

Customer Tips

dc06cc0385
April 3, 2006

... for the user

Windows Internet Information Services FTP Scanning

Purpose

This document contains the procedures to set up scanning on the following devices using FTP:

- Windows 2000 or XP workstation
- Windows 2000/2003 non-domain server

The document includes the following sections:

- Installing Windows Internet Information Services – You must install Internet Information Services (IIS) to have access to FTP.
- Configuring the FTP Service – Use one of the methods in the following list to configure FTP.
 - Using ftproot
 - Using a Virtual Directory
- Setting Up the Local User – This section describes how to create a local user the Xerox device uses to logon to the scan repository.
- Testing the FTP Connection – Use the user you create to access the scan repository and test the FTP connection.
- Setting Up Scanning on the Xerox Device – Use the device's Web UI to set up scanning on the device.

Note: Use this Customer Tip as a guide -- every network is different. This document may not apply to your environment, but should provide enough information to setup scanning on your network.

Prerequisites

The instructions in this document assume you understand how to navigate in the Windows 2000/XP environment and have some knowledge of FTP scanning. To follow these instructions you need:

- Administrative access to the workstation or server.
- IP address for the workstation where the repository is to reside.
- i386 files located on your Windows installation disk.

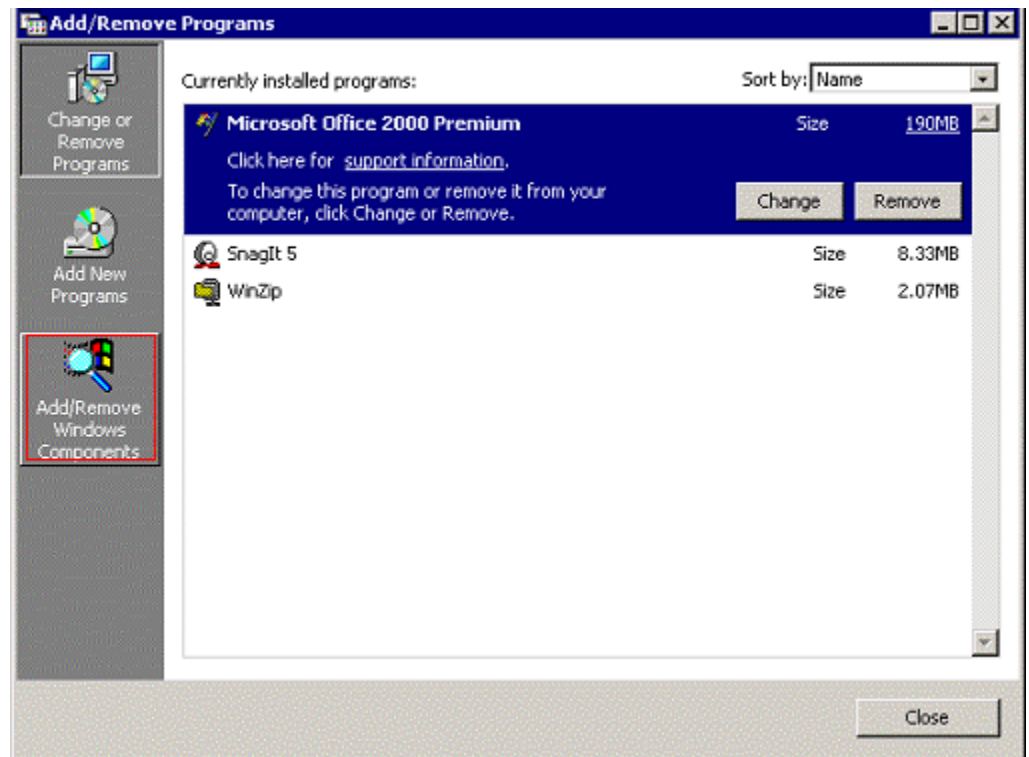
This document applies to these Xerox products:

x	WC Pro 232/238/245/255/265/275
x	WC Pro C2128/C2636/C3545
x	WC Pro 165/175
	WC M165/M175
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

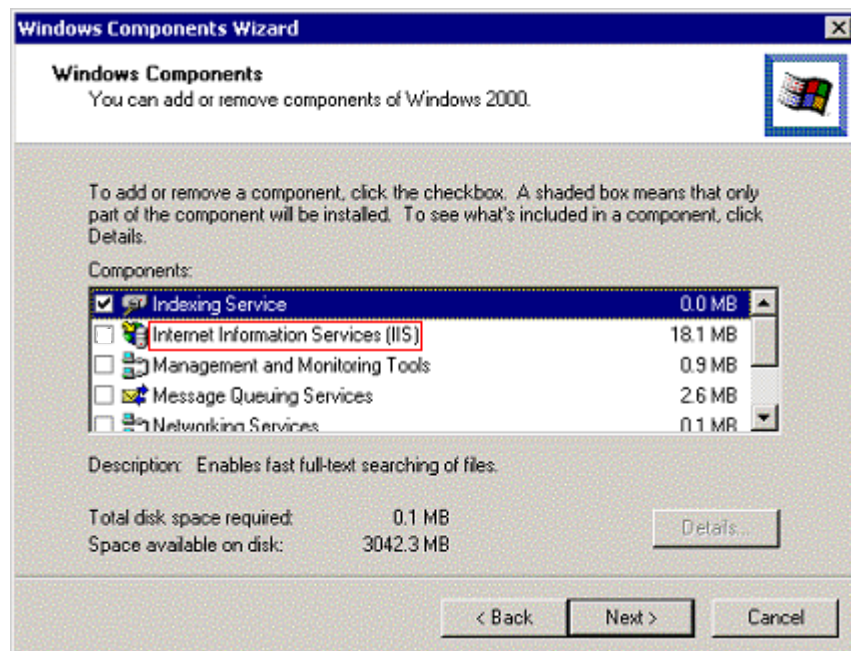
Installing Windows Internet Information Services

Configure Windows Internet Information Services (IIS) to have access to FTP.

1. Select **Start>Settings>Control Panel**.
2. Select **Add/Remove Programs**.
3. Select **Add/Remove Windows Components**.

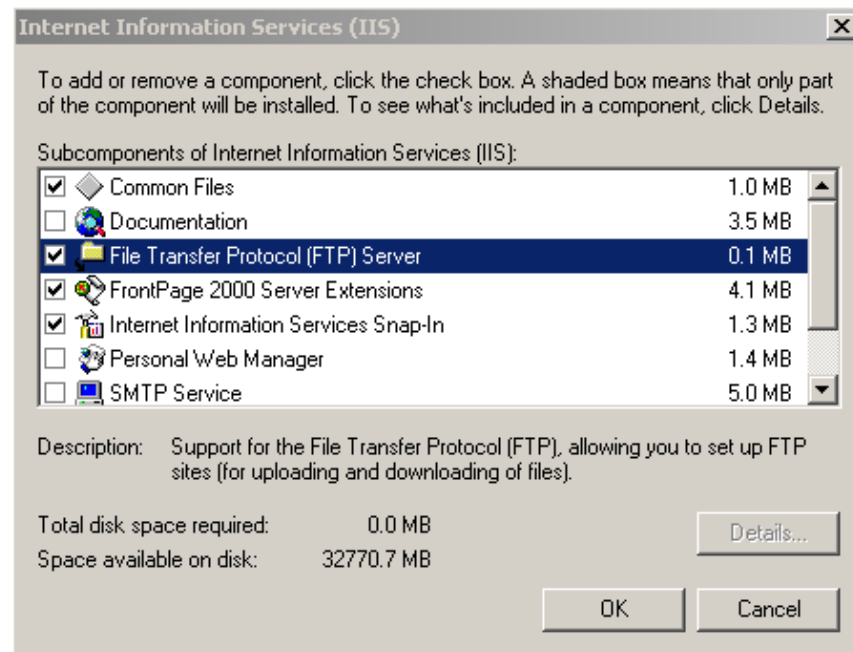


4. Highlight the **Internet Information Services (IIS)** and verify the box is not checked. If so, uncheck it. Click **Details**.



