Customer Tips

... for the user

Scanning to a Mac OS X Repository

Purpose

This document describes how to scan to a repository on a Mac OS X computer from a Xerox multifunction device. This document covers scanning via FTP in the Mac OS X environment only. Setting up the Xerox device for scanning, and scanning a document to a Macintosh repository are also discussed.

Note: Mac OS X version 10.1.5 and 10.2 were used to conduct testing for this document.

Overview

To scan from a Xerox device, you must access a remote storage directory, known as a scan repository. If that repository resides on a Mac OS X computer, enable FTP services to allow remote access. The Macintosh OS X includes native FTP services so that you do not need third party FTP software.

Setting Up FTP

Providing FTP Access

This section provides the method to set up the FTP server used to transfer files from the Xerox device to the Scan Repository residing on the Macintosh computer. For a repository residing on a Mac OS X computer, FTP services must be enabled for remote access.

1. Select **System Preferences** from the Apple menu.
2. In the **Internet & Network** section, select [**Sharing**].
3. In the **File & Web** tab (**Services** tab in v10.2), select [**Allow FTP Access**].

Continue with the procedure in the next section before you close System Preferences.

Adding a User

1. Select [**Show All**] to display **System Preferences** again.
2. In the **System** section, select [**Users**] (select [**Accounts**] in v10.2).

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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3. In the **Identity** tab (**Users** tab in v10.2), click [**New User**]. Enter the following information (examples shown):

    Name: Xerox device user

    Short Name: xduser

4. Select the **Password** tab. Type a password for the new user and confirm the password. Click [**OK**].

5. Close **System Preferences** (⌘   + Q).

Note: In v10.2, the **New User** and **Password** fields are on the **Users** tab.

Each person who logs into the Mac OS X computer has a home folder inside the Users folder on the hard disk. The home folder is where the Xerox device logs in to the FTP session to transmit scan jobs.

Creating a Scan Folder

Although you can file scan jobs directly to the Xerox device's user home folder, you may want to create a folder off the user home folder to store scanned images. Use the following steps to create this folder.

1. Log off the Mac OS X computer.

2. Log back on to the Mac OS X computer using the Xerox device's user account you created in step 3 of "Adding a User" (example: xduser).

3. On the top menu bar, select **Go > Go to Folder**.

4. Type the ~ (tilde) character immediately followed by the Xerox device's user account (example: ~xduser) and select [**Go**]. This opens the Users/<username> folder.

5. Select **File** > **New Folder**. Enter a folder name (example: scans) and press the **Return** key. You have created a subfolder called "scans" off your Xerox device's user home folder (example: Users/xduser/scans).

Testing the FTP Setup

Ensure FTP is working properly by following these steps:

1. Go to **Hard Drive > Applications > Utilities > Terminal**. Double-click on the **Terminal** icon.

2. At the command prompt, type the following and press the **Return** key:

    `ftp    <IP address of the Mac OS X computer>`

3. At the user name prompt, enter the user you created in step 3 in the "Adding a User" section earlier in this document, and press the **Return** key.

4. At the password prompt, enter the password you created in step 4 in "Adding a User," and press the **Return** key. You are now logged in to an FTP session.

5. At the ftp> prompt, type `pwd` and press the **Return** key to access the user's home folder, Users/<username>.

6. If the login is successful, type `cd <directory name>` (example: cd scans) and press the **Return** key to change the directory to the one you created in step 5 of "Creating a Scan Folder," earlier in this document.

7. Type `mkdir <temporary directory name>` and press the **Return** key to verify you have write access to the repository folder. If successful, your FTP setup is complete. Type `rmdir <temporary directory name>` and press the **Return** key to remove the temporary directory you just created.

8. Type `quit` and press the **Return** key to end your FTP session.

9. Close the **Terminal** window.

Configuring the WC Pro 32/40 Color, 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 devices.

Note: The WC Pro may require that you enter the Admin user name and password during this procedure.

