 35/45/55

This section describes the steps to set up a scanning template and to scan a job using the WC Pro 32/40 Color, the WC Pro 65/75/90, and the WC Pro 35/45/55.

Setting up the WC Color 32/40, the WC Pro 65/75/90, and the WC Pro 35/45/55

The following procedure is required to set up scanning on the WC Pro devices using CentreWare Internet Services.

NOTE: You may be required to enter the device's Admin user name and password during this procedure.

1. Use the Xerox device's user interface to verify TCP/IP is enabled and configured.

2. Record the TCP/IP address here: ___.___.___.___

3. Verify HTTP is enabled on the Xerox device.

4. Use Microsoft Internet Explorer or Netscape Navigator on the workstation to enter the TCP/IP address of the Xerox device (recorded in step 2 above), and access the CentreWare Internet Services home page.

5. Select the **Properties** tab.

6. Expand **Services**, **Network Scanning** and highlight **File Repository Setup** on the left side of the **Properties** tab.

7. Select [**Add**] under **Default File Destination** and enter/select the following:

Friendly Name:	(Optional) Enter a name for your default repository
Protocol:	TCP/IP
Name or IP Address	Select IP Address
IP Address and Port:	The IP address of the Apple Macintosh FTP server. Port is set to 21 by default.
Document Path:	The path to the scan directory on the FTP server (example: */scans*).
Login Name:	The new user you created on the FTP server (example: *scanuser*)
Password:	The password you entered for the scan user you created on the FTP server (example: *Xerox*)
Retype Password:	Exact duplicate of password above. (example: *Xerox*)

8. Select [**Apply**]. An **Enter Network Password** box may appear. If so, enter the Xerox device's Admin user name and password. Select [**OK**].

9. Select the **Scan** tab.

10. Select **[+] New Template** to create a new scan template.

11. Enter or select the following information:

Template Name (required):	Your user name or the name you wish to call the template (example: *JSmith*) – required field
Description (optional):	A description of the template – optional field
Owner (optional):	Your name (example: *Jane Smith*)

Select [**Add**]. Your new template appears under **Templates:** on the left side of the **Scan** tab.

Templates:
[+] New Template
JSmith

If you wish, edit the settings of your template. Select your template name and change options, such as enabling/disabling the Confirmation Report, the document format (TIFF, MultiTIFF, PDF, JPEG), or the filing policy (New Auto Generate, Overwrite, New Exact, Append).

Scan using the WC Color 32/40, WC Pro 65/75/90, or WC Pro 35/45/55

1. Place the image on the WC Pro's glass or in the document handler.

2. Select **Features, All Services** and **Network Scanning**.

3. On the **Network Scanning** tab, select the template you created (example: *@JSmith*).

4. Select [**Start**]. Verify the scan job was successful by checking the **Scan Confirmation Report** (if enabled). When a file of the scanned image is ready, it appears in your workstation's scan repository (example: */scans*).

Configuring the DC 555/545/535ST

This section describes the steps to set up a scanning template and to scan a job using the DC 555/545/535 ST.

Setting Up the DC 555/545/535 ST

Use the following procedure to set up scanning on the DC 555/545/535 using CentreWare Internet Services.

NOTE: You may be required to enter the Document Centre's Admin user name and password during this procedure.

1. Use the Document Centre user interface to verify TCP/IP is enabled and configured. (Refer to the Document Centre system administration guide for instructions.)

2. Record the TCP/IP address here: ___.___.___.___

3. Verify HTTP is enabled on the Document Centre.

4. Use Microsoft Internet Explorer or Netscape Navigator on the workstation to enter the TCP/IP address of the Document Centre (recorded in step 2 above), and access the CentreWare Internet Services home page.

5. Select the **Properties** tab.

6. Select [**Services**: **Network Scanning**: **File Repository Setup**] on the left side of the **Properties** tab.
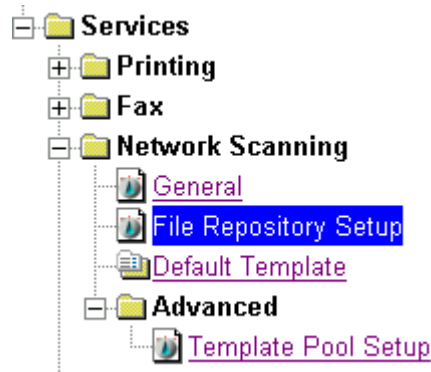
7. Select [**Add**] under **Default File Destination** and enter/select the following:

Friendly Name (optional): Enter a name for your default repository.