5. On the next screen check **File Transport Protocol (FTP) Service**, click **OK**, and complete the wizard.

Note: When prompted, browse to the i386 folder on your Windows installation disk to install the files required.



Configuring the FTP Service

Use either `ftproot` or a virtual directory to set up FTP. The choice depends on your organizational requirements. If `ftproot` is acceptable as the location of your files, follow the instructions in "Using `ftproot`." If you want a separate directory for scans, follow the instructions in "Using a Virtual Directory."

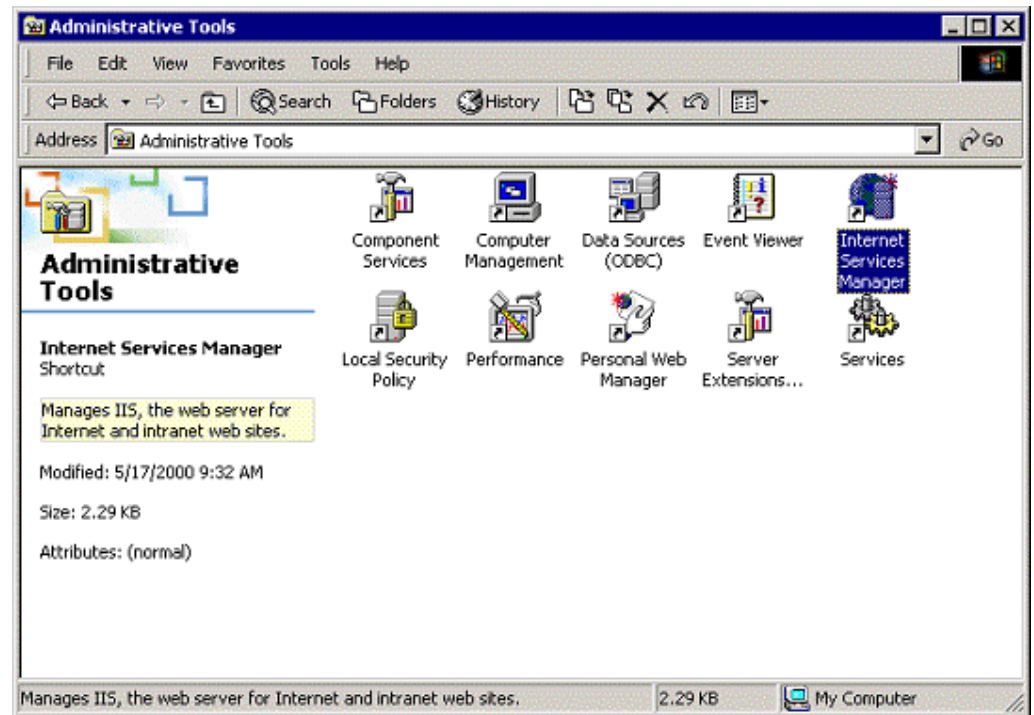
Using `ftproot`

1. Select **My Computer**, **Control Panel**, and open **Administrative Tools**.

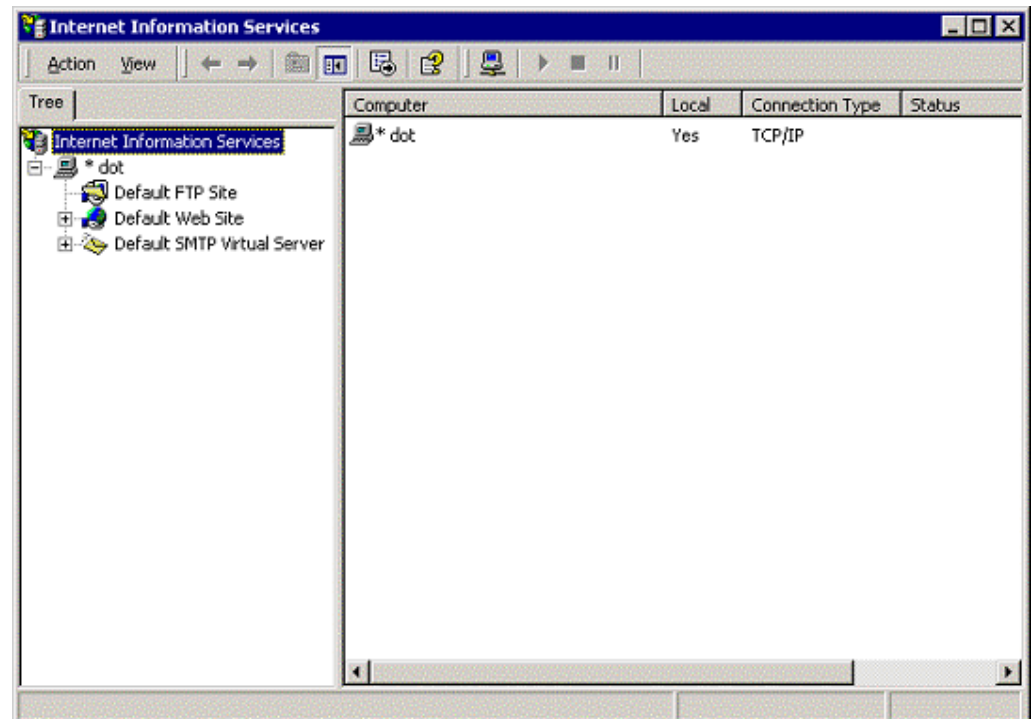


2. Select **Internet Services Manager**.

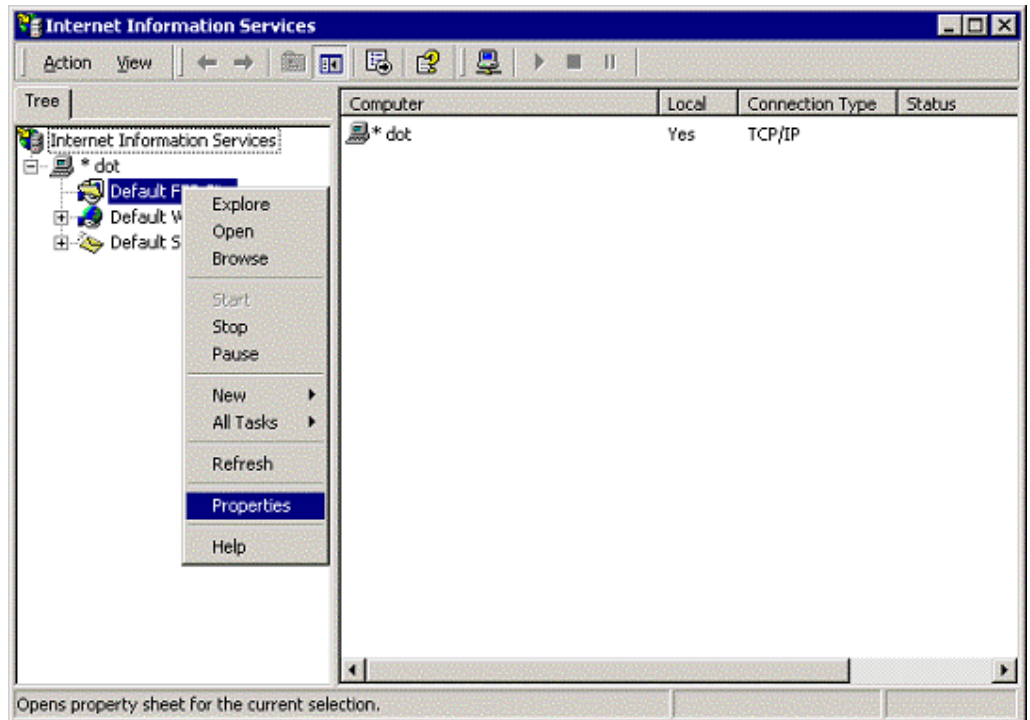
Note: In some Windows versions, the title is **Internet Information Services**.