Creating a WC Pro 32/40 Color, WC Pro 65/75/90, or WC Pro 35/45/55 Scan Template

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

2. Record the TCP/IP address of the WC Pro here: ___.___.___.___

3. Verify HTTP is enabled on the WC Pro.

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

5. Select the **Properties** link or tab.

6. Select [**Services > Network Scanning > File Repository Setup**] on the left side of the **Properties** tab.
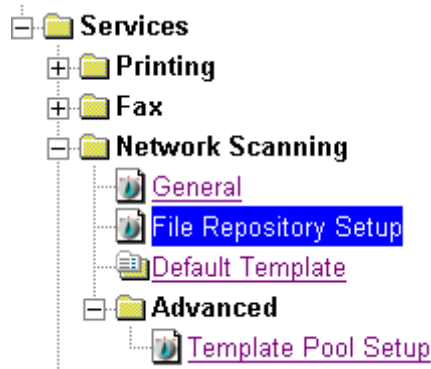

7. Select [**Add**] or [**Edit**] under **Default File Destination** and enter/select the following:

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 Mac OS X computer. Port is set to 21 by default.
Document Path:	The path to the scan directory in the Xerox device's user home folder (example: scans).
Login Name:	The Xerox device user you created in step 3 of "Adding a User" (Example: xduser)
Password:	The password you entered in step 4 of "Adding a User."
Retype Password:	Enter the password again.

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

9. Select the **Scan** link or tab.

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

11. Enter or select the following information:

Template 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: Jane Smith). – *optional field*

Select [**Apply**]. Your new template appears under the Distribution Templates on the left side of the **Scan** tab.
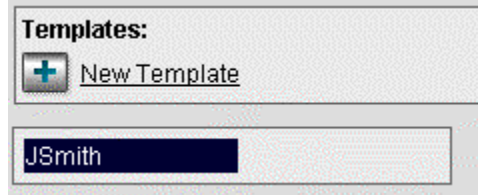
If you wish, you can edit the default settings of the scan template by selecting your template name and changing options. Some options include enabling/disabling the Scan Confirmation Report, changing the document format (TIFF, MultiTIFF, PDF), or changing the filing policy (New Auto Generate, Overwrite, New Exact, Append).

Scan Using the WC Pro 32.40 Color, WC Pro 65/75/90, or WC Pro 35/45/55

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

2. Select **All Services** on the local user interface and **Network Scanning**.

3. On the **Refresh Destinations** tab, select [**Update Template List**].

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

5. 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: /Users/xduser/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.

Note: The Document Centre may require that you enter the Admin user name and password during this procedure.

Creating a DC 555/545/535 ST Scan Template

1. Use the Document Centre local 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 a workstation to enter the TCP/IP address of the Document Centre (recorded in step 2), and access the CentreWare Internet Services home page.

5. Select the **Properties** link or tab.

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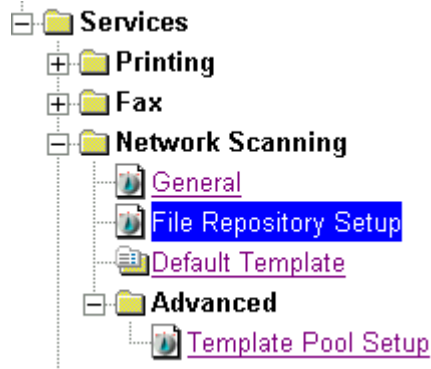
7. Select [**Add**] under **Default File Destination** and enter/select the following:

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 Mac OS X computer. Port is set to 21 by default.
Document Path:	The path to the scan directory in the Xerox device's user home folder (example: scans).
Login Name:	The Xerox device's user you created in step 3 of "Adding a User" (Example: xduser)
Password:	The password you entered in step 4 of "Adding a User."
Retype Password:	Enter the password again.

