DC Tips

... for the user

Scan to File on a Macintosh Using AppleShare IP 6.3

Purpose

The intent of this document is to provide the user with instructions for using the scan to file operation from a Document Centre to a Macintosh environment using AppleShare IP 6.3. AppleShare IP is a file sharing, FTP, Web, mail and print services tool that runs on the Macintosh platform. This document only covers scanning using TCP/IP in the Apple environment. Novell NetWare and Microsoft Networking name services for Macintosh are not discussed. This document does not address setup and configuration of Appleshare IP 6.3 software.

For additional information about the Macintosh scan to file function using other software packages refer to the DC Tip *Scanning to a Macintosh Scan Repository*.

NOTE: This document was co-authored by Document Centre Technical Support Operations and the Lewisville Customer Support Centre.

Prerequisites

The instructions in this document assume that you:

* Understand how to navigate in the Macintosh environment.

* Have TCP/IP installed and configured on the Macintosh client.

* Have installed AppleShare IP 6.3 on the Macintosh client and enabled FTP services.
  NOTE: To install AppleShare IP 6.3 and enable FTP service, refer to the AppleShare IP 6.3 installation guide included with the software.

* Enable TCP/IP and HTTP services on your Document Centre and configure them. For additional instructions about how to configure your Document Centre, please refer to the administrator's documentation included with your Document Centre.

This document pertains to these Xerox products:

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x	DC 555/545/535 ST
x	DC 490/480/470/460 ST
x	DC 440/432/425/420 ST
x	DC 340/332 ST
x	DC 265/255/240 ST
x	DC 230/220 ST
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How to Configure AppleShare IP 6.3 for Scanning

1. Create a new folder to store scanned files. If you create the folder under the root of the hard drive, the scanned documents are easy to find.

   Example: call the folder "Scans"

   NOTE: Record the path to the scan directory to use later when you create the template on your Document Centre.

2. Under the Apple menu, select **[AppleShare IP Admin > Mac OS Server Admin]** as shown below.
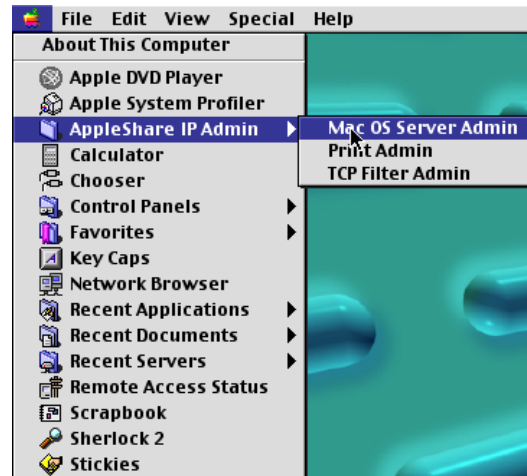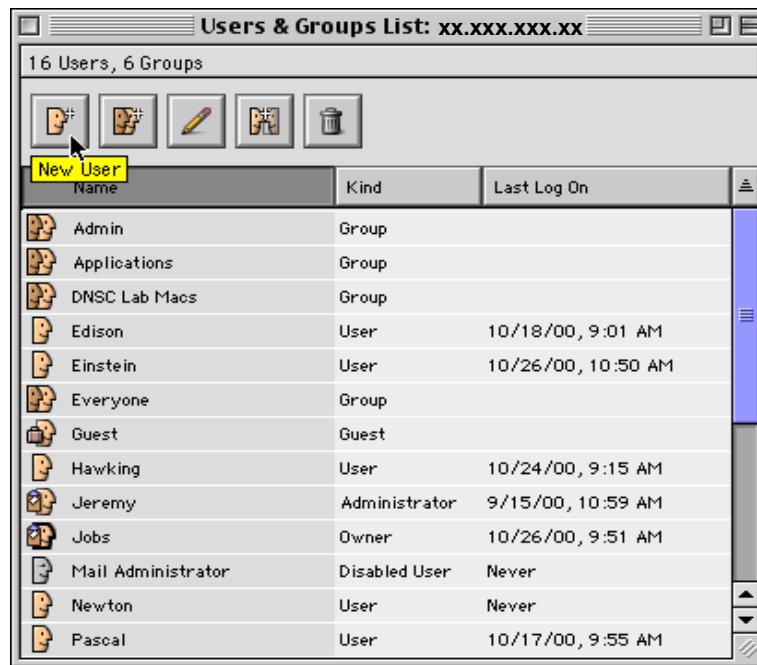

3. Login to the AppleShare IP server as an administrator.

   NOTE: Refer to the Appleshare IP 6.3 documentation for information about setting up administrator logins.