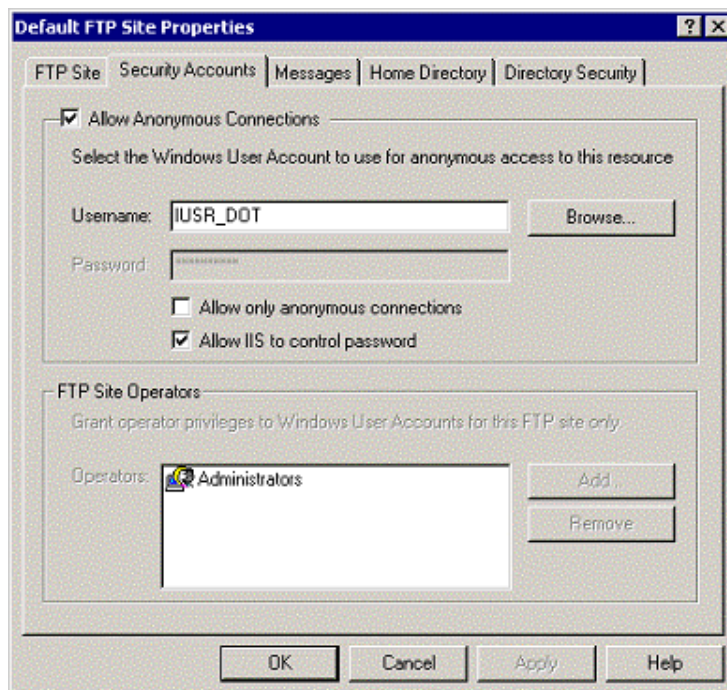
3. A screen similar to the following one appears.



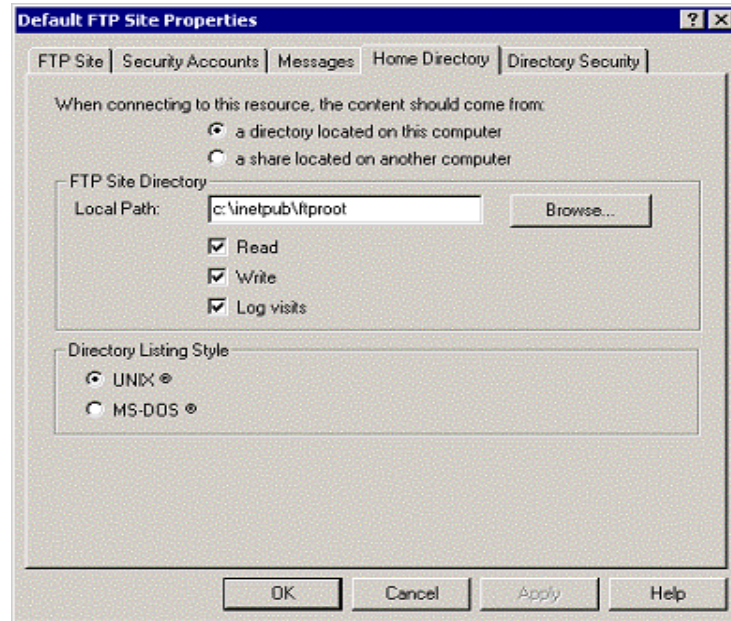
4. Right click on **Default FTP Site** and select **Properties** (you may have to expand the local computer or FTP sites).



5. Select the **Security Accounts** tab. If you wish, uncheck **Allow Anonymous Connections**, as it is not necessary when scanning from the Xerox multifunction device. Verify the **Allow only anonymous connections** box is unchecked.

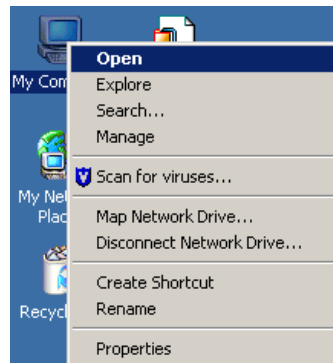


6. Select the **Home Directory** tab. Select the **a directory located on this computer** radio button. The **Local Path** field contains **c:\inetpub\ftproot**. Check **Read** and **Write**. Select **Directory Listing Style** as **UNIX**. Click **OK**.

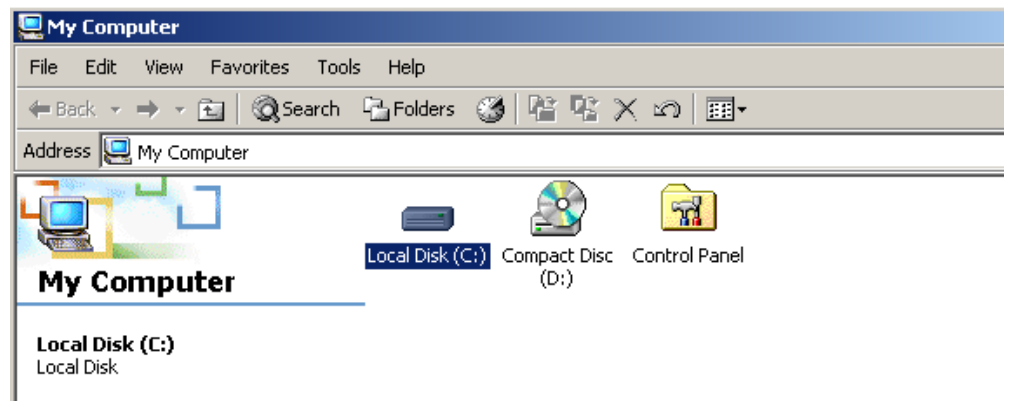


Creating a Virtual Directory

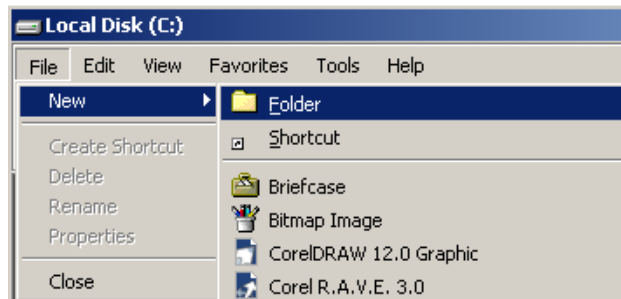
1. Right click **My Computer**. Select **Open**.