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** link or 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:	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: Jane Smith). – *optional field*

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 by selecting your template name and changing options. Options include: enable/disable the Scan Confirmation Report, change the document format (TIFF, MultiTIFF, PDF), or change the filing policy (New Auto Generate, Overwrite, New Exact, Append).

Scan Using the DC 555/545/535 ST

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

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

3. On the **Refresh Destinations** tab, select [**Update Template List**].

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

5. 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: /Users/xduser/scans).

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

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

Note: The Document Centre may require that you enter the Admin user name and password during this procedure.

Creating a DC 440/432/425/420 ST, DC 340/332 ST, and DC 230/220 ST Scan Template

1. From the Document Centre local user interface, 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 that HTTP is enabled on the Document Centre.

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

5. Select the **Properties** link or tab.

6. Select [**Services : Stored Templates : Repository Setup**] on the left side of the **Properties** tab.
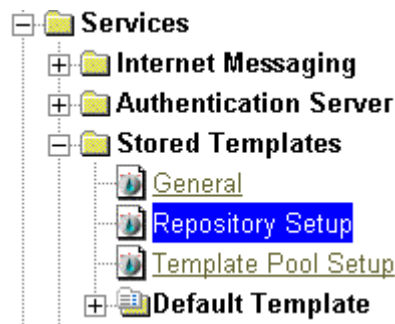
7. Enter the filing information for the Mac OS X repository:

Repository List:	default
Protocols:	TCP/IP
File Server IP Address:	The IP address of the Mac OS X computer.
Directory Path:	The path to the scan directory in the Xerox device's user home folder (example: scans).

Login Name:	The Xerox device's user you created in step 3 of the "Adding a User" section earlier in this document (example: xduser)
Password:	The password you entered in step 4 of "Adding a User."

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

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

10. 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*

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

If you wish, you can edit the default settings of the scan template by selecting File under your template name. On the right side of the window, you can change options such as enable/disable the Confirmation Report, change the document format (TIFF, MultiTIFF, PDF), or change the filing policy (New Auto Generate, Overwrite, New Exact, Append).

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

1. Place the image face down on the Document Centre's glass or face up 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 [**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 your workstation's scan repository (example: /Users/xduser/scans).

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

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

Note: The Document Centre may require that you enter the Admin user name and password during this procedure.

Creating a DC 490/480/470/460 ST and DC 265/255/240 ST Scan Template

1. Use the Document Centre local 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 a workstation to enter the TCP/IP address of the Document Centre (recorded in step 2), and access the **CentreWare Internet Services** home page.

5. Select the [**Properties**] link or tab.

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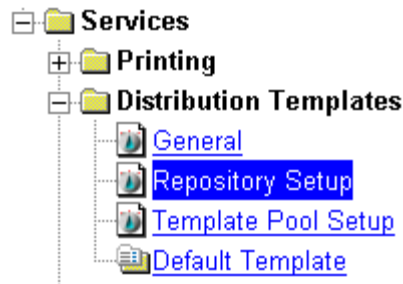
7. On the right side under **Repository Setup**, enter/select the following:

Repository List:	Document Repository 0
Protocols:	TCP/IP
File Server IP Address:	The IP address of the Mac OS X computer. Port is set to 21 by default.
Directory Path:	The path to the scan directory in the Xerox device's user home folder (example: scans).
Login Name:	The Xerox device user you created in step 3 of the "Adding a User" section earlier in this document (example: xduser).
Password:	The password you entered in step 4 of "Adding a User."
Retype Password:	Enter the password again.

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 or link.

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

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

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*
Suppress 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.

If you wish, you can edit the default settings of the scan template by selecting your template name and changing options. Options include: enable/disable the Scan Confirmation Report, change the document format (TIFF, MultiTIFF, PDF), or change the filing policy (New Auto Generate, Overwrite, New Exact, Append).

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

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

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

3. On the **Network Scanning** tab, select [**Update Template List**].

4. Select your template (example: @JSmith), then 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: /Users/xduser/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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