Protocol:	TCP/IP
Name or IP Address	Select IP Address
IP Address and Port:	The IP address of the FTP Server. Port is set to 21 by default.
Document Path:	The path to the scan directory on the FTP server (example: *scans*).
Login Name:	The new user you created on the FTP server (example: *scanuser*).
Password:	The password you entered for the scan user you created on the FTP server (example: *Xerox*).
Retype Password:	Exact duplicate of password above (example: *Xerox*).

8. Select [**Apply**]. An **Enter Network Password** box may appear. If so, enter the Document Centre's Admin user name and password. Select [**OK**].

9. Select the **Services** tab.

10. Select **Scan: Distribution Templates**.

11. Select **[+] New Template** to create a new scan template.

12. Enter or select the following information:

Template Name (required):	Your user name or the name you wish to call the template (example: *JSmith*)
Description (optional):	A description of the template
Owner (optional):	Your name (example: *Jane Smith*)

Select [**Apply**]. Your new template appears under the Distribution Templates on the left side of the **Services** tab.

If you wish, you can edit the default settings of the scan template. Select your template name and change options, such as enabling/disabling the Confirmation Report, changing the document format (TIFF, MultiTIFF, PDF), or changing the filing policy (New Auto Generate, Overwrite, New Exact, Append).

Scan Using the DC 555/545/535 ST

1. Place the image on the Document Centre's glass or in the document handler.

2. Select **Features** (or **All Services** on some devices) on the Document Centre and **Network Scanning** on the user interface.

3. On the **Network Scanning** tab, select your template (example: @*JSmith*).

4. Select [**Start**]. Verify the scan job was successful by checking the **Scan Confirmation Report** (if enabled). When a file of the scanned image is ready, it appears in your workstation's scan repository (example: *c:\scan\scanjobs*).

Configuring the DC 440/432/425/420, the DC 340/332, or the DC 230/220 ST

This section describes the steps to set up a scanning template and to scan a job using the DC 440/432/425/420, DC 340/332, or DC 230/220 ST.

Setting Up the DC 440/432/425/420, DC 340/332, or DC 230/220 ST

1. From the Document Centre user interface, verify TCP/IP is enabled and configured. (Refer to your Document Centre's system administration guide for instructions.)

2. Record the TCP/IP address of the Document Centre here: ___.___.___.___

3. Verify that HTTP is enabled on the Document Centre.

4. Using Microsoft Internet Explorer or Netscape Navigator on the workstation, enter the TCP/IP address (recorded in step 2 above) of the Document Centre to access the **CentreWare Internet Services** home page.

5. On the **Services** tab, select [**Stored Templates**]. Select **[+] new** to create a new scan template.

6. Enter the following information:

Name (required):	Your user name or the name you wish to call the template (example: *Jsmith*) – *required field*
Description (optional):	A description of the template – *optional field*
Owner (optional):	Your name (example: *JSmith*) – *optional field*

7. Select [**File**] and then [**Apply**]. The template appears under **Device Templates** on the left side of the screen.

8. Select [**+**] next to the new template you created in the previous steps then select [**File**] below it (see above).

9. Set the **Filing Destination** options as follows:

Protocols:	TCP/IP
Repository Type:	Private
Server Name:	The IP address of the FTP server
Login Name:	The new user you created on the FTP server (example: scanuser).

Path to Document:	The path to the scan directory on the FTP server (example: ***Scans***).
Filing Policy:	Overwrite, Append, New Exact or New Auto Generate
Document Name:	NETSCAN (depends on the user's Filing Policy choice)
Output Image Format:	TIFF, TIFF (Multi-Page) or PDF (PDF option not available on the DC 230/220 ST)

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

Scan Using the DC 440/432/425/420, DC 340/332, or DC 230/220 ST

1. Place the image on the Document Centre's glass or in the document handler.
2. Select [**Features**] at the Document Centre and the [**Scan**] tab on the user interface.
3. On the [**Scan**] tab, select your template (example: ***@Jsmith.xst***).
4. Select the [**Added Features**] tab and then the [**Filing Setups**] tab.
5. Select [**Login Name/Password**] and then [**Password**].
6. Enter the password you created on the FTP server (Example: ***Xerox***). Select [**Save**].
7. Select [**Save**] a second time to return to the **Filing Setups** screen.
8. Select [**Start**]. Verify the scan job was successful by checking the **Scan Confirmation Report**. When a file of the scanned image is ready, it appears in the FTP server's scan repository (example: ***/Scans***).