2. Double click on the drive where the scan folder is to reside.



3. Select **File>New>Folder**

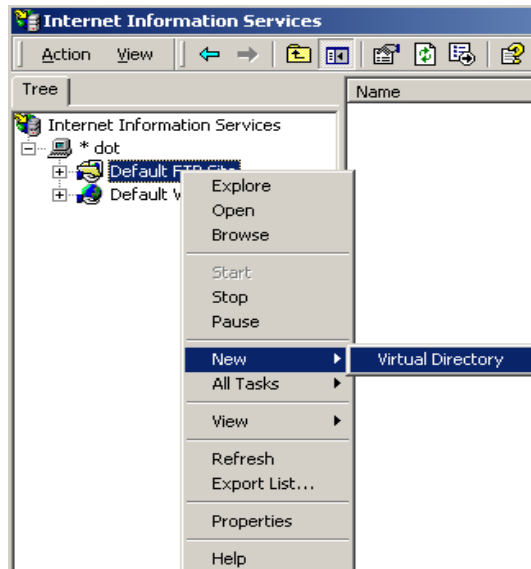


4. Enter a folder name, for example **Scans**. Close the window.

Note: This folder becomes the virtual directory.



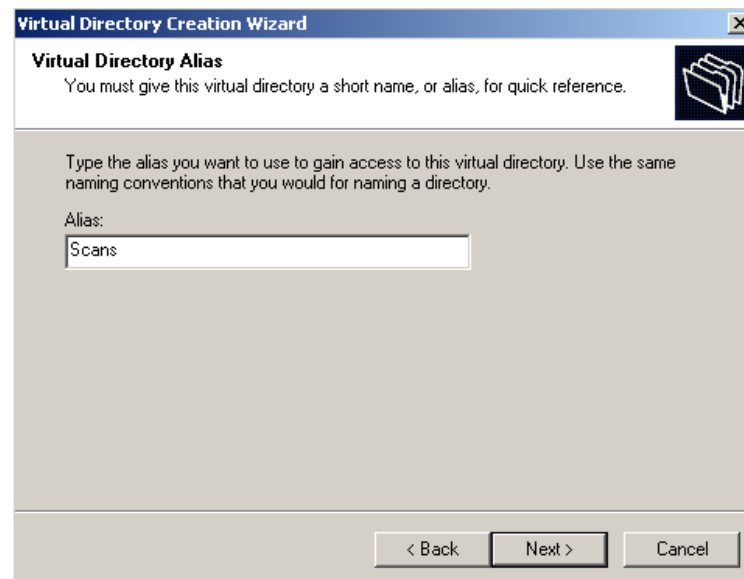
5. Follow steps 1 through 3 in "Using ftproot" earlier in this document, to access the **Internet Information Services**. Right click **Default FTP Site**. Select **New>Virtual Directory**.



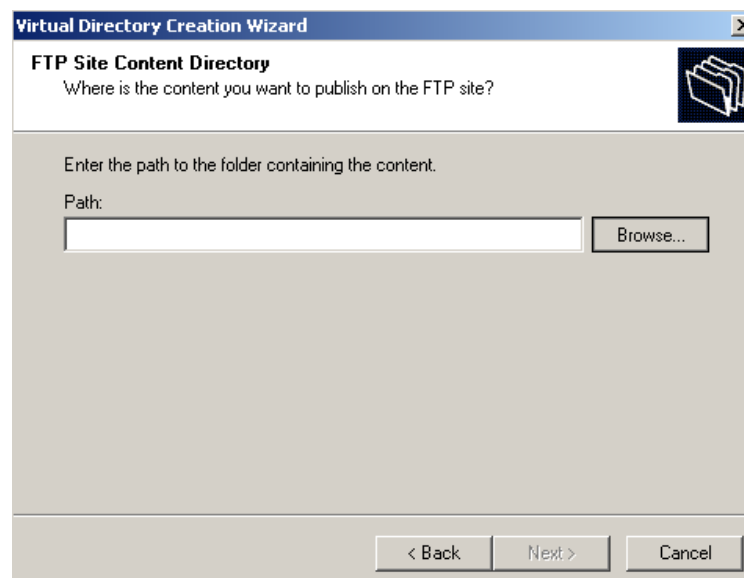
6. When the wizard appears click **Next**.



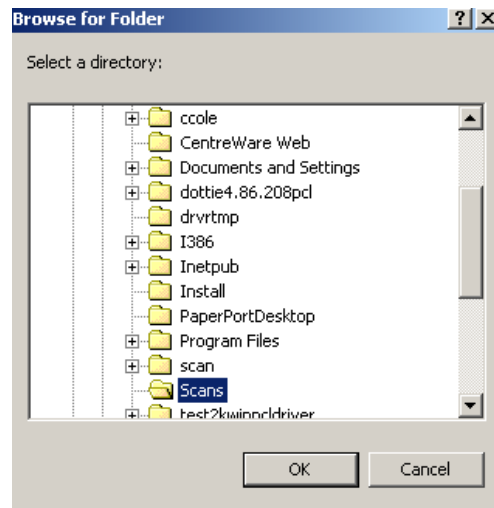
7. In the **Alias** box, enter the name of the folder you created in step 4 (for example **Scans**). Click **Next**.



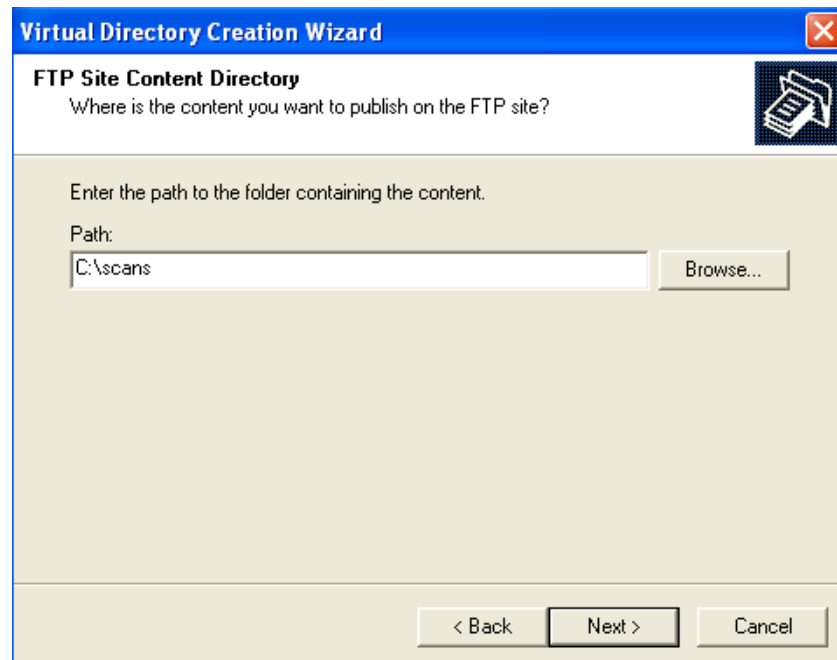
8. Click **Browse** and navigate to the folder you created in step 4 (for example **Scans**).



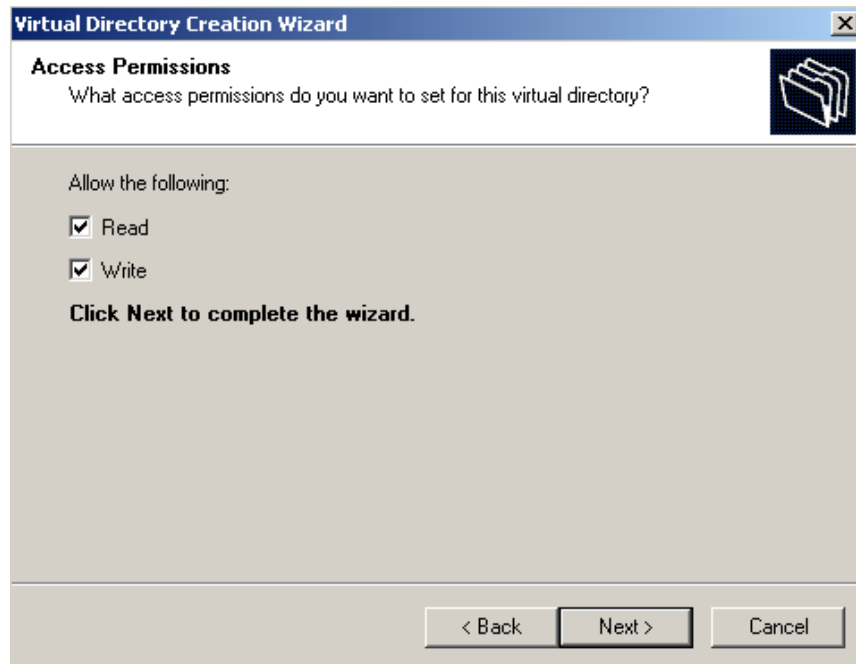
9. Highlight the folder you created in step 4 (for example, **Scans**). Click **OK**.