4. On the Server Admin toolbar, select [**Users & Groups**] (as shown below), then [**Show Users & Groups List**].
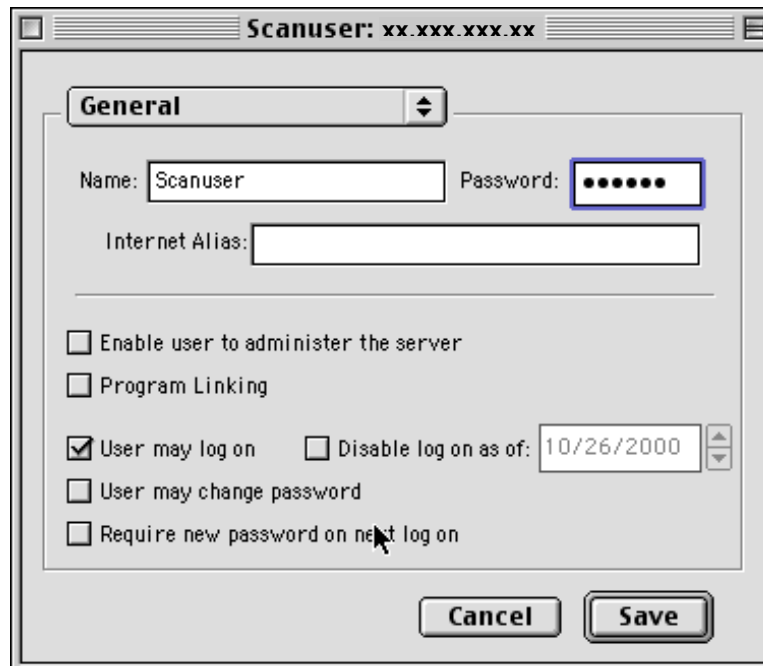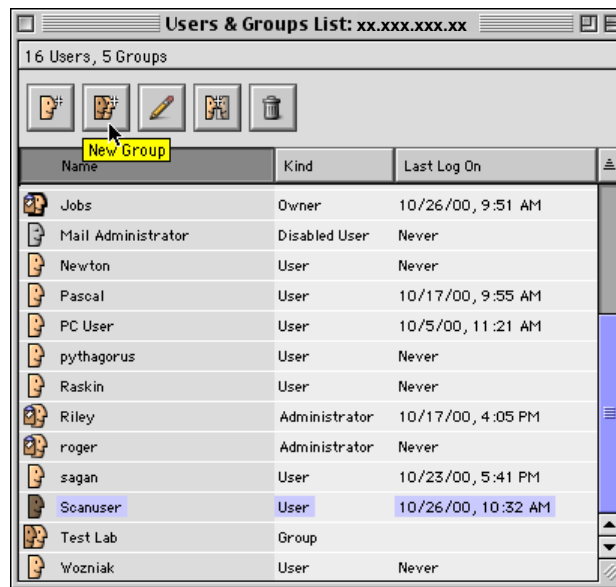
5. Click [**New User**].

6. Create a new user for the Document Centre printer so it can log into the FTP server (provided by AppleShare IP). Enter a password. Make sure that [**User may log on**] is selected, and [**User may change password**] and [**Require new password on next login**] are not selected.

    Example: call the user "scanuser"
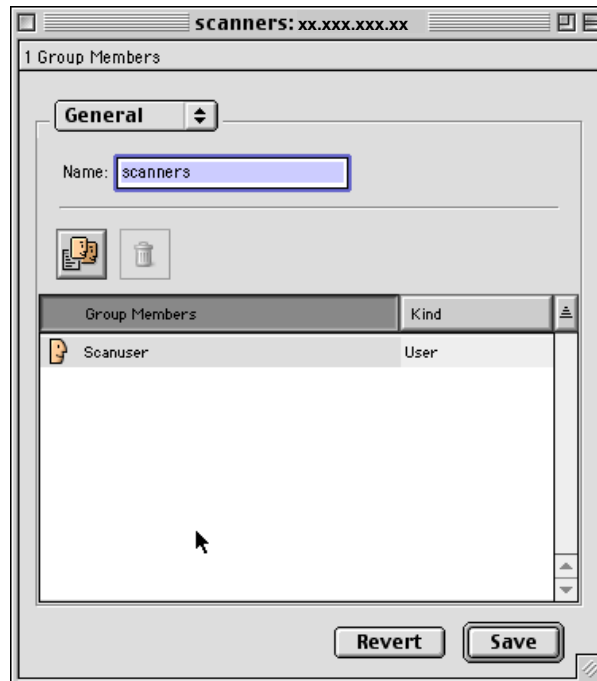
    use "xerox" as the password

7. Click on the [**New Group**] button.

8. Create a new group for scanning purposes.

   Example: call the group "scanners"

   Select [**Save**]. Double-click the "scanners" group to re-open it. Drag the "Scanuser" into the "scanners" window. Select [**Save**] and close the window.

9. On the Server Admin toolbar, select [**Privileges:Set Privileges**].

10. Browse to the scan folder you created in step 1 and select [**Choose**].

11. On the Server Admin toolbar, select [**Users & Groups:Show Users and Groups**]. Make sure you can see both the [**Users & Group**] list as well as the [**Access Privileges: Scans**] window.