Configuring the DC 490/480/470/460 or the DC 265/255/240 ST

This section describes the steps to set up a scanning template and to scan a job using the DC 490/480/470/460 or DC 265/255/240 ST.

Setting up the DC 490/480/470/460 or DC 265/255/240 ST

Use the following procedure to set up scanning on the DC 490/480/470/460 or DC 265/255/240 using CentreWare Internet Services.

NOTE: You may be required to enter the Document Centre Administrator user name and password during the procedure.

1. Use the Document Centre user interface to verify TCP/IP is enabled and configured. (Refer to the *Document Centre System Administration Guide* for instructions.)
2. Record the TCP/IP address of the Document Centre here: ___.___.___.___
3. Verify HTTP is enabled on the Document Centre.
4. Use Microsoft Internet Explorer or Netscape Navigator on the workstation to enter the TCP/IP address of the Document Centre (recorded in step 2 above), and access the **CentreWare Internet Services** home page.
5. Select the [**Properties**] tab.

6. Select [**Services : Distribution Templates : Repository Setup**] on the left side of the **Properties** window.
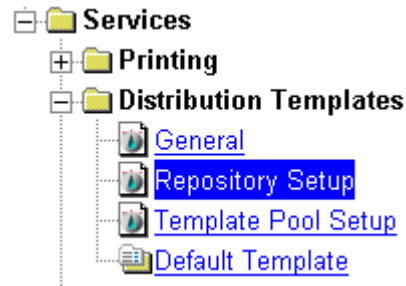
7. On the right side under **Repository Setup**, enter/select the following:

Repository List:	Document Repository 0
Protocols:	TCP/IP
File Server IP Address:	The IP address of the FTP server
Directory Path:	The path to the scan directory on the FTP server (example: *Scans*).
Login Name:	The new user you created on the FTP server (example: *scanuser*).
Password:	The password you entered for the scan user you created on the FTP server (example: *Xerox*).
Retype Password:	Exact duplicate of password above (example: *Xerox*).

8. Select [**Apply New Settings**]. An **Enter Network Password** box may appear. If so, enter the Document Centre's Admin username and password. Select [**OK**].

9. Select the [**Services**] tab.

10. Select [**Distribution Templates**].

11. Select **[+] new** to create a new scan template.

12. Enter or select the following information:

Name (required):	Your user name or the name you wish to call the template (example: *JSmith*)
Description (optional):	A description of the template
Owner (optional):	Your name (example: *JSmith*)
Confirmation Sheet:	Check to generate a report that contains the status of scanned images
Supress Job Log:	The job log is created when the template is used for scanning and contains information about the scan job. Checked = Enabled / Unchecked = Disabled.

Select [**Apply**]. Your new template appears under the Distribution Templates on the left side of the Services tab. Select your new template.

13. Using the scroll bar on the right side of the screen, scroll down to the [**Distribution**] box. Under **New Destination**, select the [**Public Internet Folder**] and select [**Add**].

14. Select the **Filing Destination** options as follows:

Select from Repository Servers:	Document Repository 0: <IP address of the FTP server>
Path to Document:	The path to the scan directory on the FTP server (example: ***Scans***).
Filing Policy:	New Auto Generate, Append, Overwrite or New Exact
Document Name:	Enter a name you wish to call the scanned document.
Output Image Format:	TIFF, Multi-Page TIFF, or PDF (PDF not available on the DC 265/255/240ST)

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

Scan using the DC 490/480/470/460 or DC 265/255/240 ST

1. Place the image on the Document Centre's glass or in the document handler.

2. Select [**Features**] on the Document Centre and [**Network Scanning**] on the user interface.

3. On the [**Basic Scanning**] tab, select your template (example: **@JSmith**).

4. Select [**Start**]. Verify the scan job was successful by checking the **Scan Confirmation Report** (if enabled). When a file of the scanned image is ready, it appears in your workstation's scan repository (example: **/Scans**).

Additional Information

Xerox Customer Service welcomes feedback on all documentation - send feedback via e-mail to: USA.DSSC.Doc.Feedback@mc.usa.xerox.com.

You can reach Xerox Customer Support at 1-800-821-2797 (USA), TTY 1-800-855-2880 or at http://www.xerox.com.

Other tips about Xerox multifunction devices are available at the following URL: http://www.xerox.com/DocumentCentreFamily/Tips.

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