10. Click **Next**.

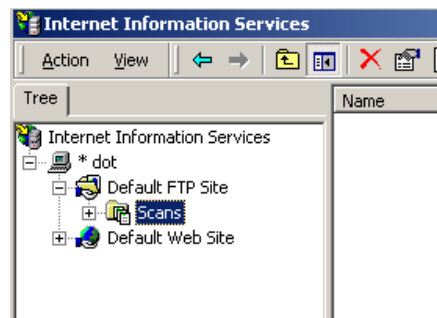


11. Check **Read** and **Write**. Click **Next**.



12. Click **Finish**.

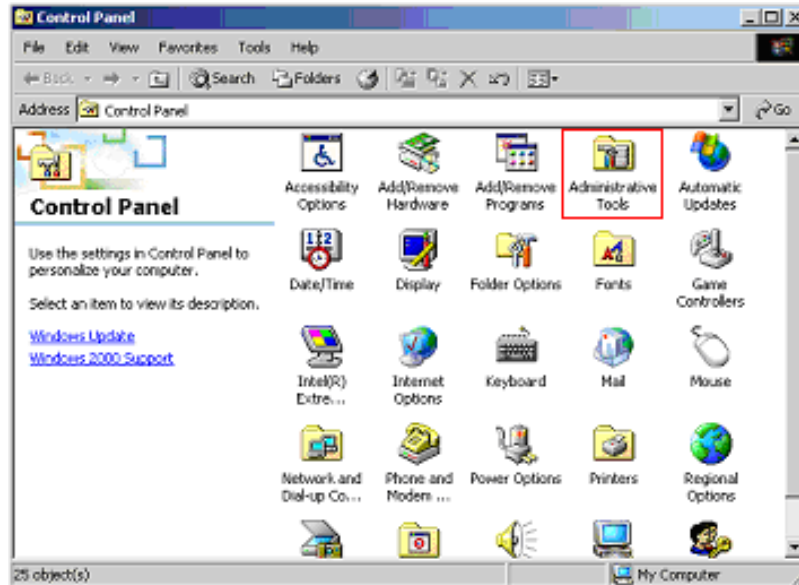
13. The new virtual directory (for example, **Scans**) appears below the **Default FTP Site** directory.



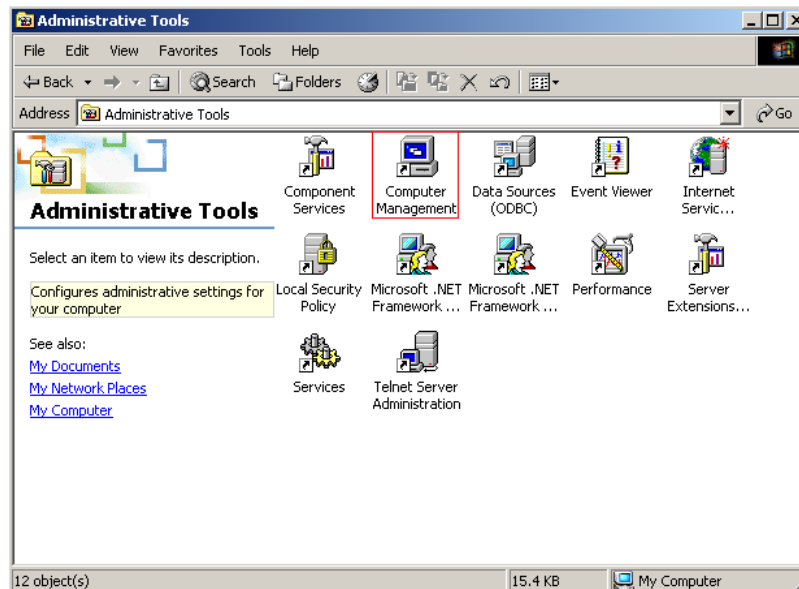
Setting up the Local User

This procedure creates a local user the Xerox device uses to access the scan repository (either ftproot or a virtual directory)

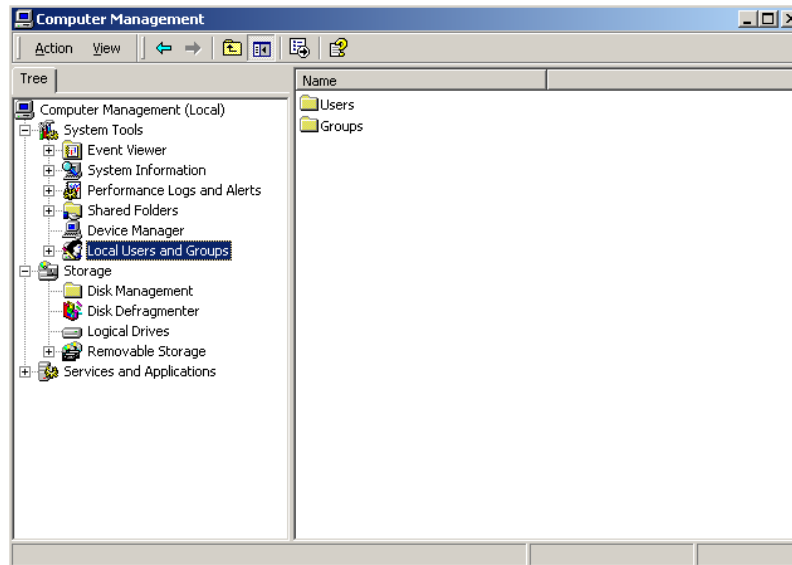
1. Select **Start>Settings>Control Panel**.
2. Select **Administrative Tools**.



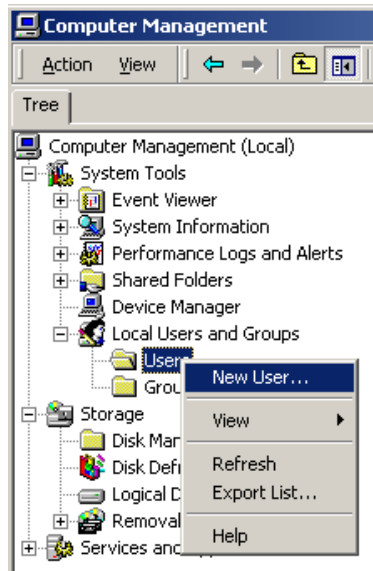
3. Select **Computer Management**.