12. Verify that [**Scan this item and its contents**] is selected.

13. Drag the "Scanuser" to the [**Owner**] box.

14. Drag the "scanners" group to the [**User/Group**] box. Make sure both have Read/Write access for a user and User/Group. Close the window.

The process to set up the FTP server in AppleShare IP for scanning is complete.

Setting Up the DC 555/545/535 ST

The DC 555/545/535 does not have private repositories; it has only public repositories. (For more information, see the Document Centre documentation.) 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** link.

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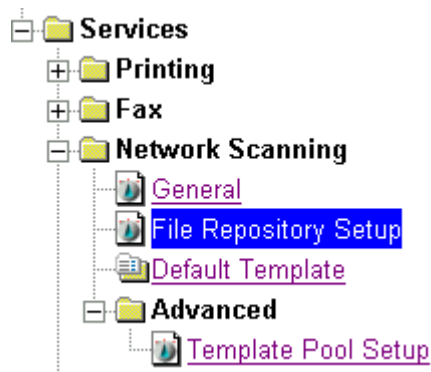
7. Click [**Edit**] under **Default File Destination** and enter/select the following:

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 workstation running War FTP (recorded in the "Setting Up Your Workstation" section, step 6). Port is set to 21 by default.

Document Path:	The path to the scan directory on the FTP server (Example: *Scans*).
	NOTE: To indicate more than one folder in the path to the scan directory, only use the forward slash (Example: */scans/scan1*). The Document Centre cannot translate backward slashes and the scan job will fail.
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. Click [**Apply**]. An **Enter Network Password** box may appear. If so, enter the Document Centre's Admin user name and password. Click [**OK**].

9. Select the **Services** tab.

10. Select **Scan > Distribution Templates**.

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

CentreWare Internet Services Menu Bar, Services tab for the DC 555/545/535 ST

12. Enter the following information:

Template Name:	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*) – *optional field*

Click [**Add**]. 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 by selecting your template name and changing 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. On the control panel, select **Features**. On the touch screen select **Network Scanning** (you may need to select **All Services** to display Network Scanning).

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*).

Setting up the DC 440/432/425/420/340/332/230/220 ST

On the Document Centre, create a template to scan to the FTP server.

1. From the Document Centre user interface, verify TCP/IP is enabled and configured. (Refer to the Document Centre's 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. 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.

The CentreWare Internet Services menu, Services tab for the DC 440/432/425/420/340/332/230/220 ST

6. Enter the following information:

   Name: Your user name or the name you wish to call the template (Example: *Jsmith*) – **required field**

   Description: A description of the template – **optional field**

   Owner: 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 and 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*)

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Path to Document:	The path to the scan directory on the FTP server (Example: *Scans*)

NOTE: To indicate more than one folder in the path to the scan directory, you may use forward or backward slashes (for example, *scans/scan1* or *\scans\scan1*). The Document Centre changes all slashes to forward slashes before the settings are applied.

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

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

2. Select **Features** on the control panel and the **Scan** tab on the touch screen.

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*). Then 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*).

# Setting Up the DC 490/480/470/460/265/255/240 ST

The DC 490/480/470/460/265/255/240 does not have private repositories. It only has one public repository. (For more information, see your Document Centre's system administration guide.) Use the following procedure to set up scanning on the DC 490/480/470/460/265/255/240 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 your Document Centre's 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** link.

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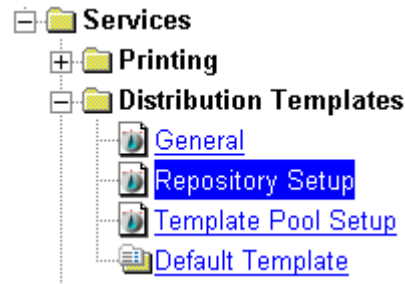
7. On the right side under **Repository Setup**, enter/select the following:

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*).
	NOTE: To indicate more than one folder in the path to the scan directory, only use the forward slash (for example, *scans/scan1* or */scans/scan1*). The Document Centre cannot translate backward slashes and the scan to file will fail.
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 a Document Centre's administrator username and password. Select [**OK**].

9. Select the **Services** tab.

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

The CentreWare Internet Services Menu Bar, Services tab for the DC 490/480/470/460/265/255/240 ST

11. Select **[+] new** to create a new scan template (see above).

12. Enter or select the following information:

Name:	Your user name or the name you wish to call the template (Example: *JSmith*) – *required field*
Description:	A description of the template – *optional field*
Owner:	Your name (Example: *JSmith*) – *optional field*
Confirmation Sheet:	Check to generate a report that contains the status of scanned images – *enable recommended*
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.

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

14. 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**].

15. 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*). **NOTE:** To indicate more than one folder in the path to the scan directory, only use the forward slash (for example, *scans/scan1* or */scans/scan1*). The Document Centre cannot translate backward slashes and the scan to file will fail.
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 only available on the DC 480 ST)

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

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

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

2. On the control panel, select **Features**. On the touch screen select **Network Scanning** (you may need to select **All Services** to display Network Scanning).

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's Document Centre Technical Support Operations 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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