Customer Tips

... for the user

Scan Repositories

Purpose

This document defines and clarifies scan repository terminology for Document Centre and Work Centre Pro system administrators using:

- CentreWare 3.2 Network Scanning Services
- CentreWare 4.1 SP2 Network Scanning Services
- CentreWare 5.1 Network Scanning Services
- CentreWare 5.2 SP1 Network Scanning Services
- CentreWare 5.3 Network Scanning Services
- CentreWare 5.4 Network Scanning Services
- CentreWare 5.5 Network Scanning Services
- CentreWare Internet Services

This document also identifies the differences between repositories on the Document Centre and Work Centre Pro devices.

CentreWare Software Versions

- CentreWare 3.2 Network Scanning Services supports the DC 230/220.
- CentreWare 4.1 SP2 Network Scanning Services supports the DC 340/332/230/220.
- CentreWare 5.1 Network Scanning Services supports the DC 340/332/230/220 and the DC 265/255/240.
- CentreWare 5.2 SP1 Network Scanning Services supports the DC 340/332/230/220, the DC 440/432/420 ESS 2.xx.xx and the DC 480/470/460/265/255/240.
- CentreWare 5.3 Network Scanning Services supports the DC 340/332/230/220, the DC 440/432/425/420 (ESS 3.xx.xx and earlier) and the DC 490/480/470/460/265/255/240.
- CentreWare 5.4 Network Scanning Services supports the DC 340/332/230/220, the DC 440/432/425/420 (ESS 3.xx.xx and earlier), the DC 555/545/535, and the DC 490/480/470/460/265/255/240.
- CentreWare 5.5 Network Scanning Services supports the DC 340/332/230/220, the DC 440/432/425/420 (ESS 3.xx.xx and earlier), the DC 555/545/535, the DC 490/480/470/460/265/255/240, the WC Pro 32/40 Color, the WC Pro 65/75/90, and the WC Pro 35/45/55.

This document applies to these Xerox products:

X	WC Pro 40/32 Color
X	WC Pro 90/75/65
X	WC Pro 55/45/35
	WC Basic 55/45/35
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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The following table lists the release numbers of CentreWare software/utilities for each CentreWare version. To determine the CentreWare version number of a software application/utility listed below, open it and select **Help>About**.

Software/Utilities	CW 3.2	CW 4.1 SP2	CW 5.1	CW 5.2 SP1	CW 5.3	CW 5.4	CW 5.5
Scan Admin Wizard	1.00.29	4.02.06	n/a	n/a	n/a	n/a	n/a
Document Management Agent	1.00.22	4.02.06	n/a	n/a	n/a	n/a	n/a
Template Utility	1.00.25	4.02.06	n/a	n/a	n/a	n/a	n/a
Add Network Scanner Wizard	n/a	n/a	5.26.02	5.83.00	6.49.03	7.47.00	08.28.00
Desktop Scanning Utility	n/a	n/a	5.26.02	5.83.00	6.49.03	7.47.00	08.28.00
Xerox Network Scanners	n/a	n/a	5.26.02	5.83.00	6.49.03	7.47.00	08.28.00

n/a – Not Applicable

NOTE:
See the "Repository Definitions" section at the end of this document for more information about different types of repositories.

Repositories

A document repository is a file folder on a networked workstation or server that stores scanned images and data files. The Xerox multifunction device transfers data into the repository, but data does not move from the repository to the Xerox device.

To setup a repository, the administrator uses one of several interfaces to configure the Xerox device and the scan server. These interfaces are described below:

Local UI – The administrator uses this interface on the Xerox device to configure one default and up to four optional repositories (four optional repositories are only available on the DC 440/432/420/340/332/230/220). This interface is available at the Xerox device via the Access button and a Xerox device password. The configuration is saved to the Xerox device's hard drive and is available to walk-up users. Before the scan function is available, the administrator must create the repository and user name/password on the network scan server.

NOTE: Configuration of repository information at the local UI is not available on the DC 490/480/470/460 system software 19.02.xx, on the DC 555/545/535, or on the WC Pro devices.

CentreWare Internet Services – The administrator uses a Web browser on a client workstation or server and the Xerox device's embedded Internet server to access the Xerox device's home page and configure repositories. See the section "CentreWare Internet Services Repositories" later in this document, for additional information.

CentreWare Network Scanning Services – CentreWare Network Scanning Services enables the administrator to configure both the Xerox device and the network scan server. The local UI and CentreWare Internet Services do not create the repository on the scan server. CentreWare Network Scanning Services Wizard creates the repository on the scan server and configures the Xerox device to use that repository. See the sections "CentreWare 3.2 and 4.1 SP2 Network Scanning Services Repositories" and "CentreWare 5.1, 5.2 SP1, 5.3, 5.4, and 5.5 Network Scanning Services Repositories," for additional information.