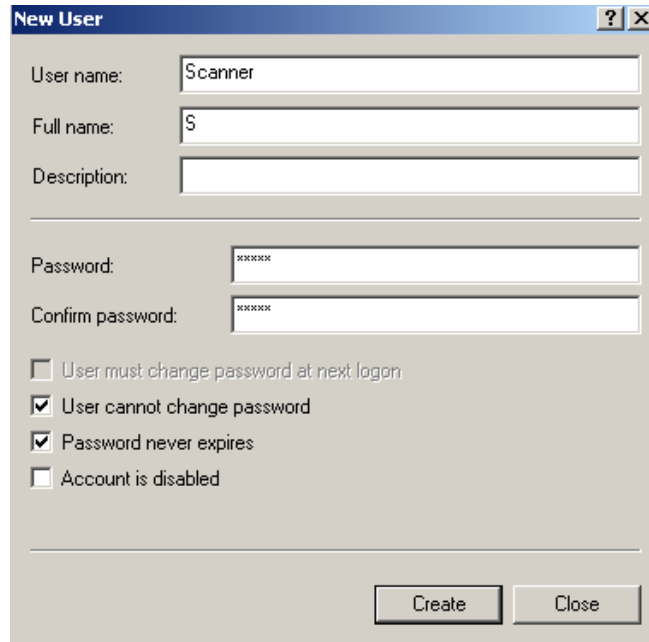
4. Select **Local Users and Groups**.



5. Right click **User**, select **New User**.



6. Enter a **User Name**, and **Password**. Uncheck **User must change password at next logon**, check **User cannot change password**, and **Password never expires**. Click **Create** and **Close**.

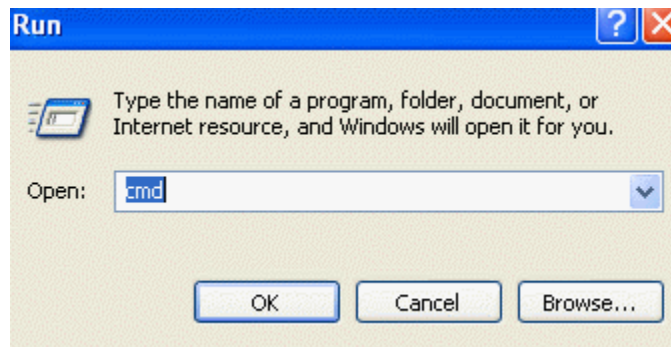
A Windows-style dialog box titled "New User". It contains several input fields: "User name:" with "Scanner" entered, "Full name:" with "S" entered, and "Description:" which is empty. Below these are two password fields: "Password:" and "Confirm password:", both containing "xxxxxx". At the bottom, there are four checkboxes: "User must change password at next logon" (unchecked), "User cannot change password" (checked), "Password never expires" (checked), and "Account is disabled" (unchecked). At the very bottom are two buttons: "Create" and "Close".

Note: You are not required to grant the Xerox device scan user rights to log on locally to the server or workstation. On a non-domain controller, you add a local user account as opposed to a domain user account. This local user account is automatically added to the local built-in group, Users. The Users group is already set up so its members have the right to log on locally to the server or workstation.

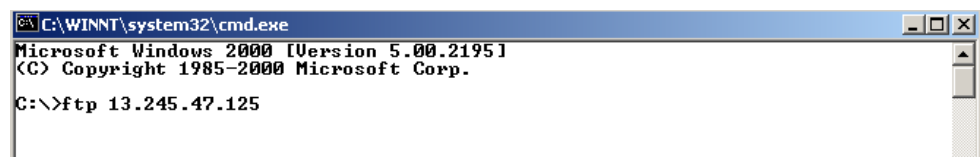
Testing the FTP Setup

Use the user you created to access the scan repository and test your FTP connection.

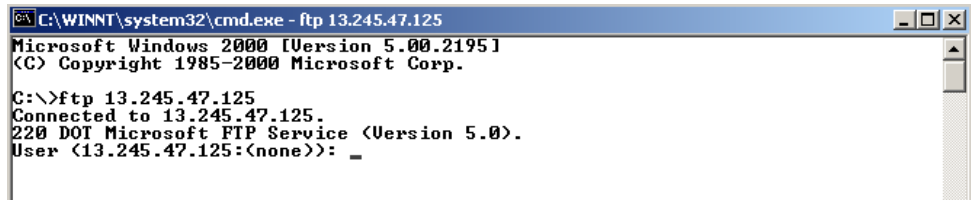
1. Select **Start>Run**.
2. Type **cmd**. Click **OK**.

A Windows-style "Run" dialog box. It has a title bar with a question mark and a close button. The main text says "Type the name of a program, folder, document, or Internet resource, and Windows will open it for you." Below this is an "Open:" label followed by a text box containing "cmd". At the bottom are three buttons: "OK", "Cancel", and "Browse...".

3. Type **ftp xxx.xxx.xxx.xxx**, where x is the IP address of the workstation where you plan to store the scan files. Press **Enter**.

A Windows command prompt window titled "C:\WINNT\system32\cmd.exe". The text inside shows the Windows version and copyright information: "Microsoft Windows 2000 [Version 5.00.2195] (C) Copyright 1985-2000 Microsoft Corp." Below this, the command "C:\>ftp 13.245.47.125" has been entered.

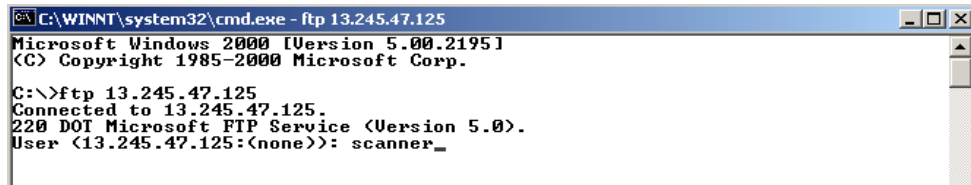
4. A connection to the FTP appears as in the example.



```
C:\WINNT\system32\cmd.exe - ftp 13.245.47.125
Microsoft Windows 2000 [Version 5.00.2195]
(C) Copyright 1985-2000 Microsoft Corp.

C:\>ftp 13.245.47.125
Connected to 13.245.47.125.
220 D0T Microsoft FTP Service (Version 5.0).
User (13.245.47.125:(none)): _
```

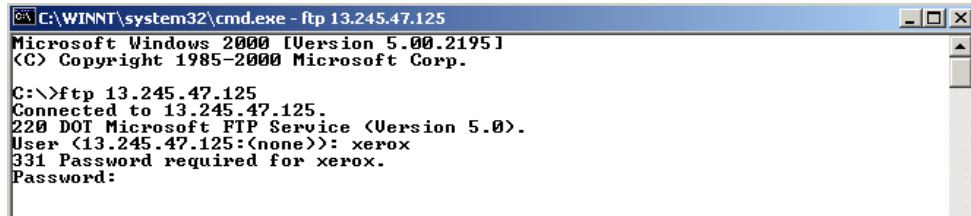
5. Enter the name of the user created in "Setting Up the User," and press **Enter**.



```
C:\WINNT\system32\cmd.exe - ftp 13.245.47.125
Microsoft Windows 2000 [Version 5.00.2195]
(C) Copyright 1985-2000 Microsoft Corp.

C:\>ftp 13.245.47.125
Connected to 13.245.47.125.
220 D0T Microsoft FTP Service (Version 5.0).
User (13.245.47.125:(none)): scanner_
```

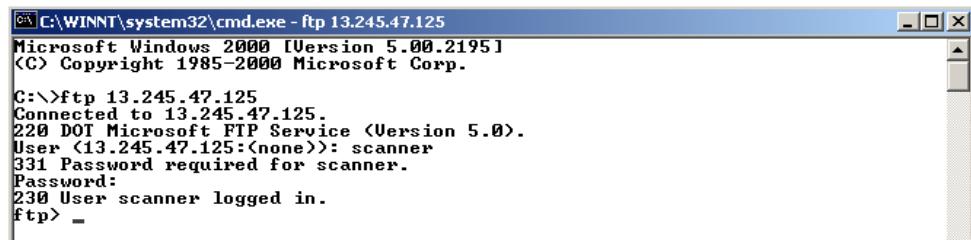
6. Type the **password** of the user in the previous step and press **Enter**.



```
C:\WINNT\system32\cmd.exe - ftp 13.245.47.125
Microsoft Windows 2000 [Version 5.00.2195]
(C) Copyright 1985-2000 Microsoft Corp.

C:\>ftp 13.245.47.125
Connected to 13.245.47.125.
220 D0T Microsoft FTP Service (Version 5.0).
User (13.245.47.125:(none)): xerox
331 Password required for xerox.
Password:
```

7. A message confirms the user is logged in.

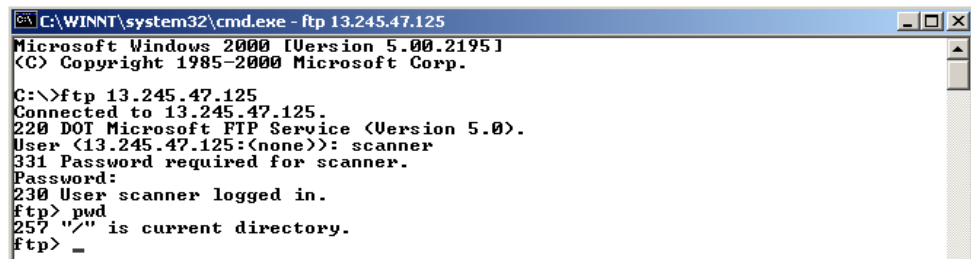


```
C:\WINNT\system32\cmd.exe - ftp 13.245.47.125
Microsoft Windows 2000 [Version 5.00.2195]
(C) Copyright 1985-2000 Microsoft Corp.

C:\>ftp 13.245.47.125
Connected to 13.245.47.125.
220 D0T Microsoft FTP Service (Version 5.0).
User (13.245.47.125:(none)): scanner
331 Password required for scanner.
Password:
230 User scanner logged in.
ftp> _
```

8. Type **pwd** and press **Enter**. In this example "/" is the current directory ("/" indicates the ftproot directory).

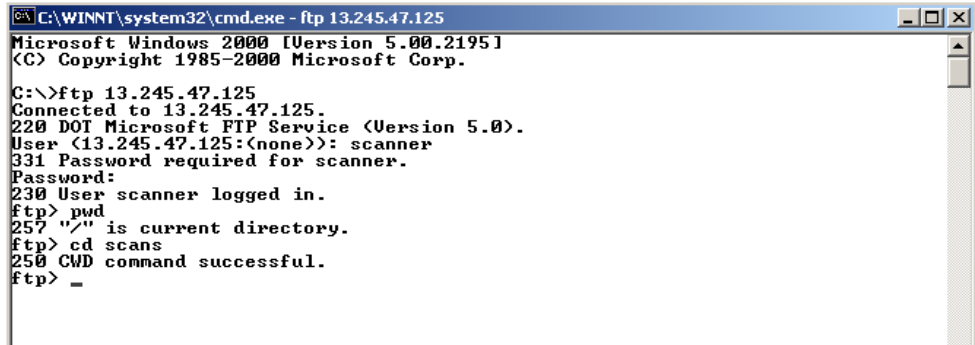
Note: If the scans are to reside in the ftproot directory, skip to step 11.



```
C:\WINNT\system32\cmd.exe - ftp 13.245.47.125
Microsoft Windows 2000 [Version 5.00.2195]
(C) Copyright 1985-2000 Microsoft Corp.

C:\>ftp 13.245.47.125
Connected to 13.245.47.125.
220 D0T Microsoft FTP Service (Version 5.0).
User (13.245.47.125:(none)): scanner
331 Password required for scanner.
Password:
230 User scanner logged in.
ftp> pwd
257 "/" is current directory.
ftp> _
```

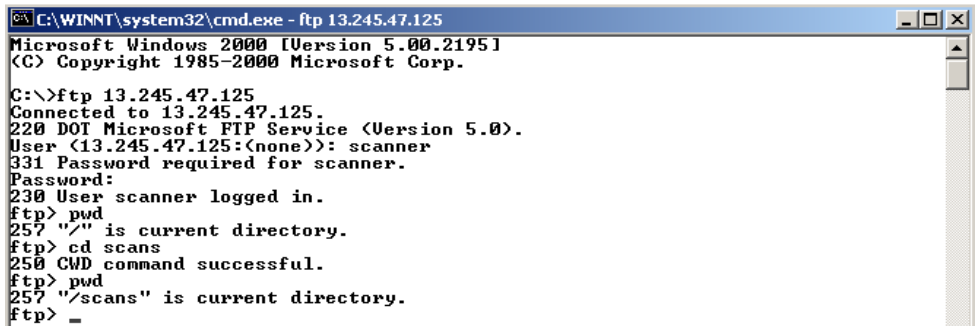
9. Enter **cd xxxxx** where x is the name of the directory created in "Creating a Virtual Directory," step 4, for example **Scans**. Press **Enter**.



```
C:\WINNT\system32\cmd.exe - ftp 13.245.47.125
Microsoft Windows 2000 [Version 5.00.2195]
(C) Copyright 1985-2000 Microsoft Corp.

C:\>ftp 13.245.47.125
Connected to 13.245.47.125.
220 DOT Microsoft FTP Service (Version 5.0).
User (13.245.47.125:(none)): scanner
331 Password required for scanner.
Password:
230 User scanner logged in.
ftp> pwd
257 "/" is current directory.
ftp> cd scans
250 CWD command successful.
ftp> _
```

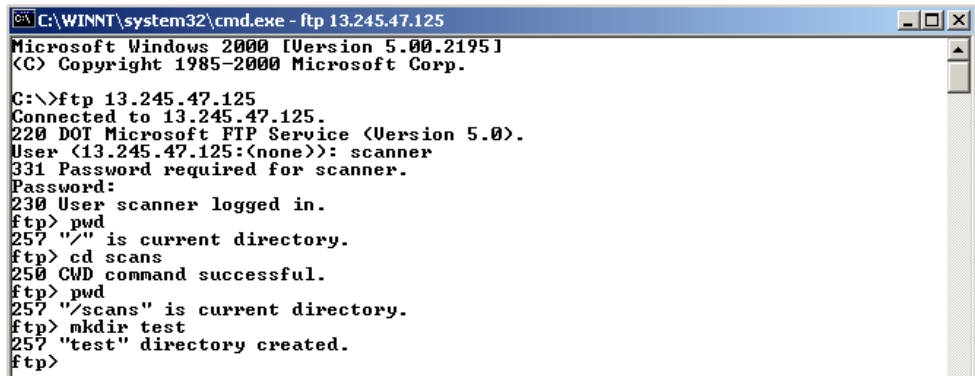
10. Enter **pwd** to display the current directory. In this example "/"scans "is the current directory. This directory is entered as the path in **Configuring the Xerox Device to Scan**, step 2.



```
C:\WINNT\system32\cmd.exe - ftp 13.245.47.125
Microsoft Windows 2000 [Version 5.00.2195]
(C) Copyright 1985-2000 Microsoft Corp.

C:\>ftp 13.245.47.125
Connected to 13.245.47.125.
220 DOT Microsoft FTP Service (Version 5.0).
User (13.245.47.125:(none)): scanner
331 Password required for scanner.
Password:
230 User scanner logged in.
ftp> pwd
257 "/" is current directory.
ftp> cd scans
250 CWD command successful.
ftp> pwd
257 "/scans" is current directory.
ftp> _
```