Public versus Private Repositories

The administrator designates a repository as public or private. The user name and password of a public repository are stored by the Xerox device so that users are not required to enter them at the local UI. Private repositories require users to enter a password at the Xerox device's local UI prior to scanning a job.

NOTE: Private repositories are not available on the DC 555/545/535, the DC 490/480/470/460/265/255/240, or on the WC Pro devices.

CentreWare 3.2 and 4.1 SP2 Network Scanning Services Repositories

When using CentreWare 3.2 and 4.1 SP2 Network Scanning Services software to configure the scan server and create scan templates, many repository types are available. The administrator runs Scan Admin Wizard and designates one default repository and up to four alternate repositories. The administrator can also create remote, user and shared repositories.

Users create scan templates using the CentreWare Template Utility. While doing so, the user designates the repository where the scan jobs are sent. They can select a repository that the administrator already configured using CentreWare Scan Admin Wizard, or create a custom template that points to a remote location.

CentreWare 5.1, 5.2 SP1, 5.3, 5.4, and 5.5 Network Scanning Services Repositories

When using CentreWare 5.1, 5.2 SP1, 5.3, 5.4, or 5.5 Network Scanning Services software, the Xerox Network Scanners window is the starting point for all network scanning activities. The names of all Xerox scanners set up for network scanning are displayed in the window. If no scanners are configured for network scanning, only the Add Network Scanner icon appears in the window.

When a Xerox scanner is set up for network scanning (using the Add Network Scanner Wizard), the default repository is configured on the Xerox device. Remote repositories are replaced by the ability to direct the template to any existing network directory.

Designating "Other" Repositories

Users can also designate "other" repositories when creating scan templates. "Other" repositories are similar to custom repositories in CentreWare 3.2 and 4.1 SP2 in that they are designated when creating templates. Network information is only entered once for "other" repositories. After the network information for the "other" repository is added and assigned to a template, it is available to create additional templates.

CentreWare Internet Services Repositories

Using CentreWare Internet Services, administrators can designate one default and up to four alternate repositories (DC 440/432/425/420/340/332/230/220, DC 555/545/535, DC 490/480/470/460 (system software 19.02.xx), and WC Pro devices). Administrators can designate one default repository for a DC 490/480/470/460/265/255/240 (system software 19.01.xx and earlier).

Unlike CentreWare Network Scanning Services, templates created via CentreWare Internet Services are stored on the Xerox device and not on the scan server. The only way to access these templates (to add, change or delete) is via the CentreWare Internet Services user interface.

Directory path, username, and password information entered using CentreWare Internet Services is not created on the server. The filing directory and other network information must already exist prior to configuring the Xerox device.

NOTE: For more detail, see the information about Internet services in the documentation package delivered with each Xerox device.

DC 440/432/425/420/340/332/230/220

A user can designate a public or private repository for each template created. CentreWare Internet Services repository information is found in the Services tab under **File**>**Filing Destination**. If no changes are made, the template keeps the default repository settings. When a user selects the Public Repository, they can change from the default repository to one of the alternate repositories. When Private Repository is selected, users can manually add network server information for this template that points to a different filing location.

WC Pro 32/40 Color, WC Pro 65/75/90, WC Pro 35/45/55, DC 555/545/535, and DC 490/480/470/460 System Software 19.02.xx

A user can designate one of five public repositories for each template created. Templates are created via the CentreWare Internet Services user interface, in the **Services** tab, **Distribution Templates** (or **Scan: Distribution Templates**) window. When a template is created, it keeps the default repository settings, but users can change from the default repository to one (or more) of the alternate repositories. The WC Pro, DC 555/545/535 and DC 490/480/470/460 do not support private repositories.

DC 265/255/240 System Software 18.xx.xx and DC 480/470/460 System Software 19.01.xx or Earlier

Users can only designate one public repository for each template created. Repository information for each template created is found in the **Services** tab in the **Distribution Templates** window. The DC 480/470/460/265/255/240 (system software 19.01.xx or earlier) does not support alternate or private repositories.

Repository Definitions

The following paragraphs contain definitions for the different repository types.

Default Repository

The default repository is the directory indicated in the default template as the location to file scanned images. Configure the Xerox device portion of this type of repository in one of the following ways:

- manually, using the Document Centre user interface (DC 440/432/425/420/230/220 only)
- using the CentreWare Internet Services user interface
- using the CentreWare 3.2 and 4.1 SP2 Scan Admin Wizard
- using CentreWare 5.1, 5.2 SP1, 5.3, 5.4, or 5.5 Add Network Scanner Wizard

Templates created with CentreWare Scanning Services and CentreWare Internet Services can use the Default repository. The CentreWare Add Network Scanner Wizard or Scan Admin Wizard creates the directory structure "\cw_scan\data\system\public" on the scan server - the default repository folder.

Alternate Repository – WC Pro 32/40 Color, WC Pro 65/75/90, WC Pro 35/45/55, DC 440/432/425/420/340/332/230/220, DC 555/545/535 and DC 490/480/470/460 System Software 19.02.xx Only

An alternate repository is a public repository located on the same server as the default repository or on another server (called **Backup** repositories in CentreWare 3.2 Network Scanning Services). Configure the Xerox device portion of this type of repository in one of the following ways:

- manually, at the Document Centre user interface (DC 440/432/425/420/230/220 only)
- using the CentreWare Internet Services user interface
- using CentreWare Network Scanning Services Add Network Scanner Wizard or Scan Admin Wizard

Administrators can associate a separate username and password for each of the alternate repositories.

Remote Repository – CentreWare 3.2 and 4.1 SP2 Only

This type of repository is a scanned file directory located outside the scanned directory structure (\CW_SCAN) on the scan server. It may be located on the same physical client as the scan server or on a different client. Only the Scan Admin Wizard can configure these repositories.

User Repository

A user repository is a public repository located on the same server and volume as the default repository. CentreWare Network Scanning Services creates this type of repository. It is named after the user's network login ID and the scan user is assigned appropriate permissions to it.

In CentreWare 3.2 and 4.1 SP2, administrators use Scan Admin Wizard to create folders (such as "\cw_scan\data\users\<username>") for each scan user. Scan Admin Wizard creates user repositories by selecting current Bindery or NDS user objects. Scan Admin Wizard does not use Windows or UNIX accounts when creating user repositories. The administrator manually enters Windows or UNIX user account names to create user repositories, but they must ensure users have the correct rights to their user repository folders.

In CentreWare 5.1, 5.2 SP1, 5.3, 5.4, and 5.5, an administrator creates user folders for each scan user by selecting current Bindery or NDS user objects for current Novell NetWare or Windows user accounts. When "Other FTP" is selected as the server operating system of the scan server, user folders are created for each scan user by manually entering the user account names. Administrators configuring the scan server on an "Other FTP" server operating system must ensure scan users have the correct permissions to their user repository folders.

Group/Shared Repository

A group or shared repository is a public repository created by CentreWare Network Scanning Services located on the same scan server as the default repository. CentreWare creates a folder (such as \cw_scan\data\shared\<group(shared) folder name>) and grants members of the group access to the group folder to retrieve scan jobs sent to that folder.

CentreWare 3.2, 4.1 SP2, 5.1 and 5.2 SP1

To create a repository in these versions of CentreWare, an administrator selects the Group (Shared) option, creates a group folder name and adds current NetWare or Windows user accounts to the group. This method is analogous to that available with network utilities, such as NetWare (NWAdmin) or Microsoft (User Manager), where the administrator creates groups and adds users to the groups with permissions to access the group repository.

CentreWare 5.3, 5.4, and 5.5

This repository is created by selecting the Group option and adding current NetWare or Windows groups. An administrator adds existing groups to create scan user folders for each member of the group. Unlike previous versions of CentreWare, the Group option in CentreWare 5.3, 5.4, and 5.5 does not add new groups to your existing network setup. An administrator uses network utilities (for example, NW Admin or User Manager) to create the scan user group(s) prior to adding the group(s) in CentreWare.

Custom Repository – CentreWare 3.2 and 4.1 SP2 Only

A custom repository is a CentreWare private repository an administrator creates using the Template Utility. To create a custom repository for a CentreWare template, the administrator accesses the **Scan Repository** tab in the Template Utility and selects [**Custom Repository**]. They select the appropriate server and enter the necessary information. Every field must have an entry. If there is no path to the custom repository, the administrator enters a slash (/) in the Destination field. After all custom repository information is entered and the template information is saved, the administrator assigns the custom repository to that template only.

Other Repository – CentreWare 5.x Only

The Other repository is a CentreWare repository created using the Distribution Template utility. Other repositories used with a WC Pro device, a DC 555/545/535 or a DC 490/480/470/460/265/255/240 require the same login ID and password as the default repository. For more information, see "CentreWare 5.1, 5.2 SP1, 5.3, 5.4, and 5.5 Network Scanning Services Repositories" earlier in this document.

Inbox Repository – CentreWare 5.x Only

Inbox is a scan repository used to process distributed documents. The Distribution Server monitors this repository for the arrival of scanned documents and distributes the documents to the destination specified in the template. The Inbox repository and the Distribution Server are used to distribute email jobs, scans to multiple repositories and OCR jobs.

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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