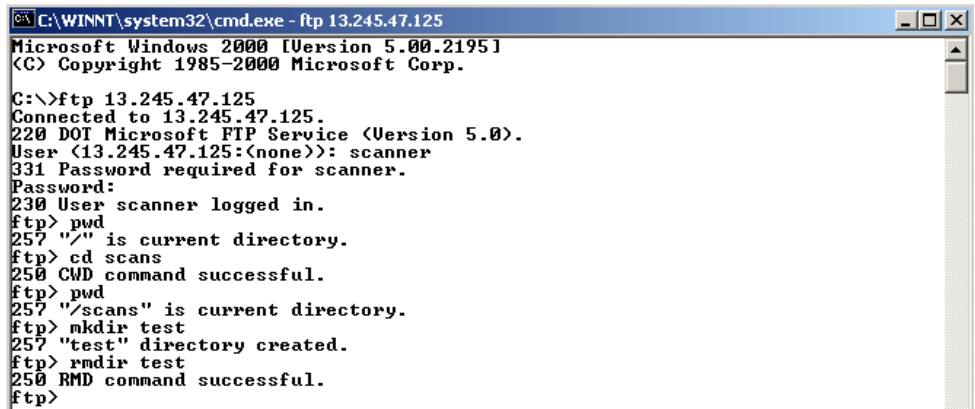
11. Enter **mkdir test** to create a directory named test to verify you have write permission to the scan folder.



```
C:\WINNT\system32\cmd.exe - ftp 13.245.47.125
Microsoft Windows 2000 [Version 5.00.2195]
(C) Copyright 1985-2000 Microsoft Corp.

C:\>ftp 13.245.47.125
Connected to 13.245.47.125.
220 DOT Microsoft FTP Service (Version 5.0).
User (13.245.47.125:(none)): scanner
331 Password required for scanner.
Password:
230 User scanner logged in.
ftp> pwd
257 "/" is current directory.
ftp> cd scans
250 CWD command successful.
ftp> pwd
257 "/scans" is current directory.
ftp> mkdir test
257 "test" directory created.
ftp> _
```

12. If the previous step is successful, enter **rmdir test** to remove the directory named test. Type **bye** to exit FTP.



```
C:\WINNT\system32\cmd.exe - ftp 13.245.47.125
Microsoft Windows 2000 [Version 5.00.2195]
(C) Copyright 1985-2000 Microsoft Corp.

C:\>ftp 13.245.47.125
Connected to 13.245.47.125.
220 DOT Microsoft FTP Service (Version 5.0).
User (13.245.47.125:(none)): scanner
331 Password required for scanner.
Password:
230 User scanner logged in.
ftp> pwd
257 "/" is current directory.
ftp> cd scans
250 CWD command successful.
ftp> pwd
257 "/scans" is current directory.
ftp> mkdir test
257 "test" directory created.
ftp> rmdir test
250 RMD command successful.
ftp> _
```

This completes the FTP setup testing. If any step in this test fails, troubleshoot your FTP setup before continuing to the next section.

Configuring the Xerox Device to Scan

The following procedure uses settings for a Work Centre Pro device. Other devices may use different steps to setup scan to file.

1. Open Internet Explorer or other Web browser. Enter the IP address of the Xerox device. Select the **Properties** tab. Expand **Services**, then expand **Network Scanning**. Select **File Repository Setup**. Select **Edit** in the **Default File Destination** section.

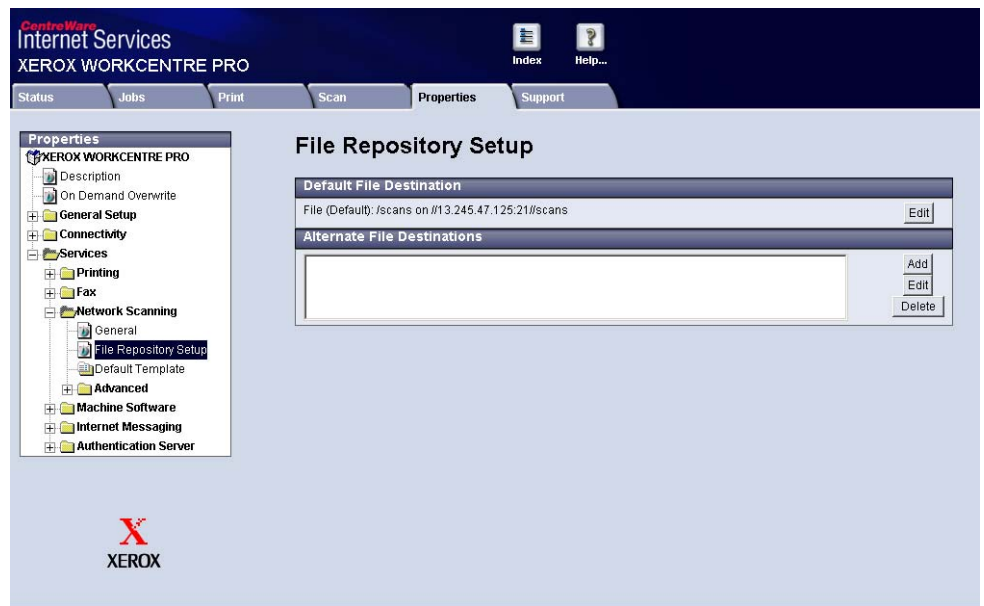
Note: The first time scanning is set up an Add button is available.

The screenshot shows the 'Properties' window for 'XEROX WORKCENTRE PRO'. The left sidebar shows a tree view with 'Network Scanning' expanded and 'File Repository Setup' selected. The main area is titled 'File Repository Setup'. It contains a 'Default File Destination' section with a text field showing 'File (Default): /InboxMFD on //13.245.47.59:21/InboxMFD' and an 'Edit' button. Below this is an 'Alternate File Destinations' section with an empty text area and 'Add', 'Edit', and 'Delete' buttons.

2. Set the Protocol as **TCP/IP**. Enter the **IP Address** of the workstation where the repository is located. In **Document Path** enter the name of your virtual directory (for example, **/scans** as illustrated below), or leave the field blank for ftproot/. Type the **Login Name** and **Password** created in "Setting up the Local User." Check the box next to **Select to save new password**, and click **Apply**. If a login screen appears, enter the admin login name and password (defaults are lower case **admin**, and **1111**).

The screenshot shows the 'Properties' window for 'XEROX WORKCENTRE PRO'. The left sidebar shows a tree view with 'Network Scanning' expanded and 'File Repository Setup' selected. The main area is titled 'Filing Destination'. It contains a 'Settings' section with the following fields: 'Friendly Name' (text field), 'Protocol' (dropdown menu set to 'TCP/IP'), 'Name or IP Address' (radio buttons for 'IP Address' and 'Host Name', with 'IP Address' selected), 'IP Address and Port' (text field with '13', '245', '47', '125', '21' in separate boxes), 'Document Path' (text field with '/scans'), 'Login Name' (text field with 'scanner'), 'Password' (text field with 'admin'), and 'Retype password' (text field with 'admin'). There is a checkbox labeled 'Select to save new password.' which is checked. At the bottom are 'Apply' and 'Cancel' buttons.

3. The path appears in the **Default File Destination** section.



At the device's local UI in the Network Scanning feature, the default template reflects the same path. If not, reboot the device.

Additional Information

This Customer Tip provided by Xerox Digital Network Solutions Center.

Xerox Customer Support 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.office.xerox.com/support/dctips/dctips.html>.

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